



POLICY	ENROLMENT
DATE	March 2023
SCHOOL COUNCIL ENDORSEMENT	NA
REVIEW DATE	March 2027



Help for non-English speakers

If you need help to understand the information in this policy please contact Blackburn English Language School Whitehorse campus on: 9803 4022

PURPOSE

The purpose of this policy is to specify the eligibility criteria for students seeking to enrol at Blackburn English Language School.

POLICY

ABOUT BLACKBURN ENGLISH LANGUAGE SCHOOL

Blackburn English Language School (ELS) is part of the New Arrival Program (NAP) and provides intensive English language programs to primary and secondary aged newly arrived students for whom English is an additional language.

Blackburn ELS operates within the North-Eastern Victoria Region (NEVR) across three locations. The main campus, Whitehorse, is in Burwood East, the Maroondah Campus is in Croydon North and the Wodonga campus is in the north-east of the state in Wodonga.

The school provides an environment that encourages students from a range of culturally and linguistically diverse backgrounds to become confident and active participants in the wider Australian community. Eligible students typically attend the language school for between six and twelve months, depending on their educational background and/or refugee/humanitarian status.

We welcome eligible students from 5 years of age up until the time they turn 18 (unless the Minister or delegate grants an exemption from the maximum school age requirements – refer to [School age requirements and exemptions](#)).

ELIGIBILITY CRITERIA

Blackburn ELS's eligibility criteria is outlined in the Department of Education's [EAL - Provision for Newly Arrived Students](#) policy.

ENROLMENT PROCESS

Parents and carers should contact Blackburn ELS to request a place in the program.

All new students are enrolled into the school during an interview/meeting. At enrolment, the school:

- collects relevant information
- provides a privacy notice to the parent/guardian explaining how enrolment information will be used
- collects and records Immunisation History Statements or where newly arrived families do not yet have this statement, provides guidance on how to obtain one.

We operate a waiting list at each campus to manage incoming enrolments and for when our school has insufficient places to meet demand. The waiting list is ordered by date of enquiry. When a place becomes available the

parent/carer will be invited to the school for an enrolment interview. The student should be enrolled in a mainstream school if there are no vacancies in the program.

APPEAL PROCESS

Parents/carers are able to appeal against the decision not to provide entry, unless a decision has already been made by the Regional Director. This can occur in relation to placements at any age level and the following process applies:

1. Appeal to the school's Principal.

Appeals must be made in writing and lodged with the Principal.

The school's decision will be communicated to the parent/carer in writing. In assessing the appeal, the school will check to ensure the entry decision is consistent with the eligibility criteria set out in this policy and any other factors that may be relevant to the decision.

2. Appeal to the Regional Director

If the appeal at the school level is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they are able to escalate this by lodging an appeal in writing to:

Regional Director, North East Victoria Regional office

Email: nevr@education.vic.gov.au Phone: 1300 333 231

COMMUNICATION

This policy will be communicated to our school community in the following ways:

- Made available publicly on our school website
- Made available in hard copy from school administration upon request

FURTHER INFORMATION AND RESOURCES

This policy should be read alongside and in conjunction with the following Department policies:

- [Enrolment](#)
- [Exemptions from School Attendance and Enrolment](#)
- [EAL - Provision for Newly Arrived Students](#)
- [Schools' Privacy Policy](#)

POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2027

This policy is subject to review by the Principal every 3 to 4 years. Proposed updates will be made on a needs basis, with any proposed changes relating to eligibility criteria and priority order of placement requiring approval from the Minister for Education or the regional director, as the minister's delegate.