

# GVL Enrolment Policy 2025–2027

## 1. Purpose

This policy explains how Global Village Learning manages enrolment fairly, transparently and in line with all legal and regulatory requirements. It ensures families understand the process, conditions and expectations before entering an enrolment agreement with GVL.

## 2. Principles

- Enrolment decisions are made without discrimination.
- GVL values diversity and welcomes young people from a wide range of backgrounds, identities and learning profiles.
- All decisions reflect obligations under the Disability Discrimination Act, including reasonable adjustments.
- Families receive clear, accurate information consistent with Australian Consumer Law.
- Final enrolment decisions consider whether GVL can safely and reasonably meet the individual learning, wellbeing and medical needs of each young person.
- Privacy is respected and personal information is handled lawfully.

## 3. Legal and Policy Framework

This policy is informed by:

- Education and Training Reform Act 2006
- VRQA Minimum Standards
- Equal Opportunity Act 2010
- Disability Discrimination Act 1992
- Privacy Act 1988
- Australian Consumer Law
- Child Safe Standards
- GVL Child Safety and Wellbeing Policy
- GVL Complaints and Grievances Policy

## 4. Eligibility and Admissions Criteria

### Minimum Age Requirement

GVL follows the requirements of the Education and Training Reform Act 2006 regarding minimum school starting age.

A child must turn 5 years of age by 30 April in the year they commence school.

GVL only enrolls 4-year-olds after an early-entry exemption is approved by the Executive Director after a formal readiness and safety assessment and in accordance with legislation.

## Admissions Criteria

Where capacity is limited, enrolment priority is as follows:

1. Siblings of current students
2. Young people living in the local area
3. Young people with an interest in or alignment with GVL's learning model
4. Date order of application
5. Other relevant considerations at the Principal's discretion to support safety, wellbeing and community balance

GVL does **not** discriminate on the basis of gender, race, cultural or religious background, disability, sexuality, family status, or socio-economic status.

Enrolment decisions must also consider:

- the level of support required
- the safety and wellbeing implications for the applicant and others
- whether reasonable adjustments can be provided without causing unjustifiable hardship
- the capacity of GVL's staffing, facilities and resources at the time of application

## 5. Enrolment Process Overview

Enrolments are managed through EnrolHQ, GVL's digital enrolment platform. All enquiries, applications, supporting documents, communications, offers and waitlist records are handled through EnrolHQ.

A detailed Enrolment Procedure outlines the operational steps including:

- enquiry and information sessions
- application submission
- needs assessment
- meetings with families
- offer and acceptance
- transition and orientation

## 6. Conditions of Enrolment

Families must:

- sign the Enrolment Agreement
- provide accurate information about the young person's learning, medical and support needs
- agree to the Child Safety Code of Conduct
- support regular attendance
- provide necessary documentation (such as medical plans and court orders)
- keep contact details current
- meet financial responsibilities or enter into an agreed payment arrangement
- commit to participating in safety and wellbeing planning where needed

## 7. Students with Disability

GVL welcomes applications from young people with disability and makes reasonable adjustments to support access and participation. Decisions consider:

- safety
- the adjustments requested
- the school's capacity to meet needs
- potential impacts on the applicant or others
- whether adjustments introduce unjustifiable hardship

Where a place is declined on this basis, families are informed clearly and respectfully with reference to relevant legislation.

## 8. Required Documentation Prior to Enrolment

Families must provide:

- birth certificate or passport
- proof of address
- immunisation history statement
- previous school reports
- relevant medical plans (asthma, anaphylaxis, diabetes, epilepsy)
- court orders or parenting plans, if applicable
- additional assessments or reports if requested
- NDIS documentation (optional)

## 9. Enrolment Register

GVL maintains an Enrolment Register through EnrolHQ and Compass. The Register includes:

- student full name
- address
- date of birth
- parent/guardian details
- date enrolment begins
- date enrolment ceases
- previous school
- immunisation status

Changes to enrolment status are updated promptly.

## 10. Attendance Requirements

Families agree to support daily attendance. Attendance is recorded in Compass each day in line with the VRQA Minimum Standards.



## 11. Orientation and Transition

All newly enrolled young people participate in GVL's transition process which may include:

- orientation sessions
- hub visits
- learning profile review
- safety and risk assessments
- medical and wellbeing planning
- handover with the Hub Leader
- connection to the Sunrise Club and Sunset Club if relevant

## 12. If a Place Cannot Be Offered

Families will receive written communication outlining:

- the reason
- available options
- opportunity to remain on the waitlist
- next steps if circumstances change

## 13. International Students

GVL is not a CRICOS-registered provider and does not enrol international students requiring a student visa.

## 14. Complaints and Appeals

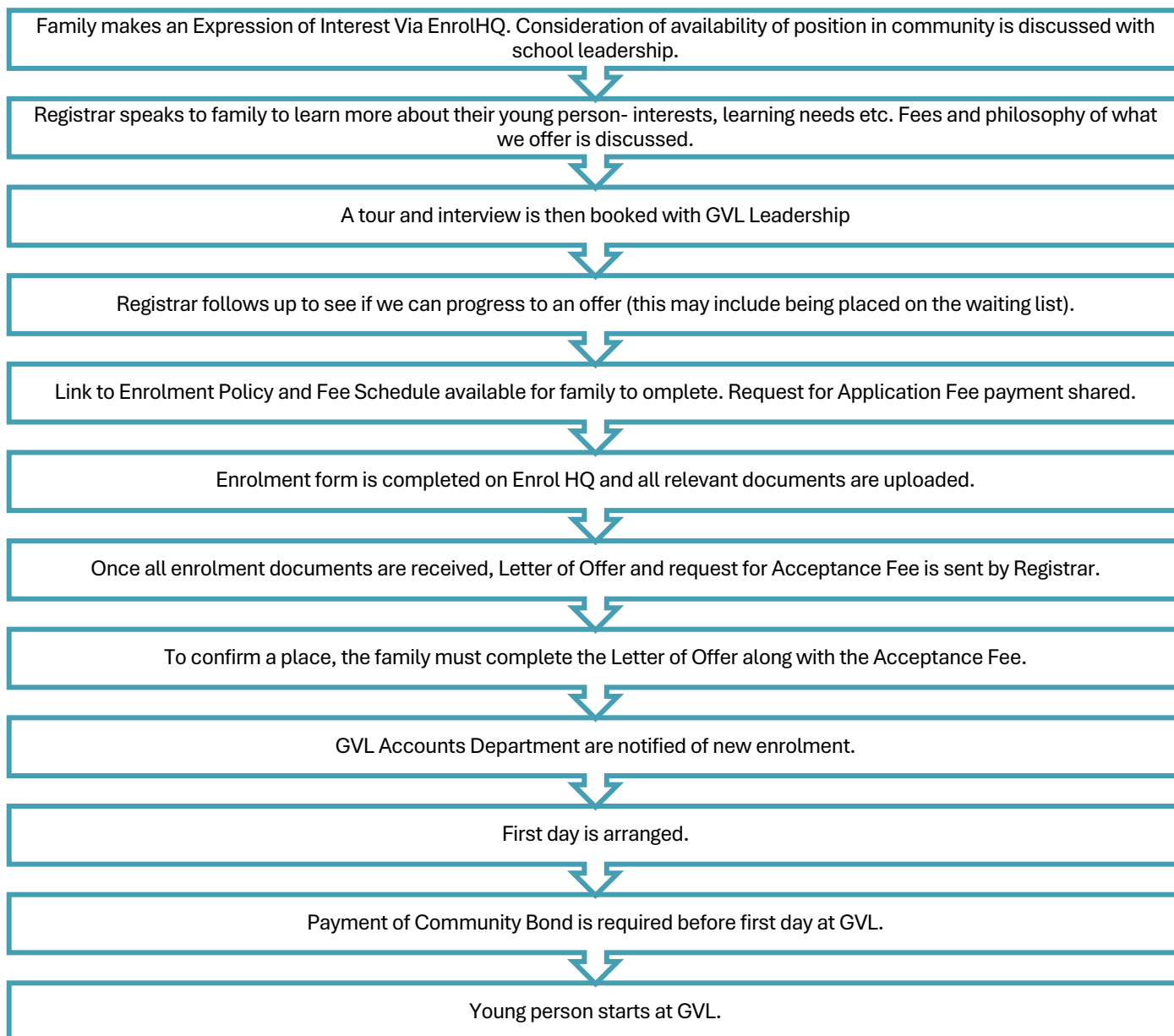
Concerns about an enrolment decision can be raised through GVL's Grievances and Complaints Policy. All concerns are managed fairly and with transparent communication.

## 15. Record Keeping and Privacy

EnrolHQ and Compass stores all enrolment data securely. All documents and records are handled in accordance with the Privacy Act, GVL's Records Management processes and Child Safe Standards.



## 16. Enrolment Process - Enrol HQ



## 17. Review and Communication

This policy is reviewed every three years or sooner if regulations change. It is published on the GVL website and available at the school office.

### DETAILS

<b>REVIEWED</b>	November 2025
<b>MAINTAINED</b>	Global Village Learning Board
<b>RATIFIED</b>	
<b>NEXT REVIEW</b>	2027