

Enrolment Policy 2024-2026

1. Purpose

This policy is to ensure that the enrolment process at Global Village Learning (GVL) is conducted fairly, transparently, and efficiently, providing clear and comprehensive information to parents/guardians as they enter into an enrolment agreement with GVL.

2. Principles

- **Equity and Transparency:** Admissions are conducted on a non-discriminatory basis, with clear, accessible criteria that are published and applied consistently.
- **Commitment to Diversity:** GVL values and promotes diversity, influencing our admissions criteria to embrace a broad spectrum of the community.
- **Legal and Regulatory Compliance:** Adherence to all applicable local and federal regulations, including the VRQA Minimum Standards and Australian Consumer Law.

3. Aims

- To ensure the enrolment process is free from bias and accessible to all potential students.
- To outline the conditions and criteria under which students are admitted to ensure clarity and fairness.
- To maintain meticulous and compliant records of all enrolments.

4. Legal and Regulatory Framework

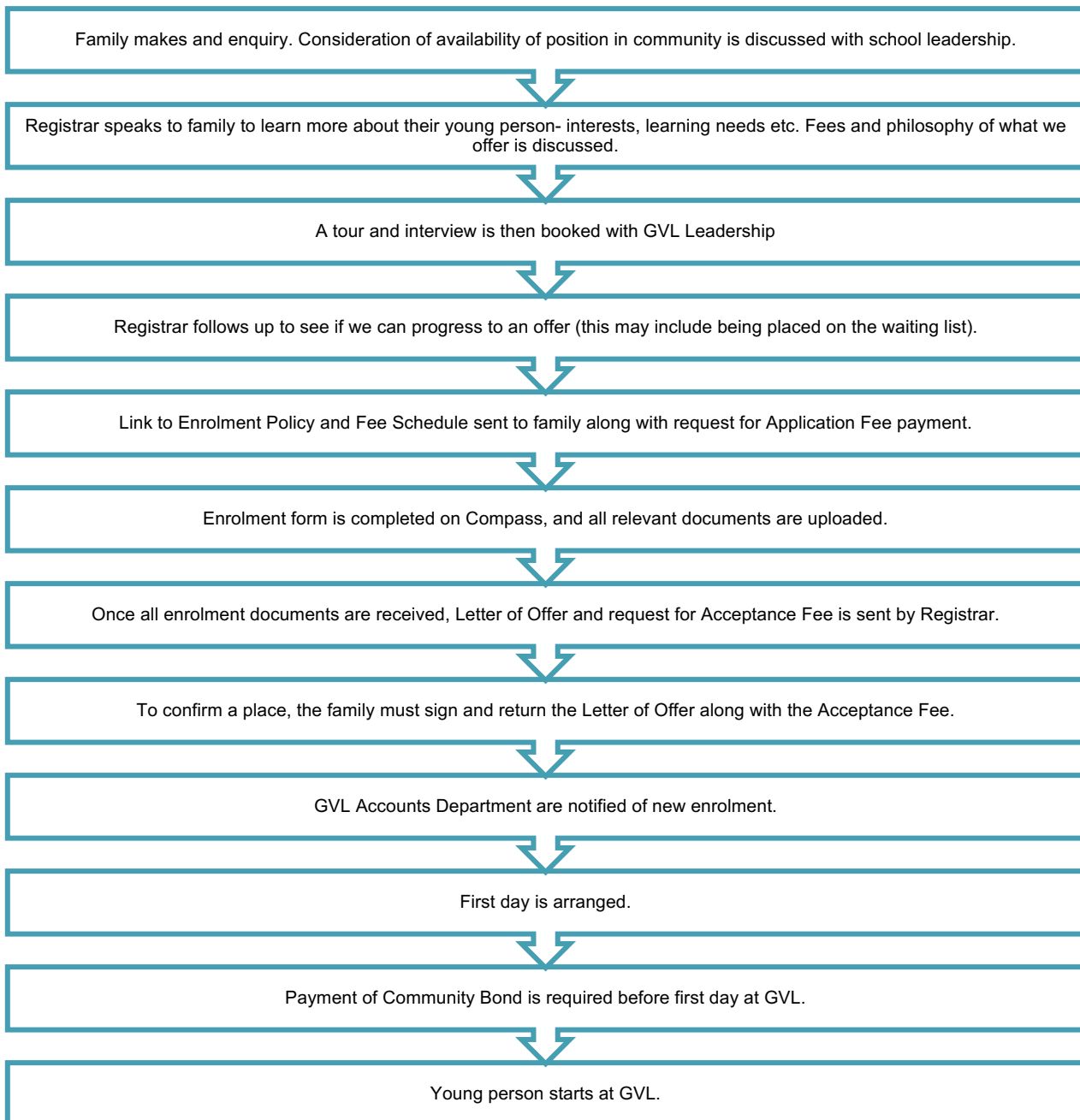
This policy is framed under the following:

- Education and Training Reform Act 2006 (Vic.)
- VRQA Minimum Standards
- Equal Opportunity Act 2010 (Vic.)
- Disability Discrimination Act 1992 (Cth.)
- Australian Education Act 2013 (Cth.)
- Privacy Act 1988 (Cth.)
- Australian Consumer Law

5. Definitions and Key Information

- **Enrolment Agreement:** A legally binding contract between GVL and the parent/guardian that outlines the rights and responsibilities of both parties regarding the provision of educational services.

6. Enrolment Process



7. Admissions Criteria

- Admissions are processed in the order of enquiry, and when no positions are available, a waiting list is established.

- The Principal and Executive Director will make enrolment decisions based on the level of support that can be individually provided to each young person, ensuring that our resources and expertise align with the needs of each applicant.

8. Responsibilities

- Governing Board: Oversight of policy approval and adherence to strategic objectives.
- Principal: Implementation and public communication of the policy, ensuring transparency and adherence to legal standards.
- Enrolment Office: Administration of the enrolment process, ensuring accuracy and compliance with policy.

9. Record Keeping and Data Reporting

- Accurate maintenance of enrolment records and compliance with state and federal reporting requirements.
- Periodic review and reporting of student background characteristics data to appropriate authorities.

10. Review and Communication

- This policy is reviewed every three years to ensure it remains compliant and relevant.
- The policy and all associated procedures are published on the school's website and are available at the school office for prospective and current families.

This revised policy thoroughly covers the points from the original document while aligning with the strategic goals and compliance standards of Global Village Learning. It ensures transparency, fairness, and compliance throughout the enrolment process.

DETAILS

REVIEWED	November 2024
MAINTAINED	Global Village Learning Board
RATIFIED	
NEXT REVIEW	2026