

# Alesco Enrolment Policy

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## Scope

This policy relates to all Alesco campuses.

## Purpose

The purpose of this policy is to provide information on the requirements to apply, enrol and record student enrolment for Alesco Secondary College, as well as how to end an enrolment with Alesco.

## Definitions

**Custodial parent** – refers to the parents or caregivers with whom the child or young person primarily resides with. Custodial parents have the right to make major decisions regarding the child's education, health care and general welfare.

**Non-custodial parent** – refers to the parents or caregivers who do not have primary physical custody of the child or young person.

## Policy

Alesco Secondary College is a special assistance school that primarily caters for students who have disengaged from a traditional learning model and who require an environment with a higher consideration for psychosocial safety. The reasons why students require an Alesco environment can be varied and may include students experiencing mental health issues, neurodiversity, previous victim of bullying and harassment, family breakdown, childhood trauma etc. Alesco primarily caters to students who need greater levels of assistance and adjustment to accommodate social and emotional challenges they are experiencing.

As Alesco does promote the environment as safe, supportive and Positive, Alesco is unable to accept enrolments from students whose challenges include behavioural difficulties or outbursts, which may negatively impact on other students' sense of wellbeing and safety.

Alesco Secondary College provides opportunities to young people, in Grades 9-12. Case management is



The panel, comprising of the Head of Campus and Student Welfare Officer (or another appropriate member of staff), will note student responses throughout the course of the interview, which will remain on the student's file (this also applies to waitlist students) and referred to a later date if needed.

Prior to deciding the interview panel may seek further information regarding the applicant.

Applicants are notified by telephone, by either the Head of Campus or Administration staff as soon as the panel make a decision. If an applicant is unsuccessful, they will be provided with an explanation, in writing should they request it, and given appropriate feedback to assist them in making future decisions in regard to their education.

### Ongoing enrolment

Continued enrolment at Alesco Secondary College is dependent on the student making:

- satisfactory academic progress and attendance,
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## Retaining student files

At the conclusion of the calendar year in which the student completed their enrolment with Alesco, the student file is to be closed, ensuring that all details regarding attendance, learning outcomes achieved and any correspondence from the school is included.

Records regarding student attendance, assessments and any notification or disciplinary actions taken, must be stored electronically and as a hard copy for a minimum of seven (7) years. After this time has expired the records are to be destroyed.

## Access to information regarding the attendance and learning outcomes of the student

The parent/s or caregiver/s who are listed in the contact information on the student record are considered the custodial parent.

Where there are legal reasons for not sharing information with other specifically identified people in the students' lives, these shall be noted on file and adhered to.

Where a non-custodial parent makes an enquiry regarding a student and there is no legal reason prohibiting information sharing, the Head of Campus or nominated person shall verbally share attendance information and learning progression summaries and may provide information in writing if requested.

## Withdrawal of student enrolment

If a student chooses to withdraw their placement at the College, they will need to inform their Head of Campus, and if aged under 17 years, provide information regarding their next learning destination.

Each student choosing to withdraw their placement needs to be notified that the position for their placement will be held vacant for a maximum of 4 weeks after their withdrawal.

Where the whereabouts of a student, who is below 17 years of age and who is no longer attending the school, is unknown then the school shall contact the Department of Education (DoE) and provide the student's name, age and last known address.

This contact with the DoE shall be marked in the student's file prior to the file being closed.

Where a student is withdrawn by the school, they shall be informed of the decision in writing with the date of withdrawal, reasons for withdrawal and any recommendations included. This letter shall be kept on file.

## Related documents, forms, and legislation

[Alesco Application for enrolment](#)

[Privacy and Personal Information Protection Act 1998 \(NSW\)](#)

[Health Records and Information Privacy Act 2002](#)

[Education Act 1990 \(NSW\)](#)

Internal Transfer Background Information Form

## Review

This policy review period is: 2 yearly

## Publication Log

X Drive	Intranet
Website	

