

Enrolment Policy and Procedure

Purpose:	This enrolment policy and procedure should be read in conjunction with The Younity School enrolment referral and application documents. The purpose of this document is to provide an overview of the enrolment process for The Younity School and ensure that the school provides special assistance to relevant students.	
Scope:	This policy and procedure applies to students, parents/carers, and employees including full-time, part-time, permanent, fixed-term and casual employees, as well as contractors, volunteers and people undertaking work experience or vocational placements.	
Status:	Approved	Supersedes: Version 1
Authorised by:	CEO	Date of Authorisation: June 2025
Review Date:	Annually	Next Review Date: June 2026
Policy Owner:	Younity Community Services Ltd	
References:	<ul style="list-style-type: none"> • <u><i>Education (Accreditation of Non-State Schools) Act 2017</i></u> • <u><i>Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)</i></u> • <u><i>Education (General Provisions) Act 2006</i></u> • TYS Privacy Policy and Standard Information Collection Notice • TYS Enrolment Contract • TYS Professional Referral Form 	

Overview

The Younity School enrolment policy and procedures has been developed to align with The Younity School Statement of Philosophy and Aims. The Younity School's mission is to give young people the best opportunity to thrive in middle school and create positive pathways for their future.

The Younity School focuses on supporting students in Years 5 - 9 who have complex learning and social support needs; who have experienced educational disadvantage; or who haven't found their place in mainstream schooling and have become disengaged or at risk of disengaging from schooling. The Younity School offers an alternate educational experience with flexible programs, holistic support and small class sizes designed to re-engage students in learning and prepare them for further education and future pathways. The school recognises the middle school years as one of the most important steps in a young person's journey to meaningful, lifelong engagement with learning.

Enrolment Application – Information Collected

Information is collected about the student and parent/carer as part of the enrolment application. Information is gathered for both school purposes and Government purposes. Refer to The Younity Privacy Policy and Standard Collection Information Notice.

Enrolment – Eligibility Criteria

Relevant students

The Younity School is an accredited Special Assistance School and can only enrol relevant students as outlined in the *Education (Accreditation of Non-State Schools) Regulation 2017 (s13)*, and is subject to any other

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requirements or limitations the *Education (General Provisions) Act 2006* (the Act). The Younity School enrolls students who are disengaged or at high risk of disengaging from traditional schooling models in Years 7 to 9.

Educational Adjustments

Relevant students are likely to require educational adjustments to access the curriculum on the same basis as their peer. Many of these students will also be identified in the Nationally Consistent Collection of Data (NCCD) for Students with Disability. To support the needs of all students, limits are placed on some enrolment allocations to align with human resources, infrastructure and the whole school program.

Analysis of The Younity School's whole school program and resources has identified that some students may not be eligible to enrol during the initial years of operation to enable time for appropriate resourcing, such as the development of specialised programs to support students with significant behavioural needs that impact the safety of self and others, additional support and specialist staff, and infrastructure such as additional break out spaces to support restorative and trauma-informed approaches.

It would be expected that relevant students have a diversity of educational needs, hence The Younity School implementing inclusive education that embeds trauma-informed and restorative approaches with middle schooling principles.

Siblings

Siblings of students already enrolled at The Younity School and fulfilling eligibility of being a relevant student may be considered ahead of other enrolment applications. Other factors such as class cohort and supporting students within an inclusive educational environment are also taken into consideration when making an enrolment decision.

Limits

Enrolment Capacity

The Younity School has a five-year master plan outlining a gradual increase of infrastructure. An increased enrolment capacity will align with building completion. To support the implementation of the whole school program within an inclusive special assistance school environment, class sizes will be a maximum of 20 students.

International Students

The Younity School is not CRICOS registered and therefore cannot enrol international students.

Some students on visas may be eligible for enrolment (refer to Appendix 1). A VEVO check must be completed for all students.

Educational adjustments – extensive level

In the initial years of operation, The Younity School has limited capacity to support students requiring educational adjustments supported at the extensive level; these may be student with or without disability. To support the learning of all students and implement the whole school program, limited places are identified as a percentage per class.

Significant behavioural concerns

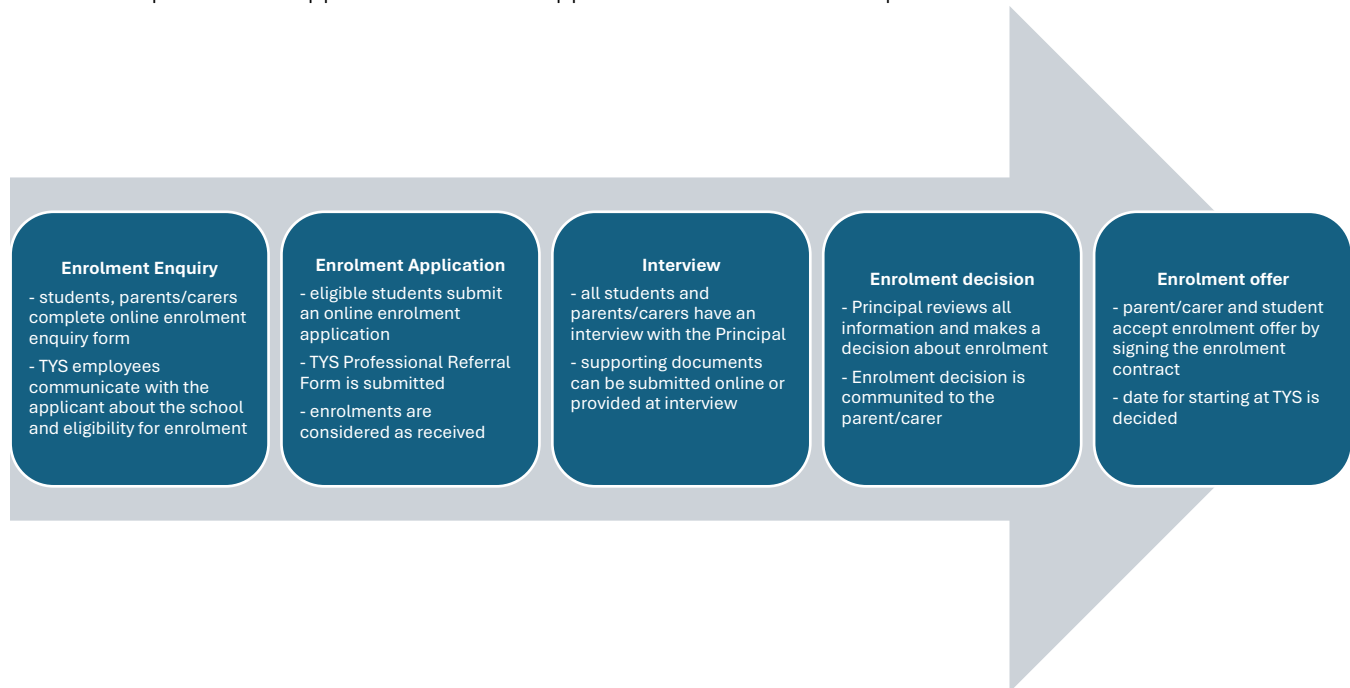
The Younity School may have a limited capacity to support a small number of students with significant behavioural concerns that impact their ability to learn; however, does not cause harm to self or others and does not negatively impact the learning of others.

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In some instances, it may be decided that the student may be better supported in an alternative and more established program offered by another provider. The Younity School has established connections with other schools in the Moreton Bay region and will support the student and parents/carers to find alternative learning environments. Students and their families may also consider enrolment at local state and independent schools, or another special assistance school.

Enrolment Procedure

Students must go through a referral process before applying for enrolment at The Younity School. The Younity School Professional Referral Form must be submitted as part of the enrolment application process. A sequenced workflow is provided in Appendix 2. Refer to Appendix 3 for an enrolment process checklist.



Enrolment Pack

An enrolment pack is provided to each eligible applicant. The pack includes:

- Prospectus
- Application for Enrolment
- Access to relevant privacy information
 - Consent to Share and Obtain Information
 - Photo and media permission
 - Transport Consent Form
 - Mobile phone contract
- Professional Referral Form

The Professional Referral Form is the primary document which is provided by the referring agency confirming the reason why the applicant is disengaged from their schooling or at risk of disengaging. The referring agency is requested to provide evidence of this disengagement and the strategies that have been employed to re-engage the applicant. It also asks the referring agency to outline why they believe The Younity School is the best alternative for the applicant.

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Additional Enrolment Documents

The Younity School enrolment process ensures that all relevant information is evidenced and maintained on record which supports the student's application and enrolment, including:

Parents/carers are required to provide the following documents:

- Professional Referral Form
 - A student cannot be enrolled or start at The Younity School unless the Professional Referral Form has been received.
- Identification
 - Birth Certificate/Passport
 - Medicare Card
 - Visa documentation (if applicable)
- Previous education
 - Most recent school reports (including any adjustments/support provided at previous school)
 - NAPLAN results (if available)
- Medical
 - Immunisation records
 - Medical documents or professional reports (e.g., specialist and/or any diagnostic information, paediatric, educational, psychological, or other reports applicable to the students care and education)
- Other
 - Legal documents/Court orders (if applicable)
 - Independent Students (Centrelink documents or if under 18 written consent from parent/carer to be an independent)

Hard copies of supporting documents may be provided at interview. The school will scan these documents and save an electronic/soft copy. All paperwork needs to be submitted prior to a student being offered an enrolment offer and commencing with The Younity School.

Note: Only one parent/carer needs to sign the Enrolment Application Form and Enrolment Agreement. The parent/carer should be the same person for the two documents.

Enrolment Interview

Enrolment interviews are conducted with prospective eligible students and their parents/carers. The enrolment interviews are conducted by the Principal during which information will be consolidated about previous school enrolments, current enrolment and attendance status, attendance history, academic progress, educational adjustments and information about any behaviour concerns, suspensions or enrolment cancellations.

Appointments are booked directly into the Principal's calendar and a calendar invite is shared with the parent/carer. The duration of an appointment or interview for enrolment is at the discretion of the Principal. Typically, allow 45-60 minutes.

Attitudes expressed towards schooling in general will be recorded and students will be briefed on the expectations of the school, including The Younity School Student Code of Conduct. The application will be reviewed against the information provided by the referring agency and further assessed for eligibility and fit for the school prior to acceptance.

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At the interview, if a student is offered a place, they are provided with an Enrolment Contract to be signed by the student and parent/carer. A student may only be offered an enrolment placement at interview if they fulfill the eligibility criteria of a relevant student, a Professional Referral Form is received that identifies the applicant as a relevant student, and all other documentation has been provided.

On occasions, a student may not have engaged with a previous school for considerable time. In this instance, the Professional Referral Form may be completed by a professional e.g., psychologist. Furthermore, the Principal may need to write a statement to declare the student's evidence of disengagement based on information provided by the parents/carers.

Parent/Carer Information

At the enrolment interview the Principal, or nominated delegate, checks the accuracy of completed information provided in the enrolment application in the parent/carer section for:

- Language spoken at home
- Aboriginal and/or Torres Strait Islander descent
- Highest level of school education completed
- Highest level of non-school education completed
- Occupation group.

Independent students DO NOT complete the parent/carer section.

Consent to Share and Obtain Information

The completed Consent to Share and Obtain Information is stored as an electronic document and included as an attachment when seeking additional information from the applicant's previous/current school or other external parties as consented by the parent/carer.

Student Transfer Note

A Student Transfer Note is emailed to the student's current/previous school with a requested to complete and share information. This can be completed as part of the enrolment process or within 5 days of the Enrolment Agreement being signed. The receiving school has a mandatory responsibility to share information with The Younity School within 10 school days.

To support an enrolment application other information may be requested from the student's current school, for example, Professional Referral Form, the last two school academic reports and any other relevant supporting documentation, e.g. educational adjustments, individual curriculum plan (ICP), individual education plan (IEP), behaviour records, attendance data.

Refer to Appendix 4 for Student Transfer Note.

Enrolment Decision

An enrolment decision is made and communicated by the Principal, once all documents have been submitted and considered.

Enrolment Offer	The Enrolment Acceptance Letter and Confirmation of Enrolment Letter is emailed to the parent/carer.
Enrolment Not Yet	

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Enrolment Not Offered	The Principal contacts the parent/carer to share and discuss the enrolment decision, as appropriate. The Enrolment Decision is also communicated in writing to the parent/carer.
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Where a Principal forms a preliminary view that an application will not succeed, applicants will be notified in writing. Applicants may respond to the Principal's preliminary view by making a submission to the Principal, no later than seven (7) school days after receiving the preliminary view letter.

If no submission is received, the Principal's preliminary view will be treated as the final decision and no further notice will be provided.

If a submission is received, the Principal will consider the submission and make a final decision, which will be provided to the applicant's parent/carer as soon as is practicable. There is no internal review of the Principal's decision.

Enrolment Data

General student and parent/carer data

- Enrolment applications completed online will automatically fill fields in the student management system.
- If a paper version of the enrolment application is received or parents/carers need support to complete the enrolment application, this information can be entered by a nominated employee. For example, parents/carers have an option to attend Younity offices to be supported to complete an online application.
- Documents are stored in the student management system, Compass. If paper copies are provided, a scanned pdf file can be uploaded to the student management system.

Student enrolments are audited internally and externally, the data in these profiles is also used for a variety of reporting and data submissions. Parent/carer occupation and education data is directly related to socio-economic advantage (SEA) funding and therefore **must** be completed accurately on the application for enrolment form. The principal checks this data at the enrolment interview and having conversations with parents/carers if the data is missing to rectify this before enrolment.

All documents are saved electronically via Compass with restricted permission access. Files must be accessible for seven (7) years for auditing purposes and electronic files are moved into a Departed Students File. This retention strategy complies with data retention for the Nationally Consistent Collection of Data (NCCD) for students with disability.

Email Address

Each student is assigned a student email address. For some students it will be more appropriate to use their preferred name for the school email address. Ideally, this needs to be approved or shared with the parent/carer and Principal.

Student ID Cards

The Younity School prints student ID cards. All students are issued with a new student ID card at the beginning of each year. To support administrative processes, the student's photo is typically used over Years 5-6, and Years 7-9. Typically, student ID cards should be set to expire in February of the following year.

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All students are issued with a student ID card that should be taken while wearing The Younity School uniform. The background should be a clear and consistent colour for ID photos. Students who identify different from their birth certificate may be issued two ID cards, one with their legal name and the other with their preferred name.

Version Control			
Version	Date Effective	Approved by	Summary of changes
1.0	February 2024	Younity Community Services Ltd	Not applicable
1.1	June 2026	Younity Community Services Ltd	Class size flexibility

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Appendix 1: Enrolment Students with visas

All students who declare that they are on a visa on their enrolment application form must provide a copy of their full visa documents to the school prior to enrolment so that study limitations can be checked. All students with a visa must be checked on the VEVO system. A copy of the VEVO Check must be saved within the student's file.

The Younity School is not CRICOS registered and therefore cannot enrol students on a 500 visa nor charge international student fees, as required by their visa.

Definitions

Overseas students	An overseas student as defined under the Australian Education Act 2013, Division 2, Part 6. From 1 July 2016, an overseas student holds a visa subclass 500. Visa subclasses 570 and 576, issued before 1 July 2016, will remain valid until the expiry date.
Bridging visa	Bridging visas in Australia allow a student to stay in Australia after their current substantive visa ceases and while their new substantive application is being processed. Generally, the bridging visa allows the holder to reside in Australia and gives the holder study permissions based upon their substantive visa they previously held (if applicable).

Ineligibility for enrolment

As a special assistance school, The Younity School does not charge tuition fees, i.e., domestic fees, full fees nor pro-rata full fees for any students.

Overseas students Visa or visa subclass 571 or 500	Students can only enrol in schools registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).	Ineligible for recurrent funding. Schools can charge full fees. Excluded as full-time students in census.
[Prior to 1 July 2016, visa subclass listed as 570, 571, 572, 573, 574, 575, 571 remain valid until expiry date.]	Dependents of overseas students with the visa subclass listed can be enrolled in any school. The school does not have to be CRICOS-registered. The student has study rights under the family member's student visa.	Both the family member and dependent pay full fees. Generally ineligible for recurrent funding.
Visitor visa [e.g., 417, 462, 600, 601, 651, 771]	Can only enrol for only for a maximum period of three calendar months. Must transfer to a CRICOS-registered school should the student wish to continue to study on a student visa.	Ineligible for recurrent funding. Schools may charge pro-rata full fees. Excluded as full-time students in census.
Exchange students	Exchange students would not meet eligibility criteria as a relevant student	

Bridging Visa

A bridging visa is granted to a student already holding a visa allowing them to remain in Australia. It is important to verify the original substantive visa to determine eligibility for enrolment at The Younity School and determine how to report a student at census. Schools must consult the relevant census guidelines for specific instructions and contact relevant authorities for clarification if in doubt. Not all students with a bridging visa will be eligible for enrolment at The Younity School.

Bridging visas with study limitations are not included in census as full-time students (February).

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Visa Students – Eligibility for enrolment

Other visa students may be eligible for enrolment at TYS.

Evidence of visa and residency status

Information about visa and subclasses is accessed via the Australian Government, Department of Home Affairs' website. The Younity School is registered to access the Visa Entitlement Verification Online (VEVO) database.

The Younity School identifies with the parent/carer and students that a VEVO check is completed as part of the enrolment process. If enrolling a student, schools are required to keep records of information used to determine the residency status or visa subclass of the parent/carer or student at time of enrolment. These might include documents verifying citizenship, a valid passport with date of birth or a visa grant notice.

For each student, the school can view and print a record of the student's or parent's/carer's visa subclass and entitlements. School records may be required as evidence for validation of funding claims in a post-enumeration exercise and must be kept for seven years.

Students without visa

It is recommended that student without visa is not enrolled at TYS; students may apply once visa status is known.

Census – February	<p>Not included in census as full-time students.</p> <p>Is identified in the section: <i>Students on visitor visa, bridging visas with study limitations or no visa</i>, and excluded from all other sections.</p> <p>A student may be accommodated in a community-based detention program or other community housing and attending a non-State school while their visa is being processed (e.g. Bridging or Safe-haven visa)</p>
Census – August	<p>Students who are not Australian Citizens and who do not have a visa are eligible for inclusion in the Census, provided the students meet all other Census eligibility requirements.</p> <p>These students will attract Australian Government recurrent funding.</p> <p>As these students are not Australian Citizens, when reported in the Census, they should be reported in the students on visa count and not reported as overseas students.</p>

Review process

Internal audits are completed every semester to ensure compliance for student eligibility with a visa.

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Appendix 2: Enrolment Workflow

The following information provides an overview of the enrolment process at The Younity School (TYS).

	Email and/or collect	Provide
Expression of interest	Person completes expression of interest online which is prepopulated in HubSpot, Younity Community Services CRM platform.	TYS communicates with the person to explore their interest in The Younity Schools.
Enrolment pack	<ul style="list-style-type: none"> • Prospectus • Application for Enrolment • Consent to Share and Obtain Information • Transport Consent Form • Photo and media Permission • Mobile phone contract • Professional Referral Form 	Book interview appointment directly in Principal's calendar and send calendar invitation to the parent/carer.
Interview	<ul style="list-style-type: none"> • Enrolment Agreement (only provided once Professional Referral Form and supporting information has been received and enrolment placement has been offered by the Principal) 	<p>Student Transfer note – email previous school for completion as part of the enrolment process. This can be completed prior to an enrolment offer being made. Schools must supply information about the student within 10 working days of receipt of the transfer, especially of the enrolment agreement has been signed.</p> <p>Interview and checklist completed.</p>
Supporting Documentation	<ul style="list-style-type: none"> • Birth Certificate • Medicare Card • Relevant Medical Documentation • Legal or Visa Documentation if applicable • Most Recent School Reports 	Enrolment Confirmation letter – emailed to parent/carer
Enrolment	<p>Note:</p> <p>Once the signed Enrolment Agreement is received, the student orientation components may be completed, e.g. student ID photo, individual learning plan (ILP), diagnostic literacy and numeracy testing, etc. These components should be completed by the end of the student's fortnight of school.</p>	<ul style="list-style-type: none"> • Enrol student via Compass • Create student email
Commencement/ Student Orientation		<ul style="list-style-type: none"> • Issue student administration information e.g. uniform, timetable, email login details, etc

*Ideally, there should be at least a three-day lead time between interview and student commencement to ensure there is enough time to have the student set up properly, IT access arranged, and timetable issued.

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Appendix 3: Enrolment Process Checklist

Enrolment Checklist

Student Name:		Parent/Carer:	
Interview Date:		Time:	

Year Level	7	8	9	2024	2025
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**Circle appropriate level and year*

Checklist	Enrolment specific notes			
<input type="checkbox"/> Enrolment application <input type="checkbox"/> Consent to Share Information <input type="checkbox"/> Professional Referral Form <input type="checkbox"/> Media/Photography permission <input type="checkbox"/> Transport consent <input type="checkbox"/> Enrolment Agreement <input type="checkbox"/> Interview checklist <input type="checkbox"/> Birth Certificate <input type="checkbox"/> Immunisation record <input type="checkbox"/> Medicare Card <input type="checkbox"/> Previous School Academic Report <input type="checkbox"/> Confirmation of enrolment Phone contact (date): Email contact (date): <input type="checkbox"/> Student Transfer Note – sent <input type="checkbox"/> Completed Student Transfer Note – received	Enrolment Place Offered:			
	YES	NO	Waiting list	
	Note:			
	Place accepted (date):			
	YES		NO	
	Note:			
	Professional report/s received:			
	N/A	YES	NO	
	Note:			
	NCCD information received:			
	QDTP	SUPP	SUB	EXT
	Note:			
	Disability Category:			
	Note:			
	NDIS:			
	YES	NO	N/A	Eligible?
	Note:			
	Productive/Unproductive Partnerships:			
	YES		NO	
	Note:			

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Staff Member Name:

Appendix 4: Students Transfer Note

Sample emails for Student Transfer Note

[Student's name], [date of birth], has applied to enrol into Year X with The Yunity School. Before we can offer [student's name] a place at The Yunity School, we are needing your support to provide additional decision information about their disengagement from school. Could you please complete the attached Professional Referral Form which outlines their disengagement, school reports and any other relevant information. Attached is a copy of their signed Consent to Share and Obtain Information Form. Please also share information about educational adjustments, copies of IEP and/or ICP, behaviour records, etc. to support TYS in considering their enrolment application.

Dear xxx

[insert name of student, (date of birth)] has enrolled at The Yunity School (TYS), for Year x, starting [insert date].

*In accordance with section 387 of the **Education (General Provisions) Act 2006 (Qld)**, I am requesting your support to complete the attached transfer note and share copies of documents to support their learning and transition to TYS. Information about educational adjustments, support plans (ICP, IEP or similar), behaviour records, NAPLAN results and academic report.*

In accordance with section 387(4) of the Act, could you please forward the transfer note and copies of documents mentioned within 10 school days to me via admin@yunityschools.qld.edu.au.

Could you please ensure that staff have responded to all questions.

Subject: The Yunity School: Enrolment and Student Transfer

Dear

I write to confirm the following student/s have accepted enrolment for 2024 to start at The Yunity School, Burpengary.

Surname	Name	Date of Birth	Previous School
xxxx	xxx	DD/MM/YEAR	xxxx

For each of the student/s listed above, could you or the appropriate staff representative:

- *Complete and return the attached Student Transfer Note*
- *Share copies of professional reports, curriculum plans or IEPs (or similar documents) to support their transition and learning at The Yunity School*

If you have any questions or concerns, please do not hesitate to contact us via admin@yunityschools.qld.edu.au.