

## ENROLMENT POLICY - ACCVO

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### 1 General

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- 1.1 Australian Christian College Victoria Online (**ACCVO**) is a campus of Australian Christian College Victoria (**ACCVic, or the College**). ACCVic is a registered school operated by Christian Education Ministries.
- 1.2 The College's mission is to develop each and every student to be equipped spiritually, academically, socially and physically to flourish into their full potential, and be a positive influence on the world around them. The College is wholeheartedly committed to excellence in education so that students are "well known, well loved, and well taught" by dedicated trained Christian staff.
- 1.3 The College's vision is for each student to have a Biblical Foundation in their life, to have a personal relationship with Jesus Christ, and to succeed in whatever God wants them to do. Our full Statement of Philosophy, including Statement of Faith, is available [here](#).
- 1.4 The pedagogical theory underpinning ACCVO and our virtual education offering is a structured, teacher-led Direct Instruction approach with active student participation, that encompasses clear objectives, explicit teaching of specific skills and knowledge with scaffolding and support, followed by guided then independent practice to achieve mastery.
- 1.5 The College has identified 12 student attributes that we foster in our students.

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## **2 Educational services provided**

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- 2.1 ACCVO provides educational services within the scope of the School's registration, being Year 5 to Year 10. We teach the Australian Curriculum as set by the Victorian Curriculum and Assessment Authority.
- 2.2 ACCVO may alter its academic and other programs at any time. ACCVO does not guarantee all subjects will be available for selection. Depending on subjects chosen, some subjects may be delivered by external providers.
- 2.3 The holistic development of the Student is the priority of ACCVO. ACCVO makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

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## **3 Enrolment process**

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Step 1: Initial contact and information phase:
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- 3.1 Parents considering ACCVO can:
  - (a) learn general information about ACCVO via the College Website;
  - (b) seek a first point of contact via a phone enquiry to the Enrolments Officer or via a website inquiry to discuss:
    - (i) How online education works on a day to day basis.
    - (ii) What is the process for enrolment?
    - (iii) What are the requirements for student supervision?
    - (iv) What are the fees associated with ACCVO?
    - (v) Any other questions arising from the parent/carer and/or student.
- 3.2 Enquiries are always welcome and can be arranged by contacting ACCVO. If you have any questions about the enrolment form or process, or require assistance completing particular forms, including translation services, please contact ACCVO.

Applying for enrolment
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- 3.3 Complete the online Enrolment Application on the website, with:
  - (a) the non-refundable Application Fee; and
  - (b) any accompanying documents as specified in the Enrolment Application form, as applicable, which generally include:
    - (i) a copy of the student's birth certificate;
    - (ii) a copy of the student's Medicare Card;

- (iii) Information from previous school such as Student Profile, behavioural records, academic reports (including 4 NAPLAN results as applicable), and attendance report;
- (iv) Medical/Allied Health Reports: evidence from a Health Practitioner indicating the diagnosis of any disabilities, learning difficulties or health concerns if these have been identified on the enrolment form..

3.4 When ACCVO receives the above, we:

- (a) review the student's suitability for distance education;
- (b) review the Parents' suitability;
- (c) request the Student complete a literacy and numeracy test; and
- (d) if the eligibility requirements are met, and depending on capacity of ACCVO, an Initial Virtual Visit with the Principal or delegate is arranged.

3.5 At the Initial Virtual Visit:

- (a) the Principal will, via video call:
  - (i) outline what ACCVO can offer the Student and their family;
  - (ii) discuss any special needs with the family;
  - (iii) complete the virtual school readiness assessment, which includes:
    - (A) discussing results of the literacy and numeracy test; and
    - (B) asking the prospective student to demonstrate ability to navigate a browser and College software programs;
  - (iv) explain ACCVO's attendance expectations and values;
  - (v) ask to see the proposed Place of Learning and meet the Parents and Student; and
  - (vi) answer any questions about the terms of the Enrolment Agreement, should the family accept an offer of a place.
- (b) the family is expected to:
  - (i) accurately represent:
    - (A) the needs of their child,
    - (B) the suitability of the proposed Place of Learning and
    - (C) the suitability of the Parents regarding support of online education.
- (c) ACCVO may require the Parents to provide additional information before the enrolment process can continue.

Offer
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- 3.6 ACCVO may offer a place at ACCVO in a formal letter of offer.

Acceptance and Enrolment
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- 3.7 Should the family wish to accept the offer of a place and enrol their child at ACCVO, the acceptance form and Enrolment Fee must be returned and paid to ACCVO by the due date specified in the letter of offer.

Additional details
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- 3.8 During any point of the application or enrolment process, the College may initiate a consultation process for determining Reasonable Adjustments (see below).
- 3.9 Enrolment decisions are based on a range of information and factors and determined on a case-by-case basis. Each case is judged on its merits, taking individual circumstances and practical implications into account, as well as:
- (a) ACCVO's capacity to meet the needs of the student;
  - (b) the prospective student's progress in previous school/s with an emphasis on behaviour and attitude (as this is particularly relevant when considering the suitability of a virtual setting);
  - (c) the proposed Place of Learning and Parents' general willingness to meet ACCVO's expectations; and
  - (d) current enrolments in the year level the Applicant is applying to enter.
- 3.10 Submission of the Enrolment Application and payment of the Application Fee are not confirmation of enrolment and do not guarantee a place at ACCVO.
- 3.11 ACCVO may withdraw an enrolment offer, regardless of the availability of places, in situations where:
- (a) relevant information is withheld or information provided is found to be inaccurate; or
  - (b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by ACCVO. In these circumstances, all due consultation will take place with the Student and family involved.
- 3.12 To help the Principal decide regarding suitability of the student and family to ACCVO, ACCVO may request:

- (a) a reference on the Applicant's or prospective student's general character and maturity and/or other matters the Principal considers are relevant to determining whether to make an offer of a place (such as the risk of harm to the student while enrolled as this is relevant to the discharge of ACCVO's duty of care);
  - (b) immunisation records;
  - (c) family law, and related residence and care arrangements or court orders (if relevant); and
  - (d) birth certificate, evidence of Australian citizenship or permanent residency.
- 3.13 Once a student has commenced at ACCVO, their enrolment is continuous through to Year 10 unless the Student is formally withdrawn or removed from ACCVO.

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#### **4 Priority and eligibility**

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- 4.1 All Applicants must submit the Enrolment Application fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to ACCVO the Enrolment Application form in the form required and with all relevant fees.
- 4.2 To be eligible to apply, the prospective students must be:
  - (a) an Australian citizen or permanent resident (meaning they are a domestic student); and
  - (b) resident in Victoria.
- 4.3 When considering applications for enrolment, the Principal will have regard to the waiting list and may also give preference based on the following priorities:
  - (a) prospective students who have siblings who are present or past students of ACCVO;
  - (b) children of College staff; or
  - (c) students from another campus of the College.
- 4.4 A Student who has previously concluded their enrolment at ACCVO because of dissatisfaction on the part of the Student, parents or ACCVO will not normally be considered for re-enrolment.
- 4.5 ACCVO reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

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## **5 Suitability**

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- 5.1 Due to the nature of ACCVO and virtual and online education, ACCVO can only accept applications for students who meet our suitability requirements, which are:
- (a) commitment to supporting the ethos of the school and its unique approach to virtual education;
  - (b) access the technology reasonably necessary to participate in ACCVO's educational program. For online education, such as: computer, fast internet access, web-camera; and
  - (c) ability to engage in the learning process and pass a virtual school readiness assessment. The virtual school readiness assessment includes:
    - (i) literacy testing;
    - (ii) numeracy testing;
    - (iii) ability to navigate a browser and software programs; and
    - (iv) demonstrating age appropriate independent learning skills.
- 5.2 The purpose of our virtual school readiness assessment is to ensure prospective students will be able to thrive in a virtual learning environment with ACC. Because our educational program is delivered virtually, students need to have a certain standard of literacy, numeracy and independent learning skills. Our virtual school readiness assessment helps us know the student will suit virtual learning.

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## **6 Virtual visits**

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- 6.1 Instead of an interview, ACCVO conducts an 'Initial Virtual Visit' prior to making an offer of enrolment. The Initial Virtual Visit is to:
- (a) meet Applicants and Students and consider suitability of virtual education;
  - (b) see the proposed Place of Learning to determine it is suitable;
  - (c) commence developing the relationship between the College and Parents and Students, as clear, regular communication is paramount to the success of virtual education.
- 6.2 When considering the suitability of the proposed Place of Learning, ACCVO has three criteria for a suitable Place of Learning:
- (a) Appropriate Physical Environment
    - (i) Safe Space to learn that is secure
    - (ii) Dedicated learning area with a desk, chair and lighting.
  - (b) Appropriate Online Environment

- (i) Fast Wifi
  - (ii) Computer device with necessary accessories, such as webcam, mic, headphones
  - (iii) Encouraged to have web filters
- (c) Appropriate Supervisory Environment
  - (i) The student can be supervised by an appropriate and responsible parent or person with parental responsibility
  - (ii) Parent-supervisor can involve them in community events

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## **7 Appeals Process**

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- 7.1 Where ACCVO does not offer a place to a child for enrolment, Parents may appeal the decision within 2 weeks of being notified they have not received an offer of enrolment.
- 7.2 The appeal must be in writing, signed by the Parents and include:
  - (a) name of child;
  - (b) name and signature of Parents;
  - (c) grounds for appeal; and
  - (d) any other information specifically requested by ACCVO or relevant to the appeal.
- 7.3 ACCVO will assess and make a determination for appeals on compassionate grounds on a case-by-case basis. ACCVO may preference students as set out in this Enrolment Policy or its Enrolment Terms and Conditions and as permitted by the *Education and Training Reforms Act 2006* (Vic). ACCVO will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.
- 7.4 If Parents are not satisfied their appeal was adequately considered, Parents can escalate their appeal to the Principal.
- 7.5 An appeal to the Principal must be made in writing, signed by the Parents, within 2 weeks after the Applicant received notice that their initial appeal was unsuccessful.
- 7.6 The Principal will consider the escalated appeal in accordance with the principles of natural justice, compassionate grounds and permitted preference of ACCVO. This may involve a meeting with the Parents and/or child, conducting an investigation to obtain further information about the Application and the child, or any other process deemed appropriate in the circumstances by the Principal.
- 7.7 The Principal will make a determination and communicate it to the Parents. This concludes the appeals process.

## **8 Reasonable adjustments**

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- 8.1 The College is committed to inclusion and equity of all students. Accordingly, and as required by law, we make reasonable adjustments for students with disabilities. Given the virtual nature of education offered by ACCVO, reasonable adjustments may differ from more traditional school campuses.
- 8.2 During the enrolment process where information obtained by ACCVO indicates a prospective student has a Disability, ACCVO may need further consultation to determine whether the Disability would affect the prospective student's ability to participate in or derive substantial benefit from the uniquely delivered online educational program at ACCVO. Following the consultation, ACCVO will assess whether it is necessary to make adjustments for the prospective student and whether those adjustments are reasonable.
- 8.3 Consultation about reasonable adjustments occurs at multiple points during the enrolment process including:
- (a) when there is informal discussion between stakeholders;
  - (b) during the Initial Virtual Visit; and
  - (c) during the review of submitted documentation in the Enrolment Application.
- 8.4 ACCVO will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the prospective student's Disability;
  - (b) the information provided by, or on behalf of, the prospective student about how the Disability affects the prospective student's ability to participate in the educational program;
  - (c) views of the student, or an associate of the student, about whether a proposed adjustment is reasonable and will enable the prospective student with a Disability to access and participate in education and training opportunities on the same basis as students without Disabilities;
  - (d) information provided by, or on behalf of, the prospective student about his or her preferred adjustments;
  - (e) the effect of the proposed adjustment on the prospective student, including the prospective student's ability to participate in courses or programmes and achieve learning outcomes and independence;
  - (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
  - (g) the costs and benefits of making the adjustment.



- 8.5 The Principal may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 8.6 If reasonable adjustments are necessary to enable a prospective student to enrol in or participate at ACCVO, ACCVO will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on ACCVO, the Principal will take into account the relevant circumstances of the case including:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the prospective student and their family). This includes (without limitation):
    - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and
    - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
    - (iii) the effect of the Disability on the Student; and
  - (b) ACCVO's financial circumstances and the estimated amount of expenditure required to be made by the College community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
  - (c) the impact of the adjustments on ACCVO's capacity to provide education of high quality to all Students while remaining financially viable; and
  - (d) the availability of financial and other assistance to ACCVO (such as financial incentives, subsidies or grants available to ACCVO as a result of the Student's participation); and
  - (e) the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 8.7 The Principal will discuss with the prospective student and their family (as appropriate) any concerns the Principal has regarding any proposed adjustment that would cause unjustifiable hardship to ACCVO.

- 8.8 If the Principal is satisfied the prospective student and their parents (as appropriate) have been sufficiently consulted and adjustments required are not reasonable or would cause unjustifiable hardship to ACCVO, ACCVO may decide to decline to offer the Student a position or may defer the offer.

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## 9 Privacy statement

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- 9.1 ACCVO collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is to facilitate the enrolment process and, during the course of enrolment, to provide for the best interests of Students. Please refer to the ACC's Privacy Policy on our website for more information.
- 9.2 Evidence of eligibility will be requested and will be held securely, by means of locked storage for paper records, and password access to computerised records.

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## 10 Definitions

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**"ACCVO"** means the virtual campus of the College.

**"Applicant"** means the person/s set out in the Enrolment Application being the Parent(s) and/or Guardian(s) of the Student listed in that Agreement and if more than one, each of them jointly and severally.

**"Application Fee"** means the non-refundable fee required to be paid with an Enrolment Application form.

**"College"** means Australian Christian College Victoria, a registered school operated by Christian Education Ministries.

**"Disability"**, in relation to a student, means:

- (a) total or partial loss of the student's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student's body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

**“Early Payment Date”** means the date required to obtain the discount for payment of annual tuition fees in full. It may be specified in the January tuition fee invoice, Fee Schedule or otherwise communicated to Parents.

**“Enrolment Agreement”** means the Agreement that will be entered into when the Applicant accepts an offer of enrolment that is comprised of this Policy, the Enrolment Terms and Conditions, the Enrolment Application, letter of offer and acceptance form, the Parent Code of Conduct and Student Code of Conduct.

**“Enrolment Application”** means the application form for enrolment at ACCVO in relation to the Student.

**“Enrolment Fee”** means the fee payable at the time of enrolment required to accept an offer of enrolment.

**“Fee Schedule”** means the list of fees published on the ACC website.

**“Fees”** includes the Application Fee, Enrolment Fee, Tuition Fees, Resources Levy and other fees identified in the Fee Schedule.

**“Initial Virtual Visit”** means the video call that is arranged between Applicants and ACCVO.

**“Parents”** refers to the parent/s and or guardian/s of the student enrolled at the School, and if more than one, each of them jointly and severally.

**“The Principal”** means the Principal of the School, or the Principal’s delegate.

**“Student”** means the Student named in the Enrolment Application.

**“Tuition Fees”** means the annual fee per Student applicable for each year level at ACCVO payable in full, per term or in 10-month instalments.