



School Registration

Student Enrolment Policy and Procedures

Introduction

The governing body of a registered individual school must demonstrate that the school has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

Purpose

This Policy and its Procedures outline how the Gumma Place meets the requirements regarding Enrolment Policies.

Scope

This Policy and its Procedures apply to all young persons at the school.

Roles and Responsibilities

Role	Responsibility
Principal	Ensure compliance with NESA B7 requirements
Administration	Record and monitor attendance daily

Teachers/Trainers	Mark roll accurately
Parents/Carers	Ensure student attendance and explain absences
Students	Attend regularly and participate fully

Policy Statement

Student Enrolments

Gumma Place keeps a register of enrolments of all children at the Gumma Place in **Sentral**.

Procedures

Information for Register of Enrolments

The register of enrolments records the following information for each young person:

- name, date of birth and address
- name and contact phone number for parent(s)/carer(s)
- enrolment date
- leaving date and destination
- for young persons older than six (6) years, pre-enrolment situation or previous school (where relevant)
- where the destination of a young person below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the young person's full name
 - the young person's date of birth
 - the young person's last known address
 - the young person's last attendance date
 - the young person's possible destination
 - parents'/carers' full names and contact information
 - any known work health and safety risks associated with contacting the parents/carers or young person
 - any information that may help locate the young person.

Records of the Register of Enrolments

The register is retained for a period of five years after the last entry is made, and copies of information in the register are stored in Sentral.

Implementation

The Principal is responsible for the effective implementation of this Policy.

Breach

NA

Definitions

NA

Source of Obligation

The NSW Registration Manual (B7.1) requires the Gumma Place to have and implement policies and procedures to enrol young persons, including all prerequisites for continuing enrolment. The enrolment policy must be publicly available.

The Principal of the Gumma Place must also keep a register, in a form approved by the Minister, of the enrolments of all children at the Gumma Place for at least five years.

Related Policies

- Gumma Place Attendance Policy

Related Documents

Gumma Place Attendance Policy

References

Insert References

Policy Administration

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