



ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact Noble Park English Language School on 9546 9578.

PURPOSE

The purpose of this policy is to specify the enrolment criteria for students seeking enrolment at Noble English Language School.

POLICY

Noble Park English Language School caters for new arrivals, refugees, migrants, unaccompanied minors and international students. It is an inclusive school that caters for all school age students, aged between four and seventeen (according to DE guidelines), including students with special learning needs. Consideration is given to requirements and laws relating to discrimination, equal opportunity, privacy and immunisation.

Eligible students must enrol within six months of arrival and eighteen months for Foundation students. Exemptions can be applied for in special circumstances where the student has been in Australia for a longer period.

Parents/guardians of students enrolling at Noble Park English Language School must provide a valid visa and provide proof of identity, age and address.

All enrolments will require the completion of the DE 'Confidential Student Information Enrolment Form', with details entered immediately on CASES.

Primary students will be allocated to classes according to their age. Secondary students will be allocated to classes according to their age and English proficiency.

Students are expected to complete either a 6 or a 12-month program depending on their visa status.

Special consideration will be given to the enrolment of students on temporary visa sub classes that are to enrol as full fee-paying students in accordance with Enrolment of Students from Overseas Schedule. More Information regarding the enrolment of overseas fee paying students can be obtained from the International Studies Unit (03) 9637 2202.

As per DET guidelines only students residing in Australia can be enrolled. Places cannot be held for students who are overseas.

Noble Park English Language School

Appealing enrolment decisions

Parents and carers are able to appeal against the school's decision not to provide a placement whereby a parent/carer can appeal first to the school principal and then, if not satisfied, to the relevant Regional Director (RD). A decision from the RD concludes the appeal process. Please find the below:

[Enrolment: Appealing enrolment decisions | education.vic.gov.au](https://www.education.vic.gov.au/enrolment/pead)

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Available on our school's website
- Included in staff induction processes

POLICY REVIEW AND APPROVAL

Policy last reviewed	October 2022
Approved by	Principal
Next scheduled review date	October 2026