



Enrolment Policy & Procedure

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1 Organisational Statement

Mastery Schools Australia (**MSA or the School**) is an independent Special Assistance School that caters specifically for children and young people who are disengaged, or at risk of disengaging, from their current schooling environment.

The School is committed to providing an inclusive education environment where all students can access and fully participate in learning, supported through reasonable adjustments and evidence-based teaching strategies tailored to individual student needs.

2 Scope

This Policy and Procedure applies to all prospective and enrolled students of Mastery Schools Australia at its Queensland campuses and their parents/carers, as well as all staff involved in the enquiry, application, assessment, approval and administration of student enrolments.

This Policy governs the processes for student enrolment, including application, assessment of suitability, enrolment decisions, and the management of enrolment records.

This Policy operates alongside other relevant School policies and must be read in conjunction with applicable legislation and regulatory requirements in Queensland.

3 Purpose

The purpose of this Policy and Procedure is to establish a clear, fair and consistent framework for student enrolment at Mastery Schools Australia in Queensland.

This includes ensuring that:

- (a) enrolment processes are consistent, transparent and compliant with applicable legislative and regulatory requirements;
- (b) students enrolled align with the School's registration as a Special Assistance School;
- (c) enrolment decisions are informed by appropriate information regarding a student's educational, behavioural and wellbeing needs;
- (d) the School can reasonably determine whether it is able to meet each student's needs; and
- (e) students and parents/carers are provided with sufficient information to make informed enrolment decisions.

4 Related Documents

- (a) Enrolment Agreement
- (b) Enrolment Application Form
- (c) Letter of Offer
- (d) Referral Form
- (e) General Permissions Form
- (f) Medication Consent Forms
- (g) Behaviour Management Policies
- (h) Student Uniform Policies
- (i) Parent Code of Conduct; and
- (j) Student Code of Conduct.

5 References

- (a) Education (Accreditation of Non-State Schools) Act 2017
- (b) Education (Accreditation of Non-State Schools) Regulation 2017
- (c) Education (General Provisions) Act 2006
- (d) Non-State Schools Accreditation Board (NSSAB)

6 Definitions

Applicant	<p>“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.</p>
School	<p>“School” means the school operated by Mastery Schools Australia.</p>
Disability	<p>“Disability” in relation to a person means:</p> <ul style="list-style-type: none"> a) total or partial loss of the person’s bodily or mental functions b) total or partial loss of a part of the body c) the presence in the body of organisms causing disease or illness <p>the presence in the body of organisms capable of causing disease or illness</p> <ul style="list-style-type: none"> d) the malfunction, malformation or disfigurement of a part of the person’s body e) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction f) a disorder, illness or disease that affects a person’s thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour <p>and includes a disability that:</p> <ul style="list-style-type: none"> g) presently exists h) previously existed but no longer exists i) may exist in the future (including because of a genetic predisposition to that disability) j) is imputed to a person. <p>To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.</p>
Enrolment Agreement	<p>“Enrolment Agreement” means the Agreement that will be entered into when the Applicant accepts an offer of enrolment that is comprised of this Policy.</p>

Parents/Guardians	“Parents/Guardians” 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.
Student	“Student” means the Student named in the Enrolment Application.
Relevant Student	<p>A Relevant Student mean those who:</p> <ul style="list-style-type: none"> a. Would not otherwise be - <ul style="list-style-type: none"> - enrolled at and attending school while of compulsory school age - Participating in an eligible option full-time, or in paid employment for the last 25 hours each week, during the compulsory participation phase; and b. Are not provisionally registered, or registered, for home education under the <i>Education (General Provisions) Act 2006</i>, chapter 9 part 5
Special Assistance Schools	<p>“Special Assistance School” is defined in the <i>Education (General Provisions) Act 2006</i> as a school that:</p> <ul style="list-style-type: none"> a. Is, or is likely to be, recognised by the State or Territory Minister for the school as a special school; and b. primarily caters for students with social, emotional or behavioural difficulties.
Referral Form	“Referral Form” is a form to be completed by a suitable referee to provide details on the Student’s academic and social struggles, behavioural information, and disability verification.

7 Educational Services Provided

- 7.1 MSA provides educational services within the scope of the School’s registration in Queensland, being Years 4 to 10, and delivers educational programs aligned with the Australian Curriculum. The School’s approach is characterised by explicit, structured and evidence-based teaching, with targeted support and reasonable adjustments tailored to individual student needs. This approach is designed to support students who are disengaged, or at risk of disengaging, from their current schooling environment to re-engage and succeed in learning.

Age and Year Level Eligibility

- 7.2 Enrolment must comply with the requirements of the *Education (General Provisions) Act 2006 (Qld)* and Queensland compulsory schooling laws. For guidance on age and year level expectations, refer to: <https://schoolinfo.com.au/>
- 7.3 Students should be of an age appropriate to the year level in which they are enrolled. The Principal (or delegate) must obtain and retain verified proof of age



documentation (such as a birth certificate or passport) as part of the enrolment process.

- 7.4 The School should not enrol students outside of its approved year levels unless otherwise authorised under applicable legislation or in exceptional circumstances.

Any enrolment outside age-appropriate year levels must be approved by the Principal Supervisor and supported by documented justification.

8 Enrolment Process Overview

- 8.1 The enrolment process is as follows:
- (a) Complete an Expression of Interest form on the School's website to register for the next available campus tour.
 - (b) Attend the tour to determine suitability of the school then book an enrolment interview and placement testing to progress to the next stage of the enrolment process.
 - (c) Complete the Enrolment Application Form and Referral Form then return this to the School via email prior to the enrolment interview. The enrolment interview cannot commence until these forms have been received by the school.
 - (d) At the interview, the Principal will:
 - (i) outline what the School can offer the Student
 - (ii) discuss the Student's learning difficulties and academic history
 - (iii) discuss specific needs of the Student
 - (iv) explain attendance and behaviour expectations
 - (v) discuss the enrolment terms of enrolment; and
 - (vi) document the interview discussion on the interview sheet
 - (e) The parents/guardians are expected to accurately represent the needs of their child. The School may require the Applicant to provide additional information before an enrolment decision can be made.
 - (f) The prospective student will undertake individual placement testing with a Support Worker post the enrolment interview. Testing is conducted at this stage so the School can determine academic level of the Student, add them to a class/group for the waitlist or trial day, and to consider any reasonable adjustments that may be required to support the student.
 - (g) MSA may offer a trial day prior to offering placement at the School. The purpose of a trial day is to:
 - (i) help the Student feel more comfortable and less anxious about changing schools



- (ii) give parents/guardians time to determine if MSA is the best place for their child
 - (iii) give the School an opportunity to show the Student how we can help them and further explain the values, mission, and vision of the School.
- (h) The School may offer a place at the school in a formal letter of acceptance.
- (i) Should parents/guardians choose to accept the offer and enrol their child at MSA, they must sign and return the letter of acceptance to the school. All enrolment documentation is to also be returned to the school prior to the student agreed start date. Students cannot start without all relevant enrolment paperwork returned.

9 Key dates for the Enrolment Procedure

- 9.1 **Enrolment Applications:** MSA accepts enrolment applications at any time throughout the year. If you want to commence at the start of the following school year, you need to attend a school tour and complete the enrolment process by the end of Term 4 the prior year.
- 9.2 **School Tours:** MSA holds tours throughout the week.
- 9.3 **Enrolment Interviews:** interviews are in line with campus availability at the time.
- 9.4 **Trial Days:** trial days are in line with campus availability at the time and can be held on any day.
- 9.5 **Enrolment Offer:** offers are generally made within 1 week of the trial day.
- 9.6 **Ineligible Students:** parents are immediately informed if their child is ineligible to attend MSA.
- 9.7 **Enrolment Finalised:** the letter of offer will specify the date by which parents/guardians must respond to accept the offer.

Enrolment decisions are based on a range of information and factors and determined on a case-by-case basis. Each case shall be assessed on its merits, taking individual circumstances, and practical implications into account, as well as;

- (i) MSA's capacity to meet the student needs.
- (ii) The Student's progress at previous schools with an emphasis on behaviour and attitude.
- (iii) Applicant and Student's willingness to commit to the School's expectations which are communicated and discussed throughout the enrolment interview process.

- (iv) Current enrolment vacancies in the year the Applicate is applying to enter.

9.8 Enquiries and visits are always welcome and can be arranged by contacting the School via the [website](#). If families have any questions about enrolment or the school in general, they are encouraged to contact a campus for assistance.

10 Waitlists

An Applicant may be removed from the waitlist if, after repeated attempts, they are unable to be contacted. It is the responsibility of the Applicant to ensure the School is informed of any changes to contact details.

11 Enrolment Decisions

11.1 The School requires a completed Referral Form as a condition of enrolment. Applications will not be considered or accepted without this documentation.

11.2 In addition to the Referral Form, the School will request further information to support the Principal's enrolment decision, including:

- (a) citizenship or residency documentation, where applicable; and
- (b) evidence of the Student's willingness to engage with the School and its educational approach.

11.3 Enrolment decisions are made by the Principal, having regard to the information provided and the School's ability to meet the Student's needs.

11.4 Once a Student commences at the School, their enrolment is continuous through to Year 10 unless the Student is formally withdrawn or their enrolment is cancelled by the School in accordance with the Behaviour Management Policy and Procedures.

The School may also, in consultation with the Student and their parents/carers, support a transition to a more appropriate educational setting where it is determined that the Student is ready to return to mainstream education or pursue alternative pathways.

12 Priority Order of Enrolment and Eligibility

12.1 When considering applications for enrolment, the Principal will have regard to the waitlist and may give preference based on the following considerations:

- (a) the prospective student meets the definition of a **relevant student** in accordance with the *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*;
- (b) the prospective student aligns with the School's registration as a Special Assistance School, including being disengaged, or at risk of disengaging, from their current schooling environment;

- (c) the prospective student demonstrates a willingness and capacity to engage with the School's educational program; and
- (d) the School is satisfied that it can reasonably meet the prospective student's educational, behavioural and wellbeing needs.

12.2 The School reserves the right to refuse an application or remove an application from the waitlist where there are reasonable grounds to do so.

13 Reasonable Adjustments

13.1 MSA provides reasonable adjustments to support students to access and participate in learning, in accordance with applicable legislation.

13.2 Reasonable adjustments are informed by:

- (a) ongoing academic assessment and student performance data; and
- (b) relevant information provided by families and external professionals, including allied health reports or formal diagnoses (where available).

13.3 The School supports students with a range of needs, including those with a diagnosed disability and those who are disengaged, or at risk of disengaging, from their current schooling environment.

13.4 In determining appropriate reasonable adjustments, the School will consider:

- (a) individual learning needs of the student;
- (b) the student's ability to access and benefit from the School's educational program;
- (c) the impact of the adjustment on other students, staff and the School environment; and
- (d) the School's capacity to implement the adjustment.

13.5 The School will implement reasonable adjustments to the extent that they are reasonable and do not impose unjustifiable hardship.

13.6 In determining whether an adjustment would impose unjustifiable hardship, the School will consider relevant circumstances, including:

- (a) the likely benefit or detriment to the student and others affected, including students and staff;
- (b) the financial and operational impact on the School, including staffing and resource requirements;
- (c) the School's capacity to continue to provide high-quality education to all students; and
- (d) any available support, funding or external assistance.



- 13.7 Where the School determines that it cannot reasonably meet a prospective student's needs, including where adjustments would impose unjustifiable hardship, the School may decline or defer enrolment.

14 Privacy and National Data Collection Statement

- 14.1 The School collects personal information, including sensitive information about parents/guardians and students, during and after the enrolment process in accordance with its Privacy Policy and applicable privacy legislation. The primary purpose of collecting this information is to facilitate enrolment and support the educational, wellbeing and administrative needs of students. Further information is available in the School's Privacy Policy, available on the School's website.
- 14.2 Evidence of eligibility and other sensitive information will be securely stored, including through locked storage for physical records and restricted, password-protected access to electronic records.

15 Breach of Policy

Breaches of this policy, or other parts of the Enrolment Agreement, may lead to termination of enrolment of the Student, an application being removed from the waitlist, or revocation of an offer of enrolment.

16 Review

This policy is reviewed periodically as detailed in the Policy Review Schedule. Next review date is December 2027.

17 Communication

This policy is available on MSA's website and is provided to Applicants during the application and enrolment process.