



Creativity

Duality

Empowerment

Hope

Sustainability

## ENROLMENT PROCEDURE Version 2.0

### Vision

To redesign schooling to be genuinely equitable, culturally informed and authentically child-centred.

### Mission

Ngutu College will be a model for the seamless integration of Aboriginal knowledges and formal curriculum in experiential learning environments. Ngutu College will be a socially-just, non-denominational, independent redesign of schooling. It will provide a holistic, child-centred and experiential educational environment. Learning programs will acknowledge and engage the individuality of all children. A diversity of opportunities for K-12 children and young people will create options and strengthened pathways for achieving academic, vocational and community outcomes. Ngutu College will achieve this in collaboration with Kurna Elders and community leaders.

### Procedure

Enrolment applications can be submitted at any time, either online or in hard copy. The college system will record the order in which enrolment applications are submitted, but this will only be relevant after higher priority placement criteria has been satisfied. Early submission is encouraged to support future planning. Refer to the Enrolment Policy for details.

The following documentation must accompany the enrolment application:

- Birth certificate
- Immunisation Record (For Kindergarten enrolments only)
- Any relevant Court Orders, parental agreements, adoption records or other relevant documentation identifying the parental rights to enrol a child in schools
- Documentation relating to any specific physical adjustments or learning adjustments required to enable the best possible care and access to the Ngutu College learning environment.

In term one of the year prior to enrolment, an interview will be arranged with the Head of College or nominee to ensure that all enrolment decisions are based on accurate information and in the best interests of all individuals applying to enrol.

By the end of term one of the year prior to the intended start date for a child, Ngutu College will send a letter to the carers (supported by verbal contact where literacy needs require), notifying them of either and enrolment position, or a being placed on a waiting list.

Carers will need to sign a 'Confirmation of Enrolment' form, along with \$200\* or if they believe they will be eligible for School Card, an application for School Card, when offered a position in order to secure an enrolment.

\* The \$200 is non-refundable but will be deducted from the first term fees.

After 1<sup>st</sup> October the year prior to intended start date, the enrolment team will meet to assess a second round of offers to those on the waiting list. If there are vacancies, approximately 75% of these will be allocated based on their place on the waiting list. The remaining places will be held until the beginning of the year of intended start date for any late enrolments meeting high priority placement criteria.

In term 4<sup>^</sup> of the year prior to intended start date, connection sessions will be arranged for any children starting in Kindergarten. Children and carers will be invited to attend. This will involve children engaging in the learning environment while carers gather for information sessions.

<sup>^</sup> It will be possible for children and young people in year level to visit for a connection experience prior to beginning. This will be negotiated on an individual basis. If a child would benefit from additional connection opportunities to transition them into Ngutu College more steadily, this can be negotiated on an individual basis.

### Role of Ngutu Leadership:

- Recognise and support carers as the primary educators of their children;
- Recognise and support children and young people as being at the centre of their own learning;
- Apply the principles outlined in the Ngutu College POP;
- Follow the Enrolment policy when making decisions about enrolment offers; and
- Participate in honest, fair and timely communication with families.

### Role of Carers:

- Enter into partnership with Ngutu College and support the principles of the POP;
- Submit an application for enrolment as early as possible;
- Include all relevant and accurate information in the application for enrolment and associated documentation and interview;
- Meet any financial commitments within timeframes or through negotiated processes with the Head of College; and
- Participate in honest, fair and timely communication with Ngutu College staff.

Version Control and Modification History Table

Date	Version	Updates	Approved by	Signed	Approval Date
30-8-2020	1.0	Protocol Developed	Andrew Plastow		