

ENROLMENT POLICY



Help for non-English speakers

If you need help to understand the information in this policy please contact the Victorian School of Languages (03) 9474 0500.

RATIONALE

- All children enrolling at our school deserve a smooth transition that enables them to become part of our school with a minimum of disruption and maximum support.

AIM

- To provide an efficient process of enrolment that satisfies the needs of both students and the school.

GENERAL TERMS

- All children who are eligible to attend a Victorian school across all education sectors (Government, Independent, Catholic) are welcome to attend our school.
- Eligible students must be unable to study their language of choice at their home school.
- Students enrolling at our school as part of a Foundation (Prep) intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th April of that year).
- Information regarding the enrolment of overseas students can be obtained from the International Studies Unit (03) 7022 1000 or www.study.vic.gov.au
- Students with Disabilities and Impairments will be enrolled along with all other eligible children. Delayed admissions can only be authorised by the Regional Director.
- The VSL will work with the home school the student with a Disability attends, to put in place similar arrangements when the students attend a VSL class.
- All enrolments will require the completion of the VSL enrolment form (online or hard copy), with details kept in the Student Information Portal (SIP).
- The home school principal must approve all school-based enrolments of students attending VSL centres. This is done through the VSL Principal Portal.
- Students wishing to transfer from one centre to another are able to do so with the approval of both VSL Area Managers.
- Students will be allocated to classes according to a combination of class size and student need.
- Area-based and Distance Education students from Foundation – Year 12 will only be allowed to enrol one year level above or below their current home school level, after the approval of both the Language teacher and Area Manager.

DISTANCE EDUCATION

The VSL also offers courses, which students can study via Distance Education. Students complete and submit course work in their own time using the VSL course App. All courses are available online.

Students also have regular phone/video conferencing lessons with specialist teachers based at the VSL.

Distance Education is currently offered at school levels 5-12 (VCE). Please note: Enrolments for school-based students must be completed by the student's home school. Parents should read the information below and then discuss enrolment with the student's home school.

Parents/guardians are welcome to contact the VSL to discuss the most suitable course. Students who are unsure of the

level at which they should enrol may ask for a placement test.

NOTE: Students cannot enrol for Second Language courses in VCE Units 3 & 4 Chinese, Indonesian, Japanese or Vietnamese until eligibility is sought via a VCAA application form through the student's home school.

WHO CAN ENROL IN DISTANCE EDUCATION?

- Victorian School-Based Students

Eligibility Criteria:

1. The language course is currently not available in the school attended during the day.
2. A timetable clash prevents students from studying the language of their choice at their home school.
3. Students who may not be attending a regular school due to overseas or interstate travel, ill health or other difficulties.
4. All students must be Australian citizens or have residency status according to DET guidelines, otherwise full fee recovery will apply.
5. A student cannot be enrolled in Distance Education if they are also enrolled at a VSL Centre for the same language in the same year level.

Enrolment Procedures:

School based students can only enrol in VSL Distance Education with the support of their regular home school. Parents should contact the student's home school to discuss this. Once approved, the online enrolment request form must be completed by the home school. [VSL Online enrolment request form](#) (Parents cannot complete this form.)

Once the enrolment request has been completed parents will receive an acknowledgement email with an invoice attached. Once paid, enrolment is complete and access to the course will be granted.

Non School-Based Students

Eligibility Criteria:

If students are not able to attend school on a daily basis, they may be eligible to enrol on the basis of remoteness, approved home schooling, medical disability, travel, or other approved reasons. In all cases, a contact address in Victoria is required. All students must be Australian citizens or have residency status according to DET guidelines otherwise full fee recovery will apply. Students under 20 studying VCE in a TAFE Institute also need to enrol online as non-school based students.

Enrolment Procedures:

Parents/guardians of non-school based students must contact the VSL Enrolment Officer prior to enrolment. Once approved, parent/guardians should complete the online enrolment form: [VSL Online enrolment request form](#). Once the enrolment request has been completed you will receive an acknowledgement email with an invoice attached. Once paid, enrolment is complete and access to the course will be granted.

- Full time students of the VSV (Virtual Schools Victoria)

Eligibility Criteria:

Students should apply to study VSL languages on the VSV enrolment form, available at www.distance.vic.edu.au. However, enquiries about the enrolment levels of the language should be directed to the VSL. All students must be Australian citizens or have residency status according to DET guidelines otherwise full fee recovery will apply.

Primary students:

Year 5 & 6 students already studying with the VSV will also have the opportunity to include languages for beginners in their study program. The VSL is currently offering French, German, Indonesian and Italian in distance mode for upper primary school students.

Enrolment Procedures:

Enrolment of VSV students in VSL classes is made through the VSV enrolment process. Student wishing to study a VSL language subject should nominate the subject when completing the VSV enrolment form. Contact the VSV with any question about the enrolment process. If parents/guardians have questions about the appropriate level for a student contact the VSL enrolment officer.

- International (or Overseas Full Fee Paying) Students

Eligibility Criteria:

Enquiries about the enrolment levels of the language should be directed to the Victorian School of Languages: Head Office (03 9474 0500). In all schools, the International Student Coordinator should arrange the enrolment. International students enrolled in TAFE colleges are regarded as students of non-government schools and must pay the full fee prior to enrolment.

Enrolment Procedures:

International students attending a Victorian school can enrol in VSL subjects. Students should contact the International Student Coordinator at their home school to discuss and organise enrolment, which requires completion of the enrolment form issued by the International Education Division of DET.

- Other Students

If you are not eligible for enrolment under any of the categories outlined above, or if you require any assistance, please do not hesitate to contact the VSL.

VSL FACE-TO-FACE CLASSES

The VSL offers a wide range of face-to-face classes in 44 VSL Centres throughout the metropolitan and regional areas. Centres are located in government secondary colleges. Courses in many Languages are available from Foundation (Prep) to VCE. In standards and content, courses are comparable to those offered in day school language classes, and follow a standard course design using the Victorian Curriculum F-10 Languages Framework or current VCE Study Designs. Our face to face classes for students in Years F-12 are held out of school hours in metropolitan and country/regional Centres of the VSL. These classes are held mainly on Saturday mornings. Some classes are run on weekday evenings. Check times locally.

For details on the languages/levels offered at VSL Centres do a search on the [Languages Offered at VSL Centres](#) page.

WHO CAN ENROL INTO FACE-TO-FACE CLASSES?

- Victorian School Students

Enrolment Criteria

Student may be eligible to enrol in VSL Face to Face classes if:

- The subject or level is not offered at their home school
- There is a timetable clash that prevents the student from taking the subject at the home school

Enrolment Procedures:

Check [Languages Offered at VSL Centres](#) and make sure the languages and level is available at a VSL Centre near you. Parents/guardians can then complete the [VSL Online enrolment request form](#).

Enrolment is available online or through the VSL Centre where the relevant language is taught. When the enrolment request has been processed, parents will receive an acknowledgement email with an invoice attached. Once payment is complete course details will be sent in a confirmation email. If you have difficulties with the online system, either contact the VSL head office (03 9474 0500) or send an email to the VSL Help Desk: help@vsl.vic.edu.au

- **International (or Overseas Full Fee Paying) Students**

Enrolment Criteria

International students attending a Victorian school can enrol in VSL subjects. Slightly differing procedures exist for government and non-government schools. International students enrolled in TAFE colleges are regarded as students of non-government schools and must pay the full fee prior to enrolment. In all schools, the overseas student coordinator should arrange the enrolment.

Enrolment Procedures:

Enrolment procedures and costs are determined by the International Education Division of DET. Students should contact the International Student Coordinator at their home school to discuss and organise enrolment.

- **Adults**

Enrolment Criteria

The VSL is primarily an institution for school-age students and the priority of the school is to cater for their needs. However, the VSL has arranged a small number of programs for adults. Adults will not be enrolled in any other Melbourne-based classes unless they are established as 'adult only' classes and are self-funded. Some VSL classes outside of metropolitan Melbourne may have adults enrolled. All VCE classes for students (Year 11, Units 1 & 2; Year 12, Units 3 & 4) in metropolitan or regional areas may have adults enrolled if there are vacancies. Any potential adult students must undertake a Working with Children /Police Record check prior to their first session, and provide documentation.

Enrolment Procedures:

The Victorian School of Languages is not obliged to teach adult students. Adults wishing to study at the VSL must contact the relevant VSL Centre to find out whether adult classes are available. If approved, the prospective student can then complete the online enrolment. An acknowledgement email will then be sent with an invoice attached. When payment has been made the enrolment is complete and access to the course will be granted.

COMMUNICATION

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

- Provided to staff at induction and included in staff handbook/manual
- Discussed at staff meetings/briefings as required
- Made available publicly on our school website – www.vsl.vic.edu.au
- Made available in hard copy from school administration upon request

POLICY REVIEW AND APPROVAL

Policy last reviewed	May 2022
Consultation	School Council: 18 May 2022
Approved by	Principal
Next scheduled review date	May 2025