



## Adult Enrolment / Re-enrolment Policy

**Purpose:** The purpose of the policy is to ensure a safe learning environment for all students.

**Rationale:** Hagley College is a unique educational institute in that students from aged 12 to 19 study alongside adults defined by their age of 19 and over.

**Related Policies:** Enrolment Policy, Child Protection Policy, Alcohol and Drug Policy, Health and Safety Policy, Hagley College [designated character criteria](#)

### Policy:

1. As a designated character school, the Hagley College [designated character criteria](#) guide all enrolments.
2. Adult students will engage with a specific enrolment process including an interview with a designated staff member.
3. Withholding or failure to disclose information at enrolment (or subsequent to enrolment) may result in the termination of enrolment.
4. Withholding or failure to disclose information regarding previous schooling either at Hagley or elsewhere may result in the declining of enrolment.
5. The College reserves the right to terminate enrolment should an adult student engage in behaviour which compromises the safety or well-being of staff and or other students.
6. Hagley has a set maximum roll number. Places in programmes of learning are made available to adult students subject to availability. Students up to their 19<sup>th</sup> birthday have entitlement to enrol in secondary education and therefore priority, if they meet designated character criteria.
7. The payment of the appropriate fees confirms the enrolment. Failure to pay these fees may lead to the terminating of this enrolment.
8. Programmes at Hagley are designed to move students forward in their learning. Students in the same or similar programmes cannot exceed more than two years in succession. Discretion regarding the two year limit may be granted for Learning Languages students (including English Language Learning).
9. To be offered a place in a Hagley programme, any new or re-enrolling adult student must be engaged in an authentic programme of learning which will move them forward meaningfully into a career or advanced learning pathway. A major factor in making this decision will be the existing qualifications held by the student.
10. An adult student currently or previously enrolled in a Hagley programme must meet an acceptable level of progress, engagement and attendance [minimum average attendance of 80% across the year] if they wish to be eligible to re-enrol the following year.
11. The College reserves the right to Police check any adult applicant for a student place at Hagley Community College.

**Supporting documents**

- Adult Student Enrolment Form
- Adult Student Declaration Form

Approved by: \_\_\_\_\_



Designation: \_\_\_\_\_

BoT Chairperson

Date Approved: \_\_\_\_\_

3 November 2020

Review Date: \_\_\_\_\_

November 2022