



ENROLMENT POLICY

Redfern Jarjum College (the College) is an independent Catholic day school operated by the College on behalf of the Society of Jesus (Jesuit Order) for children of families in the Aboriginal community of Redfern and its surrounds. The College was incorporated on 26 May 2008.

Redfern Jarjum College's mission is to educate, empower and support urban Aboriginal and Torres Strait Islander children and provide expert guidance to alleviate their educational, social, emotional, behavioural and health disadvantages. We prioritise Aboriginal and Torres Strait Islander culture and partnership.

In partnership with their community, the growth of children in the school will be intensive and holistic. With a low student-to-teacher ratio, care of the individual will be at the heart of the school. Jarjum will provide a culturally attuned and locally responsive approach to meet each child's individual needs through social, physical, spiritual, academic, and emotional engagement with the child.

Redfern Jarjum College will focus on the educational foundations of literacy and numeracy, along with building each child's self-concept and self-worth. The College will provide transport, clothing, and meals, and will support students' access to key health services. A key feature will be community development with parents and carers through opportunities to participate in school activities and community gatherings.

Purpose

The purpose of this policy is to ensure that the College meets its obligations under the NSW Registrations Manual, while maintaining a commitment to the principles articulated in the *Redfern Jarjum College Mission Statement*. The enrolment policy will guide decisions related to the enrolment of new students at the College, while setting out the obligations of the College and students' parents/carers.

Source of Obligation – The NSW Registration Manual (3.8) requires the Principal of the College to keep a register, in a form approved by the minister, of the enrolment of all children and the College. The NSW Registration Manual (3.6.2) requires the College to provide a safe and supportive environment by maintaining a student enrolment register.

Student Enrolments – Redfern Jarjum College keeps a register of enrolments of all children at the College in Salesforce, on the School Administrator network drive and as a hard copy (on site)/

The register of enrolments records the following information for each student:

- Name, age and address
- The name and contact telephone number of parent(s)/guardian(s)
- Date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- For students older than six (6) years, the previous school or pre-enrolment situation
- Where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of:
 - The student's full name
 - The student's date of birth
 - The student's last known address
 - The student's last date of attendance
 - Parents'/guardians' name and contact details
 - An indication of possible destination, other information that may assist officers to locate the student.
 - Any known work health and safety risks associated with contacting parents/guardians or student.

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

Implementation – The Principal and appointed delegates are responsible for the effective implementation of this policy.

This policy will be published on the Redfern Jarjum College website and made available to College Board members and College Personnel.

Related Legislation

The following legislation must be considered in relation to this document:

- *The Education Act 1990*
- *The Disability Discrimination Act 1992*

Eligibility Criteria for Enrolment

Redfern Jarjum College is registered to accept a maximum of 25 students. To be eligible for enrolment at Redfern Jarjum College a student must:

- be of Aboriginal or Torres Strait Islander heritage and identify as such.
- be of primary school age
- live within a safe travelling distance of the College or live in an area serviced by one of the College buses.
- be seeking and/or requiring an education with a distinct First Nations focus.

The main point of intake for enrolment at Jarjum is the Kindergarten or Junior Class (ES1, S1), although enrolment of older students will be considered on a case-by-case basis. The decision to enrol a student will involve consideration of the following:

- The availability of class placements, which is determined by the College registration with NESA.
- The suitability of school programs and resources as well as teacher resource/specialist support to the needs of the student
- The parent(s) full disclosure of the student's support needs including those required to support behaviour and other specific requirements/adjustments.
- Where there are numerous eligible candidates for limited places, the relative need and disadvantage of each candidate, with priority being given to candidates with greater need and/or disadvantage, to be addressed by a First Nations-focused education.

Further Information

Further information or assistance about anything contained in this document can be sought from the principal.

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Responsible Executive: Principal

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