POLICY: STUDENT ENROLMENT

1. STATEMENT OF BELIEF:
Drouin Secondary College provides a secure and positive environment where students can learn and achieve success. We welcome new students wishing to enrol at the College and have a commitment to providing quality education for the local community. We aim to provide a transition process which enables students who enrol at the college to become a part of our school with minimum disruption to both the student and the school community.

2. OBJECTIVES:

2.1 To ensure that Drouin Secondary College is promoted positively in the local and wider community so that the College continues to draw students from broad sections of the community.

2.2 To ensure that all prospective students are given the opportunity to demonstrate their willingness to follow College policies and practices.

2.3 To provide all Grade 6 students, who are potential Level 7’s, with an extensive transition program which aims to identify and accommodate their needs. Parents and Primary School Staff will be encouraged to participate in relevant aspects of the transition program.

2.4 To interview all potential students and their parents/guardians (other than those participating in the Grade 6 to Level 7 Transition Program), to assess:
  • reasons for selecting Drouin Secondary College
  • the commitment the student and parent/guardian is prepared to make to College practices and policies
  • whether the College will meet their needs
  • whether the College’s requirements can be met by the student
  • the appropriate year level
  • the availability of a suitable course
  • support services required by the student

2.6 To provide support structures for new students to assist in their smooth transition so that they have the opportunity to achieve success.

2.7 All enrolments will require the completion of the DEECD Confidential Students Information Enrolment Form’ with details immediately entered on CASES 21.

2.8 Students will be allocated to classes according to student interest, needs and class sizes.

3. IMPLEMENTATION:

3.1 The Learning Culture Team will be responsible for implementing this policy in consultation with the appropriate Assistant Principal.

3.2 The Learning Culture Team are responsible for gathering appropriate information from previous schools to ensure smooth transition and that necessary support services are provided.

3.3 All students transferring from other secondary schools or from the workforce/unemployment will be asked to sign an enrolment agreement and will be monitored throughout their first semester at the College.

This policy was last reviewed by School Council in: 2014
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3.4 All enrolments excluding Year 7 transition to be approved by appropriate Assistant Principal

4. EVALUATION:

This Policy will be reviewed by the Education Policy Committee as part of the schools’ four year cycle.