



# Bendigo Senior Secondary College

## Student Enrolment Policy

This Policy applies to students enrolling in Years 11 and 12 at Bendigo Senior Secondary College (BSSC).

Under the *Education and Training Reform Act 2006*, schooling is compulsory for students aged between 6 and 17 years unless an exemption from attendance has been granted.

Principals have the responsibility to ensure eligibility and approve the admission of individuals who are of compulsory school age, those aged between 6 and 17 years who:

- are at least 5 years of age by 30 April of the year of enrolment
- are under 18 years of age as at 1 January of the year of enrolment, this applies to all schools including mainstream, specialist, and government English Language schools or centres
- are 18 years of age on or after 1 January of the year of enrolment, provided they are studying an accredited senior secondary course
- are 19 at any time during the year of enrolment, provided they are completing an accredited senior secondary course”
- have had their schooling temporarily interrupted in the previous school year, due to pregnancy, illness, an accident or other event, and require an extra year to complete an accredited senior secondary course.

(extract <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission>)

### Enrolment Eligibility

Eligibility for enrolment at BSSC is determined by the following criteria:

- Students who have a sibling who is attending BSSC.
- Students who currently attend BSSC, a Bendigo 7-10 government school or Creek Street Christian College
- Students for whom BSSC is their designated neighbourhood school
- Students for whom BSSC is **not** their designated neighbourhood school<sup>1</sup> are able to submit an enrolment application. Evidence of age, most recent school report and enrolment details from their current school must be provided. *Acceptance is dependent on the program a student wishes to select and available vacancies. The previous school may be contacted in order to support the enrolment application.* In considering these factors an assessment will also be made of the student’s pathway plans and likelihood of success based on the student’s career intentions.

<sup>1</sup> Within this document the term ‘designated neighbourhood school’ refers to the nearest school to the student’s place of residence. For students living within Bendigo the designated neighbourhood school is measured by a straight line from the student’s residence to the school’s front gate. For students living outside of Bendigo the nearest school is measured by the shortest practicable route.

Dated: April 2017

Person Responsible: Student Pathways Manager

Endorsed by College Council: June 2017

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Bendigo Senior Secondary College: Department of Education & Training CRICOS Provider Code: 00861K

- International student enrolments are coordinated through the International Education Division of DET [www.study.vic.gov.au](http://www.study.vic.gov.au). Information on enrolment is also available through the college website or emailing [international@bssc.edu.au](mailto:international@bssc.edu.au). International Student Enrolment applies to students who do not have Australian residency. International students offered a position at BSSC will be able to access classes with available places at the time of enrolment.
- Applications for enrolment through approved, registered exchange organisations will only be considered if the student exchange duration is greater than 6 months and there are places available in the college. exchange program. Applications for enrolment based on a reciprocal hosting exchange with a BSSC student may be accepted for a period of less than 6 months if approved by the Principal. All exchange student applications will be considered on a case by case basis.

### **Enrolment Documentation**

Students enrolling at BSSC are required to complete an online enrolment application (July and August) or a hard copy enrolment application after online enrolments close.

Information provided to the college must include:

- Student date of birth
- Names and addresses of the enrolling student and parents or carers
- Student identification number
- Consent as outlined below.
- Any family or court orders (if applicable)
- Parent education level
- Details of medical and other conditions that may require special consideration
- Emergency telephone numbers, including a nominated doctor or medical clinic
- The name of the current school and the student's current year level
- The program and subjects in which the student wishes to enrol.

Further requirements:

- The student and both parents/carers (where possible) must sign indicating they agree to the college Rights and Responsibilities
- The student and both parents/carers (where possible) must sign giving permission for the college to share documentation with the VCAA.

### **Enrolment consent**

Appropriate consent needs to be provided in order for a student to be enrolled at BSSC. Consent that is appropriate depends on student's personal family circumstances (as below). Consent must be provided by

- Student, if they are over 15 and living independently
- Parent as defined in the *Family Law Act 1975*  
Note: In the absence of a current court order, each parent of a child who is not 18 has equal parental responsibility
- Both parents when parents are separated, or a copy of the court order with any impact on the relationship between the family and the school
- An informal carer, with a statutory declaration. Carers may:
  - be a relative or other carer
  - have day-to-day care of the student with the student regularly living with them
  - provide any other consent required e.g. excursions.

#### **Notes for informal carer:**

- Statutory declarations apply for 12 months
- The wishes of a parent prevail in the event of a dispute between a parent legally responsible for a student and an informal carer.

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For more information on informal carer status see: Commission for Children and Young People:  
<http://www.ccyp.vic.gov.au/>

Note: Secondary students may complete parts of the form and co-sign.

**Where (parent) consent is disputed:**

- the college will act at all times in accordance with the best interests of the student and the school community

(Extract: <http://www.education.vic.gov.au/school/principals/spag/participation/Pages/admission.aspx>)

**Enrolment Process**

- All enrolment enquiries (including enquiries after February) in a given year will be initially referred to the Student Engagement Support Officer.
- All students from within the Bendigo Year 7-10 Government schools will be invited to commence the enrolment process online in early Term 3 via: <https://enrol.bssc.edu.au/sss/>
- Enrolment applications will also open at this time for students from beyond these schools.
- If the enrolment enquiry is in respect to a Refugee student, the Student Engagement Support Officer will refer the enquiry to the Learning & Engagement Coordinator (Languages & EAL).
- If the enrolment enquiry is in respect to an international student, the Student Engagement Support Officer will refer the enquiry to the International Program Coordinator
- If the enrolment enquiry is in respect to an exchange student, the Student Engagement Support Officer will refer the enquiry to the International Program Coordinator
- All students will be given the opportunity for course counselling, either at a session arranged at the Year 7-10 Bendigo Government Schools, at the BSSC July Open Day, or by individual appointment with a Learning & Engagement Coordinator or Student Manager.
- Students enrolling in a second year VET subject will be required to present a Statement of Attainment or aligned Certificate of Completion. This is required for an assessment of alignment with the training plan for the VET subject, by the BSSC RTO or other RTOs working in partnership with BSSC. *This isn't a requirement for students who have been enrolled in a Bendigo Year 7-10 school undertaking Year 1 training through the BSSC RTO.*
- Once an enrolment application has been submitted online, students and parents will receive confirmation of their enrolment via mail by early Term 4. In a small number of cases, based upon residential location, the program selected and other information gathered by the college, the application for enrolment may require further consideration. Students will be required to provide a copy of their most recent school report and attend an interview to discuss the suitability of BSSC to support the student to experience success. In some cases the student enrolment will not be accepted, with the recommendation that the student enrol at their designated neighbourhood school.
  - Where a student's enrolment is not accepted, this decision may be appealed to the Regional Director.
- Any student wishing to enrol after the Online Enrolment System closes will need to contact the Student Engagement Support Officer at the college to request a hard copy enrolment application form.
- Once an enrolment has been accepted, further information about the transition process will be sent out early in November.

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