Enrolment Policy NSW Indigenous Schools

Purpose: The purpose of this Enrolment Policy ("the Policy") is to ensure the allocation of students according to the Mission, Vision and Vales of Barker College as an inclusive School community that welcomes the enrolment of students from Aboriginal and Torres Strait Islander cultures and students with disability and/or are diverse learners.

Scope: This policy applies to the NSW Barker Indigenous Campuses A campus or separate School of Barker College may develop separate policies and procedures to address any requirements applicable to the operation of that campus or School.

Mandatory or specific requirements: NESA B7 Educational and Financial Reporting. The Enrolment Policy and the staff Code of Conduct. Enrolments records including a register will be maintained by the Director of Enrolments electrotonically with information security safeguards.

Responsibility: The Head of Barker College is appointed by the Council of Barker College to manage enrolments and the Director of Enrolments has responsibility for administering the enrolment process according to the Policy. As the Head of Barker College, any final decision making with respect to enrolments, including continuing enrolments of students at the NSW Indigenous campuses sits at the discretion of the Head of Barker College.

SCOPE:

This policy applies to the Barker College NSW Indigenous School Darkinjung Barker and the Ngarralingayil campus

DEFINITIONS:

Parent: The term **'parents'** includes carers guardians or any other person with ***parental responsibility*** **as defined under the *Children And Young Persons (Care And Protection) Act* 1998 - Sect 3**, in relation to a child or young person. Where the child has only one parent, it means that parent.

Disability: The term **'disability'**, in relation to a child, means:

- total or partial loss of the child's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the child's body; or
- a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

and includes a disability that:

- presently exists; or
- previously existed but no longer exists; or
- may exist in the future (including because of a genetic predisposition to that disability); or

is imputed to a person; and to avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

POLICY STATEMENT

This Policy is in place to guide the School to meets its obligations and communicates to the staff and the School community a transparent enrolment process. On enrolment, parents, carers and students enter a partnership with the School to uphold the School's Values in a mutually beneficial relationship centered around a safe and supportive learning environment for the student.

The NSW Indigenous Campuses of Barker College seek to enrol Aboriginal and Torres Strait Islander children who will be able to benefit from the academic program the School offers, who are willing to participate enthusiastically in the full range of activities available and whose families understand the importance of the School's Christian aims and objectives.

It is the mission of each of the Indigenous Campuses to overcome access and equity to education for First Nations peoples by providing culturally relevant curriculum in an accessible manner for both students and families.

The School's academic program covers K to Year 6 and entrance to the School typically commences in Kindergarten. The curriculum is developed in partnership with local Indigenous organisations to be culturally relevant to the community, providing on-Country learning opportunities for students.

Enrolment Register

The Head of Barker College must maintain an enrolment register that is retained for at least 5 years before archiving and includes the following information for each student:

- name
- date of birth and address
- name and contact phone number for parent(s)/guardian(s)
- enrolment date
- leaving date and destination.

Extra information for students older than 6 at the time of enrolment

- pre-enrolment situation or
- previous school (where relevant).

Extra information for students under 17 with an unknown destination at the time of leaving the school

- The School must notify the NSW Department of Education and record the date of notification in the enrolment register.

Enrolment Terms and Conditions

The Enrolment Application Form contains details on the conditions of enrolment, including the enrolment process, School communication, a Standard Data Collection Notice, School fees, behaviour expectations and information regarding student withdrawal.

The School may direct initial enquiries to our publicly available website which contains the full details of the procedure for enrolment at the School.

School's Considerations

When considering making offers of a place at the School, the School may give preference to any one or more of the following considerations:

- siblings of students attending the School;
- children who are descendants of a former student of the School;

- children whose families can demonstrate an active involvement in an affiliated Aboriginal organisation.

School not obliged to accept an Application for Enrolment

Where the School determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the School may decline to accept an application for enrolment, or request further assessment, such as contact with a prior school or health professional.

Disability

Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for educational support services or for some other measures or actions to assist the child to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the child's needs through the following course of action.

Consultation and gathering of information

The School may consult with the child and the child's parents/guardians. The School, after consultation with the child and the child's parents/guardians may:

(a) require the parents/guardians to provide medical, psychological or other reports from specialists outside the School; and/or

(b) obtain an independent assessment of the child.

Any assessments or reports required from non-school personnel will be at the parents' expense.

Assessment of child's needs and measures required

Where information obtained by the School indicates that the child has a disability, the School will seek to identify the exact nature of the child's needs and the strategies required to address them.

Having obtained this information, the School will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the child's disability.

Where the School determines that the child would require some such measures or actions, the School will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected.

In assessing whether a particular measure or action for a particular child is reasonable, the School will have regard to all the relevant circumstances and interests, including:

(a) the child's disability;

(b) the views of the child or the child's parents about:

  i) whether the particular measure or action is reasonable;

  ii) the extent to which the particular measure or action would ensure that the child was able to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a child without the disability;

(c) the effect of the adjustment on the child, including the effect on the child's:

  i) ability to achieve learning outcomes; and

  ii) ability to participate in courses or programs; and

  iii) independence;

(d) the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
(e) the costs and benefits of taking the particular measure or action.

Unreasonable Measures and Unjustifiable Hardship

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, the School will take into account all relevant circumstances of the case, including:

(a) the nature of the benefit or detriment likely to accrue to, or be suffered by, any persons concerned (including other students, staff members, the School, the child, the family of the child, and the School community);
(b) the effect of the disability of any person concerned, including the child;
(c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and
(d) the availability of financial and other assistance to the School.

The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child at its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or withhold relevant information pertaining to their child.

Discrimination

The applicable laws in NSW make it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity, intersex status or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Policy.

Enrolment Process:

1. **Meeting**

Families seeking enrolment must arrange to visit the campus of their choice. This visit includes meeting with the Director of NSW Indigenous Campuses to ensure that the School is the right choice for the family and to assess if the School can cater to the needs of the student.

2. **Application for Enrolment**

Parents/Guardians wishing to enrol their child at a Barker NSW Indigenous Campus must complete an Enrolment Application Form and provide a Birth Certificate and evidence of their Indigenous background with their application.

Where a Birth Certificate is unavailable, if adequate documentation has been provided to satisfy the Director of Enrolments as to the child's identity, the Head of Barker College may decide to enrol the student on the basis that the family to show they have made a formal application for a Birth Certificate.

3. **Application Review**

The Director of Enrolments and the Director of the NSW Indigenous Campuses (NSW) a will review the application. Complete applications will be forwarded to the Barker College Enrolments Department for entering in the School database systems. The Director of NSW Indigenous Campuses may consult with the applicable Local Aboriginal Land Council to ensure applicants meet the necessary identification of indigeneity.

4. **Application Fee**

The nominal Acceptance Fee of $50.00 will be processed by the Enrolments Department.

5. **Enrolment Acceptance Letter**

The Enrolments Department will issue a letter to the parents of the applicant, outlining the acceptance of the student's enrolment, including the attendance start date, allocated class and House, and any further documentation requests.

6. The letter is accepted electronically by the parents and any further requests for information before commencement.