



# Tombo Academy Enrolment Policy

## 1. School Context

- 1.1 Tombo Academy is an independent primary and secondary specialist school (year 3 to year 10) in Melbourne, Australia, catering to twice-exceptional (2e) students. Twice-exceptional learners are students who demonstrate the potential for high achievement or creative productivity in one or more domains such as math, science, technology, the social arts, the visual, spatial, or performing arts or other areas of human productivity and who manifest one or more disabilities as defined by federal or state eligibility criteria.
- 1.2 These disabilities include:
- a) specific learning disabilities.
  - b) speech and language disorders.
  - c) emotional/behavioural disorders.
  - d) physical disabilities.
  - e) Autism Spectrum Disorders (ASD).
  - f) Attention Deficit/Hyperactivity Disorder (ADHD).
  - g) or other health impairments.

## 2. Aim

- 2.1 Tombo Academy is committed to ensuring that twice-exceptional students, year 3 to year 10, are enrolled in the school in a fair and transparent manner. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents, carers and legal guardians as they enter into an enrolment agreement or contract with the school.

- 2.2 The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 2.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy and the policy implementation documents listed in section 11 should be read and understood by parents and those responsible for implementing the policy.

### 3. Principles

- 3.1 Tombolo Academy is committed to ensuring that twice-exceptional students are admitted to the school in a fair, transparent, and non-discriminatory manner.
- 3.2 The school will publish clear criteria as the basis on which admissions are made.
- 3.3 The school will provide comprehensive and accurate information about the enrolment process, including information about the school, the school's service provision and expectations of parental and student behaviour so that parents can make informed choices when entering into an enrolment agreement or contract.
- 3.4 The school values diversity across the school community, and this principle shapes how the school's admissions criteria are applied.
- 3.5 The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

### 4. Aims of the policy

- 4.1 To ensure admission to the school is fair, transparent, and non-discriminatory.
- 4.2 To clearly explain the basis on which offers of admission are made.
- 4.3 To specify the information that parents must have when entering an enrolment agreement or contract.
- 4.4 To comply with the requirements of the Education and Training Reform Act 2006 (Vic.) and other relevant legislation, including Australian Consumer Law.

## 5. Legal and regulatory basis for compliance

- 5.1 Education and Training Reform Act 2006 (Vic)
- 5.2 Education and Training Reform Regulations 2017 (Vic)
- 5.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 5.4 Equal Opportunity Act 2010 (Vic)
- 5.5 Disability Discrimination Act 1992 (Cth)
- 5.6 Disability Standards for Education 2005 (Cth)
- 5.7 Australian Education Act 2013 (Cth)
- 5.8 Australian Education Regulation 2013 (Cth)

## 6. Key definitions

- 6.1 Tombolo Academy makes publicly available a copy of its enrolment agreement, which is the contract for services between the school and the parent(s) and which the school and all parents must enter into when enrolling their child(ren) in the school.
  - a) The enrolment agreement is legally enforceable and codifies the arrangements whereby the parent purchases specified services in relation to the student in return for the payment of fees. The enrolment agreement is the legal contract for services between Tombolo Academy and the parent. The terms and conditions contained within the contract set out the rights and responsibilities of each party to the contract.
  - b) The enrolment agreement includes:
    - i. information about the educational services provided
    - ii. codes of conduct for students and parents setting out expectations of behaviour and engagement
    - iii. detailed information about fees, including additional charges, how fees are collected, how fee levels are changed, processes for managing the non-payment of fees, etc.
    - iv. action in response to breaches of the contract and the grounds on which the agreement may be terminated

- v. the handling of data and sensitive data under the school's Privacy Policy

- 6.2 The school keeps an enrolment register, which is a permanent record of the students admitted to the school and determines those students for whom attendance must be registered and monitored. The school implements processes and procedures to ensure the register is current.
- 6.3 A waiting list is maintained if Tombolo Academy is oversubscribed in one or more age groups. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 6.4 When enrolling a student with a disability, Tombolo Academy will consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.
- 6.5 Tombolo Academy will request and record the following:
  - a) proof of age and enrolment name for each enrolment. Such documentation will be in the form of a birth certificate or passport.
  - b) the immunisation status, called the Child History Statement, for each primary and secondary student prior to enrolment
  - c) the visa status when enrolling a student on a visa, that is, any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- 6.6 The school is required to collect Student Background Characteristics Data as part of the school enrolment process. The school's Annual Report will include a report on the characteristics of students at the school.
- 6.7 The school will retain student enrolment records for seven years after the last entry was made at the end of the school year. Records of enrolment are required for annual data returns for the Australian Government non-government schools and the Victorian school census.

- 6.8** Legislative privacy requirements govern how personal, sensitive and health information must be collected, used, disclosed and stored in the enrolment process. A privacy notice will be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.

## 7. Scope

- 7.1** The application of the policy is relevant to the school board, the principal, the school staff and parents.

## 8. Roles and responsibilities

- 8.1** The school board is responsible for
- a) authorising the enrolment policy and approving the criteria for admission
  - b) approving the terms and conditions contained within the enrolment agreement.
- 8.2** The principal is responsible for ensuring:
- a) the implementation of the enrolment policy is fair, transparent and non-discriminatory.
  - b) enrolment agreements are publicly available, and they are administered and recorded accurately.
  - c) an enrolment register and waiting list are accurately maintained.
  - d) this policy is implemented in accordance with commonwealth and state privacy legislation.
  - e) procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions.

- f) procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria, together with the school's decision to offer a place or not.
- g) procedures are in place for the management, storage and retrieval of enrolment data:
  - i. proof of the child's identity, specifically date of birth and enrolment name
  - ii. immunisation status
  - iii. visa status.
- h) the school reports data relating to the characteristics of students at the school to the school community at least once a year.

## 9. Links to other policies

- 9.1 Attendance Policy
- 9.2 Privacy Policy
- 9.3 Record Management Policy
- 9.4 Complaints Policy

## 10. Communication of the policy

- 10.1 Tombolo Academy makes the following policies and procedures available on its website and by application to the school office:
  - a) enrolment policy and admissions criteria
  - b) enrolment agreement
  - c) procedures by which a student is admitted to the school

## 11. Policy implementation documents

- 11.1 The documents setting out the strategies and actions required to implement this policy are:
  - a) Appendix A: The criteria that will be used as the basis on which offers of admission are made

b) Appendix B: Detailed enrolment process.

## 12. Policy review

12.1 The governing board will review the Enrolment Policy every two years

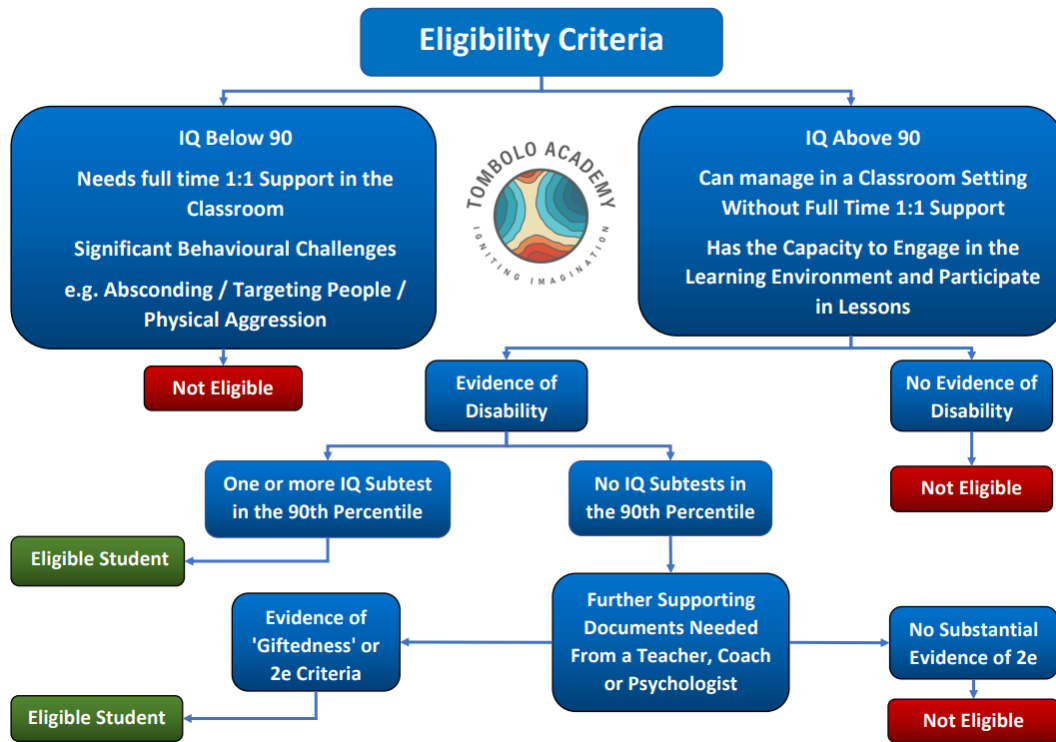
12.2 The governing board will review the terms and conditions contained within the enrolment agreement every 4 years.

## 13. Policy Administration

Created date	October 2023
Policy Owner	The Principal
Consultation	School Board
Legislation	
Endorsed by	School Board
Endorsed on	October 2023
Last Review	October 2023
Next Review	October 2027

# Appendix A: Eligibility Criteria

## Year 3 to year 10





## Appendix B: Enrolment Process

### Tombolo Academy Enrolment Process

Initial Contact > School Tour and Interview > Visits > Offer of placement

#### 1. Initial Contact

- a. Applications are received for students aged between 8 and 15 years old.
- b. An expression of interest form is completed online, and supporting evidence will be provided. Whilst an application does not guarantee your child a place, it ensures they are added to the waiting list and considered for a place at Tombolo.
- c. Required documents include:
  - i. A full-scale IQ assessment of 90 or more.
  - ii. A confirmed diagnosis of a learning disability.
  - iii. Evidence of achievement tests (e.g., WIAT, PAT Reading Comprehension, PAT Maths).
  - iv. NAPLAN results.
  - v. Latest school report.
- d. The Principal, School Occupational Therapist and Assistant Principal review the information.

#### 2. School Tour and Interview

- a. If the application is progressed, the parents/carers will be invited to tour the school and attend an interview with the principal and a teacher.
- b. The tour and interview will last approximately 30 minutes.
- c. Contact is made with the student's current school and other relevant health professionals (if applicable) to gain any necessary information.

- d. A visit to their school may also be needed to determine the issues in the current learning environment.

### **3. Visits**

- a. If the application progresses, the student is invited to visit Tombolo Academy up to five to ten times. The visits are not a guarantee of enrolment.
- b. A non-refundable fee of \$500 will be paid.
- c. The purpose of the visits is to:
  - i. Allow the Tombolo team to observe how the student fits in with the current cohort of students.
  - ii. Allow the team to determine whether Tombolo is able to meet the students' needs and is the best place for the student.
  - iii. Give parents time to be clear on the expectations and processes of the school.
  - iv. Allow time to conduct any necessary assessments before the student starts and gather any additional relevant information.

### **4. Offer of Placement**

- a. If successful, a written offer is made to the parents/guardians by the principal.
- b. Parents enter a partnership with Tombolo Academy and agree to the conditions of enrolment as set out in the Enrolment Agreement.

*A fee of \$500 is charged to cover the time taken to conduct a tour, attend an interview and liaise with external stakeholders. The needs of our students are complex, and we need to ensure that we have all the available information to make an informed decision.*