

# Alesco Enrolment Policy

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## Scope

This policy relates to all Alesco campuses.

## Purpose

The purpose of this policy is to provide information on the requirements to apply, enrol and record student enrolment for Alesco Secondary College, as well as how to end an enrolment with Alesco.

- State and National reporting purposes
- For any other purpose required by law.

For students undertaking VET in Schools subjects, further privacy notices apply, as below:

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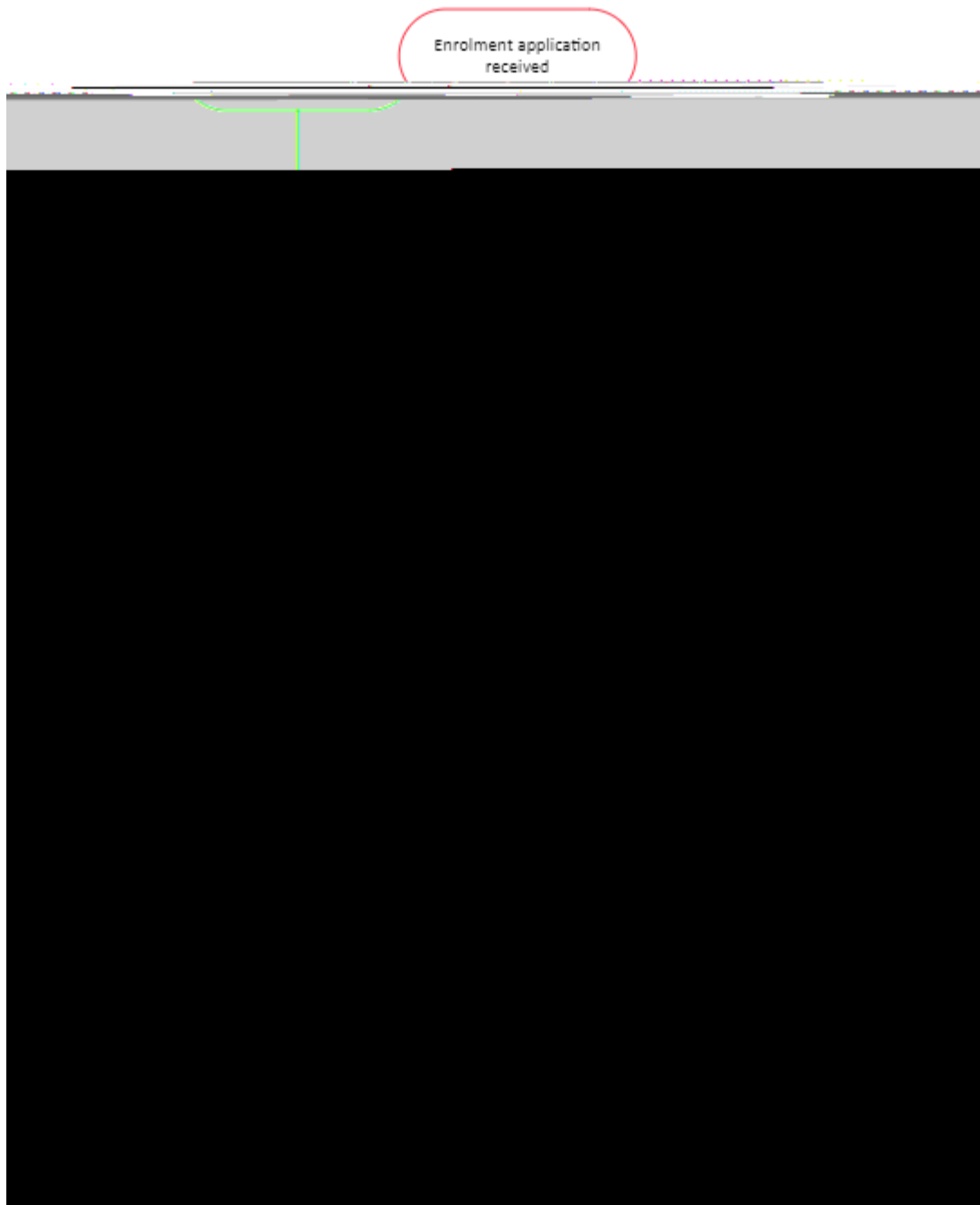
Where there are legal reasons for not sharing information with other specifically identified people in the students' lives, these shall be noted on file and adhered to.

Where a non-custodial parent makes an enquiry regarding a student and there is no legal reason prohibiting information sharing, the Head of Campus or nominated person shall verbally share attendance information and learning progression summaries and may provide information in writing if requested.

### Withdrawal of student enrolment

If a student or their parent/guardian withdraws their enrolment at the College, they will

## Enrolment Process Map



## Junior to Senior Campus Transfer Process Map





