

## **ENROLMENT POLICY**

### **Attachment/s include:**

**This document should be read in conjunction with, but not limited to the following other related policies and procedures:**

### **Relevant government legislation impacting on policy content:**

**Endorsed:** April 2026

**Revised:** March 2026

## **INTRODUCTION**

Blacktown Youth College (BYC) is an alternative community school that accepts students that have a range of educational, social, emotional and behavioural needs.

The school strives to develop the hope of a brighter future for young people through a new beginning in education and a diverse holistic program. BYC fosters the opportunity for change by nurturing individual talents, personal growth and the full potential of each student.

BYC accepts students in Years 7 to 12. Enrolments are conducted by the Deputy Principal, Head of Campus - Lawson and/or Student Services Coordinator (interviewer/s).

It is important that caregivers wishing to enrol their child at BYC are aware of the culture of the school, its education offerings, and the terms on which a child is enrolled as a student and the responsibilities of caregivers of children enrolled, before the caregiver makes a commitment. This helps to avoid subsequent disputes and assists in eliciting from the caregivers queries and concerns which may be relevant to the child's future schooling.

## **POLICY**

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Blacktown Youth College.

Students enrolling at school for the first time must be eligible to enrol into Years 7 to 11.

The School will base any decision about offering a place to a student on:

Family relationship with the school:

- sibling of a current or ex-student;
- either of the parents attended the school
- they hold attitudes, values and priorities that are compatible with the School's ethos

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- ability to meet the special needs or abilities of the student

Other considerations:

- order of receipt- when the application to enrol is received by the school

The School must meet with caregiver/s of the student, and the student, before offering a place.

The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the caregiver/s observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

## **ENROLMENT PROCEDURE**

### **Enrolment for Years 7 - 12**

The procedures adopted for enrolment of students include the following elements:

- a) At the enrolment interview, the student's reports and other documents provided will be used as the basis for a discussion between the interviewer and caregiver.
- b) School procedure and routines (outlined in the Caregivers Information Book provided) will be discussed at the enrolment interview.
- c) The interviewer/s will explain the school procedures which must be followed, including the completion of the enrolment form and request for information from the previous school, and introduce the applicants to available executive staff, including the HOS.
- d) The interviewer/s and/or their delegate will send a 16A Request for Information to the student's previous school to check on any history of violent behaviour or learning support needs. If necessary, a Risk Management Plan will be prepared and discussed with Head of School (HOS) and other relevant staff before enrolment is finalised.
- e) Any health issues (e.g. anaphylaxis, diabetes) must be addressed by the development of a health care plan.
- f) Once all documentation including immunisation records (as per the NSW Public Health Act 2010) is complete, the HOS in conjunction with the relevant staff, will decide to approve or deny enrolment.
- g) The interviewer/s and/or their delegate will contact the caregiver by phone and inform them of the decision and start date (if applicable).

- h) All documentation is then given to the Administration Office who finalise processing of the enrolment application and entry of student details into the school's database. Hardcopy files are kept in a locked cabinet.

For applicants progressing into Year 11 and 12 courses, the following additional requirements apply:

### **Enrolling in Year 11 courses**

A student who is eligible for a Record of School Achievement (RoSA) may enter Year 11 courses. The last date for enrolment will be the 30<sup>th</sup> June within that school year.

A student who is not eligible for a RoSA may enter Year 11 courses providing:

- a. the HOS deems that the student has another credential equivalent to the RoSA; or
- b. provisionally, if the HOS believes that the student has a reasonable chance of satisfactorily completing Stage 6 courses. In these instances, the student and their caregivers will agree to conditions relating to:
  - maintaining strong pattern of full day attendance
  - following all school rules and policies
  - attempting all set work

Failure to follow the requirements will see the student's place being declared vacant.

If a student is ineligible for the award of a RoSA at the end of Stage 5 and the HOS will not allow provisional entry into Preliminary course(s), the student may:

- repeat some or all of Stage 5 courses
- accumulate new Stage 5 Courses

### **Enrolling in Year 12 Courses**

To be eligible for the award of the Year 12 Record of School Achievement, students must:

- a. have gained the Year 11 Record of School Achievement or such other qualification as NSW Education Standards Authority (NESA) considers satisfactory
- b. have completed the " *HSC: All My Own Work* " (or its equivalent);
- c. sit for and make a serious attempt at the requisite assessment and class activities
- d. maintained productive rate of full day attendance in the Year 11 course

### **Completion of Year 12**

Students will be required to officially sign out in the last week of Term 4 in the HSC completion year.

They must present to the Administration office, during normal school hours, to complete a "Student Exit Form" which will then be entered into the Sentral student database system by administration.

## **WAITING LIST**

A waiting list may be established once BYC has reached its accommodation limit. Caregivers will be advised at the time of interview that their child has been placed on a waiting list. The size of the waiting list will reflect realistic expectations for potential vacancies. No waiting list will be maintained if there is no realistic potential for vacancies. Placement on the waiting list may not guarantee an offer of enrolment.

## **ENROLMENT OF STUDENTS WITH SPECIAL NEEDS and DISABILITIES**

Enrolment of students with special learning needs and disabilities will be undertaken in collaboration with caregivers and appropriate agencies to consider a full range of options available to meet the student's needs.

## **ENROLMENT OF NON-AUSTRALIAN CITIZENS**

Non-Australian citizens of school age holding a relevant visa may be enrolled at BYC.

Temporary residents may be enrolled for the period specified on the visa.

International students studying in NSW may enrol their school-aged dependants.

Students on a Visitors' Visa may enrol for a maximum of three months.

Student Exchange organisations e.g. Rotary Youth Exchange, may also apply for enrolment for an exchange student in their Program.

## **SHORT TERM and PART TIME ATTENDANCE**

For a variety of reasons, a student may be enrolled for a short time at school.

When a BYC student is attending a specialised program at another school or location, such as classes for behaviour or emotional disorder, a hospital school or juvenile justice school, the student will remain enrolled at BYC.

## **CONDITIONS for CONTINUING ENROLMENT**

During the enrolment process a student is required to sign a statement acknowledging their agreement to adhere to all the school's policies and procedures including the 'Rights and Responsibilities of Students'.

Students must adhere to this commitment while enrolled at BYC.