



Enrolment Policy

Version 5

	North Academy Enrolment Policy	Policy No:	ENR
		Revision:	05
		Implementation Date:	January 2026
Applicable to:	Principal, Teachers, Parents/Carers & Prospective/Successful Students	Review Date:	December 2027
		Principal Approval:	

School Context

North Academy is a registered non-government secondary special assistance school established to support vulnerable and disadvantaged young people who may have complex trauma, developmental and mental health needs. North Academy provides students with a flexible alternative to mainstream schooling for students who have social, emotional or behavioural challenges.

Policy Objective

North Academy's policy and procedure regarding student enrolment. The procedure will outline the steps that a student, parents/carers and staff will follow during the enrolment process.

Policy

The policy applies to all prospective students, successful students, parents/carers, and staff.

Record Keeping of Enrolment Data

North Academy keeps a register of enrolments of all students in electronic form using the online TASS education management system. The register of enrolments must be retained for a minimum period of five (5) years before archiving.

Enrolment Compliance

The following information will be recorded for each student:

- Name, age, and address.
- The name and contact telephone number of parents/guardians.
- Date of enrolment.
- The date of leaving the school and the student's destination (where appropriate).
- For students older than six (6) years, previous school, or pre-enrolment situation.

Where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education (attendance@det.nsw.edu.au) has been notified of the student's:

- Full name.
- Date of birth.
- The student's last known address.
- Last date of attendance.
- Parent/carers name and contact details.
- An indication of possible destination.
- Work, health, and safety risks associated with contacting the parents/carer.
- Any other relevant details that may assist officers to locate the student.

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Enrolment Information

North Academy is a special assistance school that caters for students with social, emotional, or behavioural challenges. North Academy accepts enrolment expressions of interests for students who are in year 9, 10, 11 or 12. Applying and attending an interview at North Academy does not guarantee enrolment at the school. All applications are processed in line with the North Academy Enrolment Policy. Parent/carers are welcomed to contact North Academy via phone or website for additional information.

Eligibility Criteria

Students who attend North Academy are those who have social, emotional, or behavioural challenges. Students may have significant learning deficits and may be at risk of not completing school. Students may find that mainstream schooling does not suit their needs and require specialised support.

Enrolment Expression of Interest

Parents/carers can find the Enrolment Expression of Interest form on the North Academy website.

Disclosing Information

Parents/carers must provide accurate and up to date information to North Academy to ensure positive outcomes for the student. Failure to accurately complete all sections of the application forms and provide relevant information may result in North Academy's inability to accommodate student needs and may affect the continued enrolment.

Process

Phase 1: Enrolment Expression of Interest

Parent/carers can fill out the Enrolment Expression of Interest form directly from the website. Additionally, parents/carers can contact the school via phone or through the website enquiries for additional information before filling out the online form.

The principal will review the Enrolment Expression of Interest form. A North Academy staff member will make a phone call to the contact person listed on the form. During the phone call, the North Academy staff member may ask for additional information to be provided.

The principal will decide if the application moves to Phase 2 based on the information provided and if there are enrolment vacancies.

Phase 2: Enrolment Application Form

North Academy will send an electronic Enrolment Application Form to the parent/carer via email notifying them of their application progression.

The parent/carer will be required to complete the form along with supplying the requested documentation.

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Requested documentation (not limited to):

- Student Birth Certificate.
- Immunisation record.
- Medicare card.
- Diagnosis letter from a treating doctor, psychologist, psychiatrist.
- Previous school reports.
- Out of Home Care court documents.

When the form and all requested documentation has been returned to the school, the parent/carer and student will be invited to attend an interview with the Principal and North Academy staff.

Phase 3: Interview

The enrolment interview is undertaken with the student, parent/carer, principal or delegate and additional North Academy staff. A tour of the school is also provided.

At the interview, the following matters are discussed (not limited to):

- The nature of the North Education Model and school wide expectations.
- Expectations regarding attendance, discipline, curriculum, and additional school policy.
- Student strengths, interests and demographic information.
- Social, emotional and behavioural functioning of the student.
- Previous schooling history.
- Student diagnosis, disability and/or health needs.
- Existing strategies, supports and adjustments.

The principal may require further information and request a Collaborative Planning Process to occur following the interview to identify needs and support for students with a disability.

Phase 4: Decision

The information provided during Phase 1, 2 and 3 will be used to inform and determine the decision.

The principal will notify the parents/carers of a successful enrolment. A letter of offer will be sent to successful applicants along with a policy and procedure pack.

The parents/carers and student will be required to read, agree and sign:

- Letter of Offer.
- Student Code of Conduct.
- School Community Code of Conduct.
- Discipline Policy.
- Anti-Bullying Policy.
- Child Protection Information for Parents and Carers.
- Mobile Phone Guidelines.
- Additional Consent Forms. (eg transport, social media etc)
- Fee Policy.
- Self-Enrolment Contract (If Self-Enrolling)

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Phase 5: Enrolment Administration

North Academy will process the enrolment in TASS when all required documentation has been signed and sent back to the school.

Phase 6: Student Commencement

North Academy will inform the parents/carers of a start date.

Self-Enrollment

Students who are 17 years of age or older may choose to self-enrol at North Academy due to particular circumstances, rather than having a parent or carer complete the enrolment on their behalf.

Students who self-enrol will be required to complete an additional agreement, such as the Self-Enrolment Contract, which confirms the student's understanding of and commitment to their enrolment responsibilities.

Students who self-enrol are required to comply with all North Academy policies and procedures, including but not limited to the Enrolment and Attendance Policy. Where parent or carer responsibilities are referenced within policies, the self-enrolling student will be required to assume and adhere to those responsibilities themselves.

Implementation of Policy

This policy is implemented through:

- Communication with students and parents/carers.
- Staff training and professional development.

Related Documents

- Student Code of Conduct
- School Community Code of Conduct
- Discipline policy
- Anti-Bullying Policy
- Child Protection Information for Parents and Carers
- Mobile Phone Guidelines
- Fee Policy
- Self-Enrolment Contract

