

LEARNING CO-OPERATIVE

alternative primary school

10 Laceys Rd, PO Box 140, Cottles Bridge VIC 3099 Phone: 9718 1481
info@learningcooperative.vic.edu.au www.learningcooperative.vic.edu.au

ENROLMENT POLICY

Rationale

The Enrolment Policy is to ensure open access to the educational services whilst taking into account all of the legal requirements relating to child safety, information privacy, immunisation, discrimination and equal opportunity. Learning Co-operative only accepts enrolments for full-time students.

Implementation

Families find out about the school through advertisements in print and social media where the school regularly publicises Open Days and other special events, the school's website, word of mouth and local community events and festivals.

Application process- After the initial inquiry, prospective families are invited to either visit the school or to attend the next Open Day. All parents/guardians need to visit the school and meet with the Coordinator. After the initial visit, if the prospective families choose to apply for admission, they are required to make a minimum of five half-day 'orientation' visits to experience the diversity of the school week. Families are required to attend the orientation days without their children and while on the premises they are accompanied by at least one volunteer parent. Rostering of orientation sessions takes into account Covid related requirements.

Upon completing a minimum of five orientation visits, the prospective family is invited to attend a parent meeting, for an interview. This is to provide an opportunity for the current families and prospective family to meet, and to address any questions. The parent group is responsible for making a decision about the outcome of the application, and the prospective parents are informed about the outcome of their application, usually within 24 hours.

Upon receiving a confirmation of admission, families are required to pay a 20% deposit which will be deducted from the first fee notice. Foundation Level students are required to attend a transition program in term 4 in the year prior to starting school. Families are also provided with an enrolment agreement. In Victoria, from 1st July 2019, an Enrolment Agreement is required between parents / carers / guardians and the school. It is formal in nature and includes mandated

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items that comply with State and Commonwealth law, whilst ensuring open access to educational services. The Agreement forms the basis for Learning Co-operative offering, and a family accepting enrolment for a student at the school. In this agreement parents/carers/guardians will be provided with a copy of the following documents, which form part of this agreement:

- Parent Information and Orientation
- Learning Co-operative Philosophy & Guiding Principles
- Enrolment Form
- Parent / Carer / Guardian Code of Conduct
- Digital Technologies Code of Practice
- Student Code of Conduct
- School Fees Policy
- Behaviour Management Policy
- Concerns and Complaints Policy

All newly enrolled families attend three 'check in' meetings at 1, 3, and 6 months post-enrolment. The aim of these meetings is to support the families in settling into the school community and to offer an opportunity to discuss any concerns and grievances.

Fees

The Learning Co-operative only accepts full-time students.

Parents receive an invoice via email in the first week of each term. The school offers lower fees for concession card holders, and pro-rata fees for mid-term enrolments. The first fee invoice also includes a refundable \$100 deposit for the school keys, and \$25 to cover the cost of 25 shares for cooperative membership.

Payment is due within 14 days of receiving the invoice.

The school accepts payment plans at the discretion of the Finance Committee. Siblings of current students will not be accepted at the school where outstanding fees are owing at the end of Term 4.

Parent Obligations

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Parents will need to complete an Enrolment Agreement, these need to be signed by both parents where possible. Parents should also read the school Philosophy , Code of Conduct and Model Rules of the Co-operative. Parents are also required to provide the following documents prior to the child starting school:

- birth certificate or passport of the child- mandatory
- Medicare immunization history statement conscientious objection - mandatory
- Working with children's check – for parents doing time-on

This policy was ratified by the School Board on: 23/08/2021

This policy will be reviewed every three years as part of the ongoing overall policy review process.


Chairperson's signature:

MYRA THEISZ

(NAME)



Version and revision control record

Date	Version	Approver	Next Review Date
23/08/2021		Name:MYRA THEISZ Position: Chairperson of the School Board Signature: 	20/07/2023