



ENROLMENT POLICY AND PROCEDURES

1. Purpose

This policy sets out the principles, requirements, and procedures for the enrolment of students at Gumma Place Special Assistance School. Gumma Place is a NESA-registered Special Assistance School operating within the ShoreTrack Ltd framework in the Nambucca Valley, NSW.

Gumma Place serves young people aged 13–16 who are disengaged or at risk of disengagement from mainstream schooling, including those experiencing trauma, disability, family instability, mental health challenges, or other complex barriers to education. The enrolment process is designed to:

- Ensure every application is considered equitably, individually, and with cultural sensitivity
- Provide families with clear information about Gumma Place, its values, programmes, and expectations so they can make an informed decision about enrolment
- Provide the school with sufficient information to determine whether it can meet a student's needs within available resources
- Uphold the school's trades based, strengths-based, and culturally safe approach from the very first point of contact

2. Scope

This policy applies to all applications for enrolment at Gumma Place, and to all staff involved in enrolment processes. It operates in accordance with NESA registration requirements, relevant NSW and Commonwealth legislation, and ShoreTrack Ltd organisational policies.

3. Legislative and Regulatory Framework

- Education Act 1990 (NSW) — compulsory schooling, enrolment, and exemption obligations
- NESA Registered and Accredited Individual Non-Government Schools (NSW) Manual — registration and enrolment requirements
- Anti-Discrimination Act 1977 (NSW) and Disability Discrimination Act 1992 (Cth) — equitable access obligations
- Children and Young Persons (Care and Protection) Act 1998 (NSW) — child safety and mandatory reporting
- Privacy Act 1988 (Cth) and NSW privacy legislation — management of student information
- ShoreTrack Ltd Child Protection Policy and Code of Conduct

4. Guiding Principles

All enrolment decisions and processes at Gumma Place are guided by the following principles:

- Student-centred: Every application is considered on its individual merits, with the best interests of the student as the primary consideration.

- Trades based: students must have an interest in trades based learning and employment in the trades as a career path.
- Trauma-informed: The enrolment process acknowledges that many applicants have had difficult prior school experiences. All interactions are respectful, non-judgmental, and strengths based.
- Culturally safe: Gumma Place is committed to culturally responsive practice, with particular respect for Aboriginal and Torres Strait Islander students, families, and communities.
- Transparent: Families are provided with honest, complete information about the school, including what it can and cannot offer, at every stage of the process.
- Collaborative: Enrolment decisions involve school staff, the student, and the family, with input from external support workers or agencies as appropriate.
- Equitable: No student will be disadvantaged on the basis of race, gender, disability, religion, family background, or any other protected characteristic.

5. School Profile and Target Cohort

Gumma Place is a NESAs-registered Special Assistance School operating as an arm of ShoreTrack Ltd, a not-for-profit Work Integrated Social Enterprise (WISE) based in the Nambucca Valley, NSW.

Gumma Place offers Stage 4 and Stage 5 education to students aged approximately 13–16 years who are disengaged from, or at significant risk of disengaging from, mainstream schooling. The school's model integrates:

- Project-Based Learning and applied curriculum delivery
- Trades based projects to contextualise NESAs curriculum and reinforce this through industry-linked programmes and work experience.
- Wellbeing and therapeutic support
- Cultural programmes, connections to Country and community
- Pathways to further education, employment, and social participation

6. Priority Enrolment

Where demand for places exceeds availability, priority enrolment is given in the following order:

1. Young people who have an interest for trades based learning, interest in practical activities, a chosen career in trades.
2. Young people with social emotional or behavioural challenges to engagement in mainstream learning.
3. Young people who are currently out of school and have no active enrolment in any other educational setting
4. Young people at imminent risk of disengagement from mainstream schooling, as identified through referral from schools, community organisations, or support agencies
5. Young people who have previously attended ShoreTrack Ltd programmes (e.g., ShoreTrack First Steps Primary Program, Holiday Programs, and NDIS activities)

Gumma Place operates on a non-discriminatory basis and does not exclude students on the basis of disability, cultural background, religion, gender, or family circumstances. Where a student cannot be immediately accommodated, they are placed on a waiting list and the family is notified.

7. Enrolment Eligibility

Gumma Place may accept a student for enrolment when it is satisfied that:

- The enrolment is in the best interests of the student
- The school is able to meet the educational, wellbeing, and support needs of the student within available resources
- The family understands and is prepared to actively support the values, ethos, and expectations of Gumma Place
- The family understand we do not a ROSA qualification
- A vacancy exists in the relevant year group

Gumma Place may decline an application for enrolment when:

- The student has no interest in practical, project based learning or pathways into trades-based careers.
- The school is not able to adequately meet the student's identified educational or support needs, this determination can only be made after the Students with Additional Needs process has been followed (see Section 10)
- The family is not willing to engage with the school's values, policies, and expectations
- There is no current vacancy in the relevant year group

8. Enrolment Process — Step by Step

All applications for enrolment at Gumma Place are processed in accordance with the following steps. Applications are considered in order of receipt, subject to the priority enrolment provisions in Section 6.

Step	Stage	Detail
1	Expression of Interest	Family submits Expression of Interest form. Office Administration acknowledges receipt and arranges an initial school interview and tour.
2	Initial Visit & Interview	Principal (or delegate) conducts an informal interview. The school's values, structure, and programmes are explained. The family's needs, goals, and the student's background are explored.
3	Enrolment Application Form Issued	Family receives the Enrolment Application Form. It is clearly communicated that lodging an application does not guarantee acceptance.
4	Position Availability Check	If a position is available, proceed to Step 5. If not, the student is placed on the waiting list and the family is notified.
5	Teacher(s) & Principal decision-making process.	A formal meeting is held with the relevant teacher(s) and Principal to decide suitability of students and capacity of GP to meet their needs.
6	Offer of enrolment communicated to successful students.	A Letter of Offer is issued containing conditions of enrolment and school expectations are clarified and alignment confirmed.

	Others are notified of position on list.	If not accepted, the family is notified via phone and in writing.
7	Offer Accepted / Paperwork Completed	Family accepts the offer. All required documentation is provided (see Section 7).
8	Commencement Arranged	Principal (or delegate) advises the teacher of the student's start date, ensures all documentation is filed, and uploads student details to school systems.
9	Family & Teacher Notified	Family and teacher are formally notified that all enrolment processes are complete and the student is ready to commence.

Where a family is seeking enrolment for more than one student, all interviews and processes for all children must be completed before any enrolment decisions are communicated to the family.

9. Required Documentation

Prior to commencement of enrolment, the following documentation must be provided to Gumma Place:

- Completed Enrolment Application Form, signed by a parent or guardian
- Certified copy of birth certificate or other proof of age and identity
- Proof of immunisation status (Australian Immunisation Register record)
- Contact details for at least one emergency contact, not contact one.
- Medicare card details
- Previous school reports or records (where available and consented to)
- Any psychologist, paediatrician, or specialist reports relevant to the student's educational or support needs (where applicable)
- Medical Management Plans (e.g., Asthma, Anaphylaxis, Diabetes) where relevant
- Current Court Orders or Parenting Plans affecting school communications or pick-up arrangements (where applicable)
- Signed Privacy Collection Notice
- Signed Code of Conduct acknowledgement
- Signed Communication Pathways Policy acknowledgement
- Signed transport, local excursion and media consent forms
- Signed understanding of Insurances

It is the responsibility of parents and guardians to notify Gumma Place promptly of any changes to contact details, emergency contacts, or medical or custody information.

10. Conditions of Enrolment

10.1 Student Responsibilities

To maintain their enrolment at Gumma Place, students are expected to:

- Attend school regularly and comply with attendance procedures (see Attendance and Absence Policy)
- Demonstrate satisfactory effort, attitude, and engagement with learning and school activities as per the Common Ground model.

- Treat all members of the school community students, staff, and visitors with respect
- Adhere to the Gumma Place Code of Conduct and school rules
- Participate in practical school activities, excursions, workshops, and community-based programmes as scheduled

11.2 Family Responsibilities

To maintain their child's enrolment, parents and carers are expected to:

- Actively support the values, ethos, and policies of Gumma Place as per our Common Ground model.
- Maintain respectful communication with school staff and adhere to the Communication Pathways Policy
- Notify the school promptly of any changes to contact details, medical information, or family circumstances that may affect the student's attendance or wellbeing
- Ensure their child attends school regularly, and notify the school of absences in accordance with the Attendance and Absence Policy
- Participate in student review meetings, Individual Education Plan processes, and other collaborative processes as invited

11.3 Health and Wellbeing

Gumma Place maintains a First Aid kit and First Aid Officers. Students who become unwell or are injured are supported while the family is contacted. If a student requires urgent medical treatment and the school is unable to contact a parent or guardian after reasonable efforts, the parent/guardian, by accepting enrolment, authorises the school to give authority for such treatment. Parents/guardians indemnify the school, its employees, and its agents in respect of all costs arising directly from such treatment.

Students are responsible for their personal belongings which can be stored in a locker. The school does not accept liability for loss of or damage to personal property.

11.4 Conduct and Continuation of Enrolment

If the Principal considers that a student is in serious breach of the Code of Conduct, or has engaged in conduct that is harmful or detrimental to the school community, the Principal may:

- Temporarily remove the student from school pending a review
- Permanently remove the student from school, at their absolute discretion noting that before permanent removal, the student and their family will be provided with details of the relevant conduct and given a reasonable opportunity to respond

If the ShoreTrack Board, upon recommendation from the Principal, determines that the relationship of trust and cooperation between a family and the school has significantly broken down, it may direct the family to withdraw their child from the school.

The school is not obliged to continue the enrolment of any student, or the enrolment contract with any family, where the conditions of enrolment are not observed.

12. Withdrawal from Enrolment

Where a parent or guardian intends to withdraw their child from Gumma Place, they must notify the school in writing a minimum of one (1) school term in advance. This allows the school to plan appropriately and support the student's transition.

Where a student is being transitioned to another educational setting, Gumma Place will cooperate with the receiving school or service to support a smooth handover, including sharing relevant records with appropriate consent.

Re-enrolment of a student who has previously withdrawn will be subject to the standard enrolment procedure outlined in this policy.

13. Exemptions from Attendance and Enrolment

Under section 25 of the Education Act 1990 (NSW), the Minister has delegated to Principals of non-government schools the power to grant certificates of exemption from enrolment and/or attendance at school, in certain prescribed circumstances, for periods totalling up to 100 days in a 12-month period.

13.1 Exemption from Enrolment

The Principal may grant an exemption from the requirement to be enrolled at school in exceptional circumstances (refer to NSW Department of Education guidelines). Applications must be:

- Made in advance, using the Application for Exemption from Enrolment form
- Supported by relevant documentation
- Approved by the Principal, who will issue a Certificate of Exemption from Enrolment at School

If false or misleading information is provided, or the conditions for exemption are not met, the certificate is no longer valid and will be cancelled.

13.2 Exemption from Attendance

Applications for part-day or full-day exemptions from school attendance must be:

- Made in advance to the Principal using the Application for Exemption from Attendance at School form
- Approved by the Principal, who will issue a Certificate of Exemption from Attendance at School

Applications for extended exemptions (more than one week) must be submitted to the Principal no less than four (4) weeks before the anticipated commencement date.

14. Privacy and Confidentiality

All information collected during the enrolment process is managed in accordance with the Privacy Act 1988 (Cth) and applicable NSW privacy legislation. Student and family information is:

- Collected only for the purposes of assessing the enrolment application and supporting the student's education and wellbeing
- Stored securely in the school's student management system and physical records
- Accessed only by authorised staff on a need-to-know basis

- Not disclosed to third parties without the written consent of parents/guardians, except where required by law (e.g., mandatory reporting, court order) or in an emergency

A Privacy Collection Notice is provided to families at the time of enrolment application and must be signed prior to commencement.

15. Policy Review

This policy is reviewed every five years, or sooner if required by changes to relevant legislation, NESA requirements, or school operational needs. Review is the responsibility of the Principal, in consultation with the ShoreTrack Ltd CEO and Board as appropriate.

16. Approval and Document Version Control

Document Control	
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