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WOODBURY ENROLMENT POLICY

POLICY STATEMENT

The Education Reform Act 1990 outlines the objects of education and the legal requirements for compulsory schooling. In brief, the legislation requires students between the ages of six and fifteen to be enrolled at a government or registered non-government school, and to attend school on each day that instruction is provided or to be registered for home-schooling. It is the duty of the parents/caregivers of the student to ensure that these obligations are fulfilled.

Woodbury strives to promote a clear and consistent practice in the enrolling of prospective new students to their respective parents/caregivers. This ensures that the students and their parents/caregivers are treated fairly and equitably.

RESPONSIBILITIES

The Clinical Director and designated executive staff are responsible for all enrolments at Woodbury. All parents/caregivers enrolling their child at Woodbury must complete the official enrolment form online with the associated enrolment application fee. This does not guarantee enrolment at Woodbury. Applications received after the specified due date may be considered depending in student's special circumstances should vacancies still exist. Parents/caregivers must abide by the provisions specified in the enrolment form.

The parents/caregivers of the child must be prepared to meet their financial responsibilities for the ongoing enrolment. The parents/caregivers must advise the Clinical Director of any standing Court Order that may exist, or any that may arise. If matters of custody are in place, documentation must be produced.



NEW ENROLMENTS

The parents/caregivers of all new students must complete the Woodbury 'Application for Enrolment' form on the Woodbury website. Once completed and lodged the parents/caregivers will be notified of a date where their child will attend an intake session. A non-refundable \$100.00 accompanies the application. All fields must be completed accurately and the requested information submitted when lodging the application.

Application forms must have the following supporting documents attached:

- Birth certificate
- Citizenship/Permanent Residency documentation
- Immunisation records
- Information regarding any student allergies / medical conditions
- Information regarding asthma and or anaphylaxis and supporting action plans
- Most recent school reports, if any
- Information relating to special needs, ASD diagnosis
- Relevant court orders, if any

ELIGIBILITY AND ENROLMENT CRITERIA

1. Age Requirement:
Students enrolling for the first time must be five years old on or before 31 July of the intended year of enrolment.
2. Assessment of Applications:
The School will base decisions to offer a place on the following criteria:
 - Family Relationship with the School
 - Alignment with the School's ethos, values, and priorities.

Student Eligibility:

- A confirmed diagnosis of Autism Spectrum Disorder (ASD).
- Relevant documentation, including school reports or services attended prior to school (e.g., NSW Department of Education's Transition to School Statement).

School's Capacity:

- The ability of the School to meet the specific needs or abilities of the student.

Other Considerations:

- The order of receipt of the enrolment application and application fee.



3. Intake Session

- Applicants and their parents/carers will be invited to an intake session before a formal offer is made.

4. School Discretion

- The School retains absolute discretion in determining the relative importance of each factor when deciding whether to offer a place to a student.

CONTINUED ENROLMENT

Continued enrolment is contingent upon:

- The student attending regularly.
- The student and parent/carer(s) adhering to all behavioural codes of conduct and other School requirements as updated from time to time.

PRIVACY

Woodbury is subject to the Privacy and Personal Information Protection Act 1998 (NSW) and the Health Records and Information Privacy Act 2002. The information provided by parents/caregivers will be used to process student application for enrolment. It will only be used or disclosed for the following purposes:

- General student administration relating to the education and welfare of the student
- Communication with students and parents or caregivers
- To ensure the health, safety and welfare of students, staff and visitors to the school
- State and national reporting purposes
- For any other purposes required by law

The primary purpose for collecting and sharing information is to meet government requirements such as annual reporting and Census. Additionally, the information provided can enable Woodbury to better meet the learning needs of students. All information will be filed and stored securely. Parents/caregivers may access or correct any personal information relating to their children by contacting the school. The health-related information may be used and disclosed to medical practitioners, health workers, other government departments and or schools in circumstances deemed necessary for the welfare of the student. We are required by law to ensure the health and safety of students, staff, and visitors on Woodbury premises.

It is important that all enrolment information provided be accurate and complete. Incomplete forms will not be accepted. Giving false or misleading information is a serious offence. In the event that statements made in this application process later prove to be false or misleading, any decision made as a result of this application may be reversed.



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1. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Woodbury.
 2. Students enrolling at school for the first time will be five years of age on or before 31 July.
 3. The school will base any decision about offering a place to a student on:

Family relationship with the school:

- they hold attitudes, values and priorities that are compatible with the School's ethos

The student:

- must have a diagnosis of ASD
- the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- ability to meet the special needs or abilities of the student

Other Considerations:

- order of receipt- when the application and application fee to enrol, is received by the school.
4. The School will invite students and their parents/carers to an intake session before offering a place.
 5. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
 6. Continued enrolment at the School is dependent upon the student, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.