EASTERN CHINESE LANGUAGE SCHOOL INC. 新金山东区中文学校

Student Enrolment, Attendance and Reporting Procedure

Document no.	ECLS-POL-12	**Version**	1.0
Policy owner	Principal (implemented by the Operations Manager)	**Approved by**	School Committee
Date approved	Pending (next Committee meeting)	**Next review**	Two years after approval
Applies to	Principal, Operations Manager, office staff, teachers and families enrolling students	**Status**	Draft: new policy for Committee approval

1. Purpose

This procedure sets out how ECLS enrols students, records attendance and reports progress, and who is responsible for each step. It makes sure that ECLS has **accurate records of funded enrolments** that match attendance, that students' safety information is collected, and that DE per capita funding is claimed only for eligible students.

2. Enrolment procedure

2.1 Step 1: Enquiry and information

Families get the current **Admission Guide, Tuition Fees notice, school calendar and policies** from the school website or the office. Enrolment for the following year opens in Term 4, and new enrolments are accepted throughout the year if places are available.

2.2 Step 2: Enrolment form

Every student must have a **completed ECLS Student Enrolment Form** (online or paper) before attending class. It records:

Section	Information collected
Student details	Chinese name; family name and given name exactly as on the mainstream school enrolment/passport; date of birth; gender; residency status
Mainstream school	Name and campus of the mainstream school (or home-schooling), and year level. Used to match the student to the Victorian Student Register (VSR)
ECLS class	Program (Preschool, General Chinese F–9, VCE Chinese), class level and session
Parents/carers	Names, relationship, phone, email, address, and language spoken at home
Emergency contacts	At least one contact other than the parents
Health	Medical conditions, allergies (including anaphylaxis/asthma plans), medication, doctor's details, and consent to seek medical treatment
Legal	Parenting or court orders affecting the child (with a copy)
Collection	Authorised collectors; consent for students in Year 7 and above to leave on their own
Consents	Photographing and filming consent; Cyber Safety Use Agreement; acknowledgement of school policies, fees and refund terms; Privacy Collection Notice

2.3 Step 3: Checking and acceptance

1. The Operations Manager checks the form is complete. Missing information (especially legal names, date of birth, mainstream school, medical information and emergency contacts) is followed up before the student starts.
2. The student is given a **student number** and entered in the student management system and the class list.
3. Fees are paid as set out in the Financial Management Policy. The student is placed in a class once fees are paid or a payment arrangement is approved.
4. Medical alerts and court orders are flagged to the class teacher and First Aid Officer before the student's first class.
5. VCE students are also registered with VCAA in line with the SSLP requirements and the ECLS VCE Student Handbook.

2.4 Step 4: Changes and withdrawal

- Families tell the office in writing of any change to contact, medical or custody details. Records are updated within one week.
- Withdrawals must be in writing (email to admin@eclschool.vic.edu.au). The Operations Manager records the last day of attendance and marks the student as withdrawn. Refunds follow the published refund rules.
- Each year, families of continuing students confirm or update their enrolment details.

3. Preparing DE funding data

1. The DE census date for school-aged funding (for example **20 March** in 2026) is placed in the school calendar.
2. The Operations Manager prepares the DE *Student Enrolment Data Spreadsheet* from the student system for students who are **enrolled and regularly attending** at the census date and who meet DE eligibility (school-aged; attending a mainstream school or home-schooled; Australian/NZ citizen, permanent resident or temporary visa holder; not an international fee-paying student; not learning Chinese at VSL or another CLS).
3. Names, dates of birth and mainstream schools are checked against the enrolment forms. Brackets, initials and special characters are removed as DE instructs. Duplicates are removed.
4. Attendance for each student on the list is checked: students who have not attended in the weeks before the census date are not claimed.
5. The Principal reviews the spreadsheet and student numbers by year level. The Principal and Chairperson sign the application declaration.
6. A copy of the submitted spreadsheet and the attendance report used is kept for **seven years**, as the **listing of enrolled students** for audit.

Preschool funding (children turning four by 30 April) is prepared in the same way in the separate preschool application.

4. Attendance

- Teachers mark the class roll **at the start of each class and again at the end** (to record late arrivals and early departures), in the student management system or on the paper roll.
- Rolls list students alphabetically by family name and show emergency contact and medical alerts.
- Absences are recorded with the reason when known. Parents should tell the school of absences in advance. Unexplained absences are followed up with the family by the office within one week.
- Early departures are recorded from the Student Early Collection Form (ECLS-POL-10).

- At the end of each term, the Operations Manager exports **weekly attendance records** for every class and files them by year and term. Rolls are kept for **seven years**.
- Students who are absent for three or more consecutive weeks without explanation are referred to the Principal. Their status is confirmed with the family and the student is withdrawn if they have left.
- VCE students must meet VCAA attendance and authentication requirements under the CLV SSLP attendance policy.

5. Assessment and progress reports

- Students are assessed against the **Victorian Curriculum F–10: Languages (Chinese)** in speaking, listening, reading and writing (Preschool against the VEYLDF; VCE against the VCE Chinese study designs).
- **Progress reports are issued at least twice each year** (end of Semester 1 and end of Semester 2), using the ECLS Student Progress Report template, which shows each skill area, the achievement level, attendance, and teacher comments.
- Reports are checked by the School Coordinator, issued to parents (through the parent portal or by email), and a copy is kept for **seven years**.

6. Records and audit

Record	Owner	Retention
Enrolment forms (current and former students)	Operations Manager	7 years
Listing of enrolled students (student system export and DE spreadsheets)	Operations Manager	7 years
Weekly attendance rolls/exports	Operations Manager	7 years
Progress report template and issued reports	School Coordinator	7 years
Early collection forms and authorisations	Operations Manager	Long-term (child safety)

For a DE audit, the school must be able to produce, for any sampled student: the completed enrolment form, weekly attendance records, and progress reports.

7. Responsibilities

- **Principal:** accountable for accurate funding claims; reviews and signs the DE application; oversees reporting.
- **Operations Manager:** enrolment processing, the student system, DE data preparation, attendance exports and records.
- **Teachers:** mark rolls twice per class; follow up absences; write progress reports.
- **School Coordinator:** checks progress reports and the consistency of assessment.
- **Families:** give accurate information and keep it up to date.

8. Basis and references

- DE, *CLS Accreditation and Funding Guide 2024*: s.2.1(14)–(16) (accurate enrolment and attendance records; progress reports at least twice a year), s.3.2 (eligible students, VSR matching), s.3.9 (7-year retention).
- DE, *2026 Community Language Schools Funding Program* application terms (eligibility as at 20 March 2026; data entry rules).

- Victorian Common Funding Agreement 2025–2027 (GIN13960): return of funding for students who cannot be verified; Record keeping.
- CLV, *Operational and Administrative Procedures Manual* (V4, 2023): s.2.2 Admission and Enrolment, s.2.5 Attendance Records (roll marked twice), s.2.19 Student Records, s.3.8 Student Absences, s.3.11 Student Reports, s.5.1 Enrolment Form template.
- ECLS Admission Guide; *Enrolment and Withdrawal Procedures*; *Student Attendance Policy*; *Tuition Fees 2026* (refund rules); ECLS School Charter 2026.

9. Version history

Version	Date	Change	Approved / endorsed by
1.0	October 2026	New procedure	For approval at the next School Committee meeting (date _____, minute ref. _____)