Enrolment

Policy Scope
This policy is for the management of ACC Southlands Ltd. The Principal or their delegate is responsible for the implementation of the policy and any procedures.

Policy
Enrolment in the distance education program at Australian Christian College - Southlands is open to students who can meet the following criteria:

1. Parent/Supervisor is able to sign and adhere to the enrolment contract
2. Parent/Supervisor is able to comply with the policies and procedures for distance education including but not limited to:
   a. Completing daily student attendance
   b. Communicating with the school as issues arise
   c. Participation in the NAPLAN tests when appropriate unless a special exemption is granted
3. Student is engaged in the learning program to the satisfaction of the school. This includes but is not limited to:
   a. Participation in daily work
   b. Participation in class discussions
   c. Participation in assessment
   d. Returning work to the school as required
   e. Participation in teleconferences

Enrolment
Refer to Appendix 1 - Enrolment Procedure

Withdrawal by the Parent/Supervisor
If a parent/supervisor wishes to withdraw their child from the distance education program they must do the following:

1. Provide written notice to the school via email of the intention to withdraw and the child’s last day in the distance education program
2. Complete all outstanding attendance recording
3. Notify the school of the next destination for your child’s education

The school will contact the appropriate DES Homeschool Moderator if a next destination is not supplied to the school on withdrawal.

The school will only issue a semester grade report if a student has completed both Term1 and Term2 and/or Term 3 and Term 4 at ACC. The school does not issue grade reports for partial work completion.
The school only maintains a record of student information as required by legislation. This information includes the enrolment register and the attendance records. Classroom work is not maintained by the school and it is the responsibility of the student if they wish to keep a record of this work.

Withdrawal by the School
Distance education teachers are concerned about the safety of their students and their success in the learning program.

Their professional concern could be based on a number of factors including but not limited to:

1. failure to submit work
2. quality of work submitted
3. failure to communicate with the teacher
4. failure to attend the teleconferences
5. failure to complete work after discussions with the student and/or parent/supervisor

In the event that a teacher is concerned for their student, the teacher is to raise their concern with the Principal.

At the Principal’s discretion, the school can initiate a withdrawal of the student from the school on the grounds that the student and/or parent/supervisor have not met their obligations under the Enrolment Policy and the Enrolment contract.

Policy Review
On change of legislation or at the discretion of the School Board of ACC Southlands Ltd.

Policy Version
3.0
Appendix 1 - Enrolment Procedure Flowchart

DISTANCE EDUCATION ONLINE ENROLMENT PROCESS

New DE Query - Question or Enrolment Application?

- Customer completes "Enrolment Application"  
- Staff member contacts customer within a published timeframe  
- Is the customer going to enrol?
  - No: Staff Member closes the enquiry in Quickschools
  - Yes:
    - Staff member directs the customer to "Enrolment Application" and the close the enquiry in Quickschools

Enrolment Application

- Customer completes "Enrolment Application"

- Is the enrolment application approved?
  - Yes:
    - Staff member emails customer with a School Fee Payment Form
    - Customer completes the Fee Payment Form and returns it to the staff member via email
    - Staff member sends Fee Payment Form to Naringbil for processing
    - Staff member converts the application to "Enrolled" -> DE student is now in QS
  - No:
    - School talks to customer about concerns
    - Is the enrolment application approved?
      - Yes:
      - PROCESS CONTINUES
      - No:
      - Customer is notified and the staff member closes the enrolment application

Maybe / No