

STUDENT ENROLMENT POLICY

Date Approved:	22/11/2018
Date Effective:	22/11/2018
Scheduled Review Date:	21/11/2023
Policy Category:	Educational
Policy Owner:	Principal

Context

SEDA College SA ('SCSA' or 'the College') is a school that provides an applied Year 11 and Year 12 program.

Statement of Policy

SCSA is committed to the principles of access and equity. SCSA does not discriminate against any group or individual based on, but not limited to, the following defined characteristics:

- Gender
- Ethnicity, colour, nationality
- Religion
- Marital status
- Pregnancy
- Sexual orientation

Application

This policy applies to:

- All prospective students
- All current students
- All staff involved in the selection, admission and induction of students

Selection

Selection into courses is based on a prospective student's ability to meet the following selection criteria:

- Demonstrate the capability to be independent learners who can manage travel and a flexible learning model.
- Demonstrate a level of maturity to manage unsupervised work and learning tasks.
- Demonstrate suitability to an applied learning and real-life learning environment.
- Demonstrate suitable language, literacy and numeracy levels (assessed via LLN Test, if necessary).
- Demonstrate relevant and appropriate educational attainment, capabilities, aspirations and interests.
- Demonstrate the ability to complete the relevant qualification.
- Have completed year 10 or be turning 16 years of age prior to April 30th in the first year of the program.

Student applications are assessed against a set selection criterion relevant to each course. Successfully demonstrating capacity to meet all criteria does not guarantee entry into a course.

Admission Process

Prospective students apply for SCSA programs online via an Application Form on the SEDA College SA website. Upon receipt of the completed Application Form, the following process is then implemented for:

Sports Development Programs (SDP):

Information Session/ Interview

- Prospective parents/carers and students are contacted via phone and invited to attend an Information Session and an interview with a SCSA staff member.
- As part of the interview process, prospective students can provide supporting documentation, including their most recent academic report, curriculum vitae and two letters of reference to support their application. SCSA may contact the student's current school for a reference.
- As part of this process, prospective students are asked to indicate their preferred program based on industry partner preference and venue location (3 preferences in total can be submitted)

Outcome of Application

- Prospective students who are successful with their application are then sent an invite to attend Language, Literacy and Numeracy (LLN) Testing. Upon successful completion of the LLN Testing, a Letter of Offer to enrol will be sent.
- Students who are unsuccessful with their application are also sent a letter notifying them of this outcome.
- Prospective students who are not offered a position in a program have the option to seek feedback about their application and may apply for a position the following year, if still eligible

Online Admission

All students who are sent a Letter of Offer to enrol receive an Online Admission Form, which collects the student and parent/carer personal details.

Program induction

Students are required to attend an Induction Session prior to the commencement of a program to complete the admission process. Students are presented with specific information regarding course content, fee payment options and their venue allocation for the following year.

Enrolment Register

SCSA will maintain a register of enrolled students, which as a minimum will contain for each student;

- Their name, age and address
- The name and contact details of a parent or guardian of the student
- The date of enrolment
- Where applicable, the date the student ceased to be enrolled

Parents and Guardians are asked to assist SCSA in maintaining accurate enrolment details, by contacting the College when such details change. Further, parents and guardians will be asked, on an annual basis to update enrolment details. At any time, such updates can be made by contacting the College, or logging in to MySEDA where parents can directly update enrolment details.

Referral by Agencies

Students may be referred by community agencies into the program. Applications may be discussed with the student's youth worker or case manager prior to a final decision on the student's application.

As part of the admission process, SCSA provides students with an Information Package outlining its commitments to:

- Delivery and assessment procedures
- Access, privacy and equity
- Provision for language, literacy and numeracy assistance
- Student support, including any external support The College has arranged for students
- Welfare and pathways guidance services
- Recognition of Prior Learning (RPL) and credit transfer arrangements
- Course content
- Student records participation and progress
- Enrolment process
- Student conduct, cheating and plagiarism
- Concerns, complaints and appeals policy
- Course fees and refund policy

As part of the admission process, SCSA adheres to relevant federal/state legislation and requirements for the enrolment of students.

Waiting List

Places in programs are in high demand and there are limited positions available each year.

If all places in the program of the student's choice are full, the student can be placed on a waiting list. If a position becomes available, the student will be contacted and offered a position in the program. Parents/Carers will be notified either via phone or in writing if the student is to be placed on a waiting list.

Transition Between Venues

Students will remain in their allocated location for a minimum of one year, unless they exit or withdraw from the program or are authorised to move to another program or venue. Any such decisions will be at SCSA's discretion and subject to availability of positions.

Prior to class allocations being finalised each year, the allocation of current students to venues for the following year will be reassessed. In the event an additional venue is established, SCSA's Admissions Department at their discretion may move students to an alternative location. In the event a venue is no longer operational, students will be moved to the next closest available existing or new venue. Parents/Carers affected by this will be notified in writing.

Any student wishing to change their allocated program or venue for the following year may submit a request in writing to the Admissions Department prior to November 30th. Requests will be considered by the Admissions Department in consultation with the Principal or their nominee and parents/carers will be informed of the result by admissions staff in writing.

Complaints Process

In the event of a concern, complaint or appeal arising from the student admission process, the process below is to be followed:

The student has the opportunity to submit their concern, complaint or appeal to:

*The Principal
SEDA College SA
L3 169 Fullarton Road
Dulwich, 5065*

Once the concern or complaint has been received, it will be reviewed by the Principal in accordance with the 'SCSA Concerns, Complaints and Appeals Policy – Students'.

Policy History

Version	Policy Owner	Approval Date	Effective Date	Summary of Changes
V1.0	Principal	22/11/18	22/11/18	Initial Implementation
V1.1	Principal	21/01/21	21/01/21	Minor formatting & SCSA Branding