

ENROLMENT POLICY

1. BACKGROUND

- 1.1. The Victorian College of the Arts Secondary School (VCASS) provides a nationally and internationally recognized specialist program for the training of talented young dancers, musicians, visual artists and theatre artists. Integral to this program is the provision of a high quality academic education that is also offered to other elite training organizations. Within our school community, students will be encouraged to develop a passion for learning and a sense of respect for themselves and others.
- 1.2. VCASS is committed to providing a safe, inclusive and nurturing learning environment that recognizes and caters for the different academic, artistic, cultural, health and pastoral needs of students. VCASS is also committed to providing state of the art facilities and resources designed to meet its specific responsibilities as a significant institution for the education and training of young dancers, musicians, visual artists and theatre artists.

2. PURPOSE

- 2.1. The purpose of this policy is to explain VCASS policy and processes for selecting students for enrolment in the various programs offered by the College.

3. SCOPE

- 3.1. This policy applies to VCASS selection processes for enrolment in our College. VCASS follows Department of Education and Training policy and procedures for all other aspects of student enrolment.
- 3.2. This policy does not apply to VCASS enrolment of Australian Ballet School students or Gymnastics Victoria students. Enrolment policy and processes for these students are set out in the Memorandum of Understanding between VCASS and these two organisations.

4. ENROLMENT ELIGIBILITY

- 4.1. VCASS is a Victorian Government School. All Australian residents are eligible to apply for enrolment. International students are also eligible to apply for enrolment and may audition/interview by video.
- 4.2. International students are also eligible to apply for enrolment and may audition/interview by video. The International Student Program at VCASS is organized under the auspices of the Victorian State Government Department of Education and Training (CRICOS code 00861K).

5. ENROLMENT SELECTION PROCESS

- 5.1. Students are selected for enrolment in the VCASS dance, music or theatre arts programs through a process of competitive auditions and interviews, or into the visual arts program through a portfolio review and interview.
- 5.2. Students are accepted into the dance or music program at years 7, 8, 9, 10, 11 or 12 level, while visual arts and theatre arts programs are for year 11 and 12 entry only.
- 5.3. Places in the VCASS dance, music, theatre arts and visual arts programs are highly sought after and students are selected on the basis not only of existing talent but also their potential to develop in their field.

SELECTION CRITERIA

- 5.4. Selection criteria for enrolment in each of dance, music, theatre and visual arts programs will be published separately on the school website. These will be reviewed annually by the Head of Program and the school Principal.

SELECTION PANELS

- 5.5. The Selection Panels are responsible for assessing student applications for enrolment based on their written application and their individual performance in the subsequent audition or interview.
- 5.6. Selection panels will comprise the following members:
- a) Head of Program area
 - b) at least one other VCASS program specialist faculty member
 - c) an internal or external program specialist
 - d) at least one member of the school Principal Class or delegate(s)
- 5.7. The panel's assessment of applications and interview/audition performance is final. Information on individual student's performance in their audition/interview will not be given.

OVERVIEW OF ENROLMENT APPLICATION PROCESS

- 5.8. Students register their online application for enrolment within their nominated program; Dance, Music, Visual Arts and/or Theatre Arts. The following documentation is required to be uploaded with the application:
- a) a copy of Birth Certificate
 - b) a copy of passport and visa or Certificate of Citizenship
 - c) a recent passport photo
 - d) a copy of the two most recent School Reports
 - e) a statement in 100-300 words outlining "Why do you want to be at VCASS"
 - f) an audition fee
- 5.9. Prospective students create an unedited audition video in line with the requirements outlined on the school website. This video is to be attached to the online application.
- 5.10. After viewing the video the school may require a follow up audition/interview. This may occur face to face online or face to face on site.
- 5.11. Following completion of the audition/interview process, the Selection Panel determines a rank order list of preferred applicants based on written applications and performance in audition/interview.
- 5.12. The Selection Panel provides the final ranking order of applicants to the Principal, VCASS, for final selection decision.
- 5.13. Further information on the online application process for each program area is available on the VCASS website.

6. ENROLMENT OFFERS

- 6.1. Enrolment offers are made to applicants based on the enrolment selection process and the number of places available in the program year group.
- 6.2. The Principal has ultimate responsibility to determine the suitability of a student into VCASS, based on the recommendations and ranking order of the Selection Panel.
- 6.3. VCASS will ensure successful applicants are provided with information on how to accept the enrolment offer and secure a place at VCASS for the enrolling year.

7. PRIVACY

- 7.1. VCASS manages all personal and health information in accordance with Victorian privacy laws and the Department of Education and Training Schools' Privacy Policy, available at the following link: <https://www.education.vic.gov.au/Pages/schoolsprivacypolicy.aspx>

8. MORE INFORMATION AND RESOURCES

- 8.1. This policy should be read in conjunction with the following school policies:
 - a) *Statement of Values and School Philosophy*
 - b) *Student Wellbeing and Engagement Policy*
- 8.2. Information about VCASS is available on: <http://vcass.vic.edu.au/>
- 8.3. Information about auditions for entry to VCASS is available on: <http://vcass.vic.edu.au/entry>
- 8.4. Information about International students is available on:
 - a) <http://vcass.vic.edu.au/entry/international-students>
 - b) <http://www.study.vic.gov.au>

REVIEW CYCLE

Date: 9 June, 2022

Review date: September, 2024

Responsibility: Principal

Comments: