



WAYS Secondary Enrolment Policy

NESA Manual Section: B7.1 Enrolment and Attendance

Policy

The Principal/delegate of WAYS Secondary (WAYS) maintains a register of enrolments, in a form approved by the Minister, of all children at the school, which includes information for each student as required by Section B7 of the NSW Education Standards Authority (NESA) *Registered and Accredited Individual Non-government Schools (NSW) Manual*.

WAYS Secondary (WAYS) is an Independent, special assistance, non-government co-educational high school currently offering schooling for students in Years 9, 10, 11 and 12. The school has NSW Education Standards Authority (NESA) registration and accreditation to deliver courses for the awards of the Record of School Achievement (RoSA) and the Higher School Certificate (HSC). The school is non-fee paying.

WAYS provides an innovative, safe, supportive and flexible learning environment for young people who want an alternative to mainstream education to thrive and achieve their educational goals. Applications for enrolment may be made by students, parent(s)/caregivers(s) at any time, for students to commence at WAYS.

As a special assistance school, WAYS provides programs specifically designed to cater for the needs of students with identified mild to moderate social and emotional difficulties such as anxiety and depressive disorders and social issues. Due to resourcing and specific staff expertise, WAYS is unable to cater for students with identified behavioural disorders/significant concerns, history of violent behaviours, and/or learning disorders/significant learning concerns and moderate to severe mental health disorders/concerns.

The school will base any decision about offering a place to a student on the following criteria:

- the student's mental health status in that they fit into the mild to moderate psychological criteria:
- evidence that the student is struggling in their current school and that the student's needs can be catered for by WAYS Secondary.
- the student's reports from previous school(s) .
- the availability of a place for a student at their year group
- history of violent or aggressive or behaviours.
- order of receipt of application.

The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

Continued enrolment at WAYS Secondary is dependent on the student making satisfactory academic progress, attending consistently, the student and the parent(s)/caregiver(s) observing the school codes of conduct and other requirements, which are applicable from time to time.

Should during the enrolment the student's presentation change or becomes more severe, the school may not be able to accommodate their needs, and continued enrolment may no longer be viable.

Procedure

Maintaining the Register of Enrolment

The Student Administration and Support Coordinator is responsible for maintaining the electronic Register of Enrolments in SharePoint/WAYS Secondary Student Register of Enrolment folder which includes all the information set out below.

- 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.
- As a Year's 9-12 school WAYS retains the following extra enrolment information for all students:
 - pre-enrolment situation and/or
 - previous school (where relevant).

- The Student Administration and Support Coordinator records in the enrolment register the date of notification to NSW Department of Education for students under 17 with an unknown destination at the time of leaving the school. The *WAYS Secondary Attendance Policy* provides the details of the process and information that will be provided in notifying the NSW Department of Education for students under 17 with an unknown destination at the time of leaving the school.

The principal /delegate is responsible for ensuring that the WAYS Register of Enrolments is regularly securely backed up and stored off-site and is retained in SharePoint for a minimum period of five (5) years before archiving.

Student Enrolment process

Before applying for enrolment potential student's parent(s)/caregiver(s) should have read the *WAYS Secondary Enrolment Policy* which explains the terms and conditions of enrolment. This is available on the WAYS Secondary website ways@ways.org.au or it can be emailed to the prospective parent(s)/caregiver(s) upon request to the Student Administration and Support coordinator.

Parent(s)/caregiver(s) seeking enrolment for their student should then contact the school and speak with either the Principal or the Student Support and Administration Coordinator. At this initial contact the Principal/Student Administration and Support Coordinator will discuss the school enrolment criteria and request some information about the student's history, any presenting issues and schooling concerns.

The Principal will meet with parent(s)/caregivers(s) and the student before offering a place. Prior to this initial meeting parent(s)/caregivers(s) are requested to provide the Principal with copies of past school reports and any documentation from doctors and mental health professionals, such as psychiatrists and psychologist regarding the mental health of their child, existing social supports.

Prior to a potential enrolment interview the Principal/Student Administration and Support Coordinator will request verbal permission from the parent(s)/caregiver(s) to contact their nominated mental health professional and a contact from their child's current school regarding educational functioning.

During the enrolment process the Student Administration and Support Coordinator also collects the student background information for MCEECDYA.

Once all the students' background information has been collected, the Principal reviews the information and decides if an enrolment interview will take place. The Principal or the Student Administration and Support Coordinator will contact the parent(s)/caregiver(s) and arrange a time for an enrolment interview which may take up to 2 hours.

At this interview, the Principal will seek to ascertain the student's suitability through further clarifying/assessment questions to the student and their parent(s)/caregiver(s). The Principal is a Clinical Psychologist with extensive experience in the diagnoses and treatment of mental health disorders in the adolescent population.

During the enrolment interview the Principal/ Student Administration and Support Coordinator explains:

- the school's policies, procedures and mandatory reporting requirements,
- the orientation program and how the school timetable operates,
- the psychological and other support available
- that should during their enrolment at WAYS the student's presentation changes or becomes more severe, the school may not be able to accommodate their needs, and continued enrolment may no longer be viable. In this situation if requested, the school may assist with recommendations for alternative schooling options.

After the assessment part of the enrolment interview, the Principal will make a determination whether the WAYS enrolment criteria are met and if the school can cater for the student's needs.

If the Principal determines that the student meets the WAYS criteria, the Principal/Student Administration and Support Coordinator will make an offer of enrolment and provide the enrolment package and enrolment paperwork to be read and signed.

If accepted into the school, the parent(s)/caregiver(s) and students sign an enrolment contract outlining and agreeing to the terms and conditions of enrolment at the school. The students start date at the school is confirmed. Students and their parent(s)/caregiver(s) are advised that the student would need to unenroll from their current school before they can commence at WAYS Secondary.

If there is not a place available and the student is deemed suitable for the school, the parent(s)/caregiver(s) will be advised that the student will be placed on a waiting list. The Principal/Student Administration and Support Coordinator will contact the parent(s)/caregiver(s) as soon as a place becomes available.

All completed enrolment paperwork is handed or emailed back to the Principal/Student Administration and Support Coordinator to be maintained securely in SharePoint/Students Files folder and in hard copy in student's files located in a locked filing cabinet in the Student Administration and Support Coordinator office.

If on review of the initial application or after the initial meeting or enrolment interview with the student and their parent(s)/caregiver(s) enrolment the Principal determine that the student does not meet the enrolment criteria and/or the school cannot cater for the student's needs the Principal/Student Administration and Support Coordinator will inform the parent(s)/caregiver(s) verbally and in writing to advise them of the decision and may if requested offer suggestions for alternative education options.

Records of all enrolment inquiries are securely maintained by the Principal or the Student Administration and Support Coordinator in the SharePoint/Student Enrolment Enquiries folder.

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