

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, acknowledging one of the aims 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

Zeal Futures Secondary 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

Zeal Futures Secondary 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 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

Students enrolled at Zeal Futures Secondary School may be required to undergo literacy and numeracy assessment or other cognitive testing, if the teaching staff deem it necessary. 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 obtaining 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.

Zeal Futures Secondary School will consider the following elements before accepting enrolments into Stage 6.

Transfer and enrolment procedures (Schools Online)

Students retain their NESA student number when moving between schools. If for some reason a prospective student does not have one, ZFSS staff must obtain one for the student.

ZFSS will enter the student into Schools Online on commencement and may need to contact the previous school in some cases to check the record has been withdrawn.

For Stage 6 (Preliminary or HSC) Transfers, ZFSS must:

- confirm the student's NESA student number
- transfer the school enrolment and pattern of study
- produce a Confirmation of Entry reflecting the current Preliminary/HSC courses
- ensure the student reviews and signs this confirmation which will be kept on record for 24 months

Course Entry Deadlines and Eligibility

Students must be entered into Stage 6 courses (Preliminary or HSC) by 30 June in the HSC year if they intend to sit the exam that year. Late entries after the NESA-specified due dates for assessment mark submissions cannot be made. The Principal has discretion to enter students into HSC courses if they are satisfied the student has:

- achieved outcomes equivalent to the necessary Preliminary study
- met equivalent Year 10 completion requirements (e.g., RoSA or equivalent), and
- can be entered in sufficient time to meet all HSC course requirements and be issued assessment marks

Continuing or New Stage 6 Courses

If a student continues courses they were already studying, ZFSS will liaise with the former school about assessment and rank placement (for transfers before 30 June). After transfer, students must follow the ZFSS assessment policy. Where previously studied courses aren't available at ZFSS, students may continue via external providers or be entered into new courses as agreed with the Principal, provided eligibility and timing requirements are met.

Eligibility and Course-specific Requirements

For some subjects with specific eligibility criteria, students must meet the relevant criteria at the time of entry and provide supporting evidence to the Principal. The Principal determines eligibility before enrolment in that course.

VET and Credit / Recognition of Prior Learning

If the student's Stage 6 pattern includes VET courses, ZFSS must enter them into those courses in Schools Online by the due date and ensure the student is able to complete course requirements (including mandatory work placement where applicable). Students can seek credit transfer or recognition of prior learning (RPL) for competencies previously achieved but must supply certified evidence of prior outcomes and work with the school/RTO to apply it to the Stage 6 pattern.

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 this will not suit all applicants' needs and respects the right of any student to withdraw their application for inclusion at Zeal. If a prospective student makes the choice to withdraw their application for enrolment this does not mean they cannot apply again later. Should a student terminate their enrolment once at school following a period of attendance, the school will consider a request to re-enroll, with the decision being at the discretion of the Principal.

Related Documents

- [Attendance Policy POL019](#)
- [Student Code of Conduct Policy POL037](#)
- [Student Code of Conduct Agreement #TBC](#)
- [Curriculum Assessment and Reporting Policy #TBC](#)
- [Supporting Students with Disability Policy #TBC](#)
- Stage 5 Assessment Handbook
- Stage 6 Assessment Handbook
- [Education Act 1990 \(NSW\)](#)
- [Education Regulation 2017 \(NSW\)](#)
- [NSW Registered and Accredited Individual Non-government Schools Manual NSW Education Standards Authority February 2026](#)

Approved by Zeal Futures Learning Board of Directors on: 27th August 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
2.0	D. Laarkamp	Board of Directors	27.08.2026	Update for SAS 2026 re-submission