



Fairbridge College

Enrolment Policy

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Enrolment

1 BACKGROUND

Fairbridge College is recognised, by the State Government, as a CARE school and, as such, it is the role of the school to enroll high school aged students who are experiencing significant difficulties while enrolled in mainstream schools. While many of these students will be referred by agencies such as DCP, Juvenile Justice, individual schools and other agencies a number will be enrolled as the result of parents or guardians making a direct approach to the school. The one thing that Fairbridge College students will have in common is that continued enrolment in a mainstream school would not produce the best possible educational outcomes.

The enrolment process is one that must be exhaustive in finding as much detail as possible about the social, behavioural and educational experiences of the child. At the same time the child must be given the opportunity to gain an understanding of the expectations of the school in relation to their contribution to their continued enrolment at the school.

Parents and guardians are vital contributors to the relationships that students attending the school inevitably develop. They must be an integral part of the enrolment process and every effort to ensure their involvement should be made.

2 PROCEDURES

Information about enrolling at Fairbridge College can be found:

- on the website, or
- by contacting the school.

2.1 *Contacting the School*

Typically, the first contact regarding the referral of a particular student to Fairbridge College is made between the student's current school and the principal of the College. However, other agencies may ring the College regarding possible enrolment. In all cases, a brief discussion about the student takes place and covers the following:

- general student demographic information;
- current educational situation – what is happening for the student, what kinds of things have been put in place for the student, etc.;
- current agency involvement; and
- current or potential diagnosis.

Given this information and an understanding of the unique needs of the current cohort of student at the College, the principal will decide if the programme would be

suitable. At this point, the referring school or agency would provide the parent/carer/guardian with the contact information of the school and encourage them to continue with the enrolment process.

2.2 Meeting with the Principal

The potential student with the parent/guardian meets with the principal and discusses the ethos and expectations of the College. The principal will outline the risks and advantages of sending the student to the College. This is also a time for the principal to assess the student's individual needs and previous academic history. Finally, the principal will give a tour of the facilities and describe the College's program.

In the event that the parent/guardian does not bring the student to this meeting, a second meeting is arranged so that the student can learn of the College's ethos and expectations.

2.3 Enrollment Form

At the meeting with the principal, the parent/guardian is given an enrollment form to fill out. In order to enroll a student at the College, the parent/guardian must fill out the form and agree to pay the appropriate fees by signing and returning it to the office.

2.4 Waiting List or Placement Offer

In the event that there are no places available, students will be placed on a waiting list in the order that they have inquired about enrolment at the school.

Family members of students who are already enrolled at the school will be given preference; however, each enrolment is considered on the basis of whether the school can meet the needs of a particular student at the time. If the school does not believe it can meet the student's needs, this will be communicated to the parent/guardian and the student can remain on the waiting list until a more appropriate time.

Students are given a placement if they have met with the principal; the enrolment paperwork has been completed; and, there is a space available on the enrolment register. This is formally communicated via a phone call to the parent/guardian by the principal.

2.6 Advisory Group Mentor Meeting

Once the student is offered a place at the school, he/she is assigned a Teacher Advisory Group (TAG). Prior to the student's first day at the school, the teacher in charge of the TAG arrange a meeting time with the student and the primary carer.

The purpose of this meeting is to find out as much detail as possible about the social, behavioural and educational experiences of the child. At the same time this meeting is also an opportunity for the child to gain an understanding of the expectations of the College in relation to their contribution to their

continued enrolment. The information collected as part of this meeting will be used to form the basis of the student's Individualised Education Plan (IEP)

The TAG teachers will remain the primary contact between the parents and the College.

2.7 Probationary Period

At the completion of the enrolment process, the young person will be invited to start the program on a two week trial. If, after the two week trial, the young person is found not to be suitable or the young person does not wish to continue at the school, staff are able to work with the young person and their family to identify other alternative options.

2.8 Fees

Term School Fees

Invoices will be posted out to the parent(s) or caregiver at the beginning of each term. Any difficulties with fee payment should be discussed as soon as possible with the Principal.

A payment plan can be set up in order to make payment of bills easier, please see the Administrator.

Please Note:

- ❖ *The College reserves the right to exclude a student from school if fees remain unpaid beyond the due date until the fees are recovered in full.*
- ❖ *Legal action may be taken to recover outstanding debts of \$300 or more.*
- ❖ *Term Fees are non-refundable, including if a student is absent or leaves during the term.*

APPENDIX

