

## ENROLMENT POLICY

### Purpose and Scope

The purpose of this policy is to guide staff in the selection of students for enrolment at Zeal Futures Secondary School (the School), acknowledging that the aim of our school is to assist young people to reconnect with education, in a safe and supportive environment to complete their schooling. This policy applies to all school staff involved in the process of enrolling new students.

### Policy

The School primarily seeks to support students with social, emotional and/or behavioural difficulties. Students may be experiencing social or financial disadvantage, medical, psychological or emotional challenges and as a result, may have become disconnected from mainstream education. Students considering enrolment at our Special Assistance School may be facing challenges such as:

- poor mental health
- homelessness, unstable accommodation or living independently in refuges
- dysfunctional families
- substance abuse
- dealings with Youth Justice NSW or DCJ
- early parenthood
- neglect
- have recently settled in Australia as part of a humanitarian program

The School cannot cater for students who are functionally illiterate in English or who require intensive behaviour or medical health support.

All students who apply to attend the Zeal Futures Secondary School will be required to attend an interview as part of the application process. If practicable, a Parent / Guardian / Caregiver/Case Worker is required to attend with the prospective student, to learn about the school and contribute to the information gathering process. Candidates 18 years or over may be able to attend an interview alone. Candidates under 18 must be accompanied by a responsible adult.

Applicants are expected to make a full disclosure of relevant details at interview and if a Student is accepted and undisclosed information relevant to the acceptance decision becomes available, then the Student's enrolment may be reviewed at the discretion of the Principal. A student's acceptance into the school is dependent on their presentation at interview, the documentation they provide and their demonstrated ability to work within the policies and philosophy of our school.

All applicants must provide several items of documentation including a birth certificate. From time to time the School may require verification of vaccination history or other documentation. Photocopies of the supporting documents are placed in student files, and all other appropriate information will be entered into the school database.

### Enrolment

If the teaching staff deem it necessary, Students enrolled at the School may be required to undergo literacy and numeracy assessment or other cognitive testing. This assessment may be conducted prior to enrolment or post-enrolment at the discretion of the relevant teaching staff. Except in exceptional circumstances, prospective students are asked to provide evidence of prior learning and a copy of the most recent school report from the last school they attended. If necessary, a member of staff will contact the past school to confirm details of the prospective student's enrolment and reasons for leaving or to obtain a copy of the report. Where required, further contact may be made with other relevant organisations before a student's enrolment application is accepted.

Students seeking enrolment into Year 10 must demonstrate significant participation in year nine studies at their previous school, and at interview must demonstrate to staff they are suitable to enter year 10.

**Acceptance and Withdrawal**

Successful applicants will receive a letter confirming their enrolment. Copies of all supporting documents, and credentials provided by the student are kept in the student's file. Zeal Futures Secondary School recognises the commitment we ask of our students and note this will not suit all applicants' needs. We respect the right of any student to withdraw their application for inclusion at Zeal Futures Secondary School.

If a prospective student makes the choice to withdraw their application for enrolment this does not mean they cannot apply again at a later date. Should a student terminate their enrolment once at school following a period of attendance, the school will consider a request to re-enrol, with the decision being at the discretion of the Principal.

**Related Documents**

- Enrolment Policy POL027
- Education Act NSW (1990)
- NSW Registered and Accredited Individual Non-government Schools Manual NSW Education Standards Authority September 2023

Approved by Zeal Futures Learning Board of Directors on: 19<sup>th</sup> February 2026

All applicable legislative requirements have been thoroughly reviewed and integrated into the development of this policy. These legal provisions are systematically reassessed and incorporated during each policy review to ensure ongoing compliance.

**Document History**

Version	Prepared By	Approved By	Date	Description
1.0	D. Laarkamp	Board of Directors	19.02.2026	Initial creation