

Student Enrolment Policy

Pambula Beach Flexible Learning Centre (PBFLC)

Source of Obligation	The NSW Registration Manual (3.8) requires all schools to keep a register of enrolments of all children at the Flexible Learning Centre.
Student Enrolments	PBFLC keeps a register of enrolments of all children at the Flexible Learning Centre in electronic form using the online TASS Learning Management system.
Information for Register of Enrolments	<p>The register of enrolment records the following information for each student:</p> <ul style="list-style-type: none">• name, age and address;• the name and contact telephone number of parents/guardians;• date of enrolment;• the date of leaving the Flexible Learning Centre and the student's destination, where appropriate;• for students older than six years of age, previous school or pre-enrolment situation; and• where the destination of a student below seventeen years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of: <p>- the student's full name;</p> <p>- the student's date of birth;</p> <p>- the student's last known address;</p> <p>- the student's last date of attendance;</p> <p>- parents'/guardians' names and contact details;</p>

- an indication of possible destination;
- any other information that may assist officers to locate the student; and
- any known work health and safety risks associated with contacting the parents or student.

Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.

Implementation

PBFLC has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the NSW Registration Manual are managed effectively.

Related Policies

Exemption from Attending School Policy

Enrolment Process

Pambula Beach Flexible Learning Centre accepts referrals for young people in Yrs. 7-10. Young people choosing to enrol must complete a referral form, and then have an interview with the school. The enrolment interview is undertaken with the young person, family member/s, carer, or representative and the school Head of Campus or delegate. Referrals can be received at any time throughout the school year.

Young people and parents/carers are required to commit to and sign the FLC agreement form. This serves as our young person and family code of conduct, and adherence to this code of conduct is a prerequisite for continuing enrolment. A copy of the agreement is included with the referral form and will be reviewed at the interview with the school.

All enquiries for enrolments, including requesting a referral form, should contact the school at 0438 539 656.

Further information about Pambula Beach FLC can be sourced on the school website at:

<http://youthplus.edu.au/pbflc-flc/>