

## ENROLMENT POLICY

### 1. BACKGROUND

1.1. The Victorian College of the Arts Secondary School (VCASS) provides a nationally and internationally recognised 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 organisations. Within our school community, students are 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 recognises 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 specify entry criteria and selection processes for students seeking enrolment at VCASS.

### 3. SCOPE

3.1. This policy applies to all students seeking enrolment at VCASS. VCASS follows Department of Education 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. Enrolment policy and processes for these students are set out in the joint Memorandum of Understanding.

### 4. ENROLMENT ELIGIBILITY

4.1. VCASS is a Victorian government school. All Australian residents are eligible to apply for enrolment.

4.2. International students able to apply for an appropriate visa, are also eligible to apply for enrolment at VCASS and may audition/interview by video. The International Student Program at VCASS is organised under the auspices of the Victorian State Government Department of Education (CRICOS provider code 00861K).

4.3. In accordance with our obligations under the [Disability Standards for Education 2005](#) (Cth), reasonable adjustments will be made for students with disability applying for enrolment at VCASS. For further information, refer to the Enrolment Application Procedure below.

4.4. The following entry criteria and student selection processes have been specified and approved by the Regional Director, South Western Victoria Region (as the Minister's delegate), in accordance with section 2.2.16(b) of the [Education and Training Reform Act 2006 \(Vic\)](#).

### SELECTION PROCESS

4.5. Students are selected for enrolment at VCASS through a process of competitive auditions,

interviews, and portfolio review.

- 4.6.** Students are accepted into the dance or music program at years 7, 8, 9, 10, 11 or 12, while visual arts and theatre arts programs are for year 11 entry only.
- 4.7.** Places in the VCASS dance, music, theatre arts and visual arts programs are highly sought after, and students are selected on the basis of existing talent and potential to develop in their field.

### **SELECTION CRITERIA**

**4.8.** The criteria on which students will be assessed are:

- demonstrated skill in selected field or discipline
- potential to develop in selected field
- demonstrated self-discipline and commitment
- the ability to successfully apply themselves to academic studies and performing/visual arts commitments
- demonstrated genuine interest in the arts

**4.9.** Additional information regarding specific audition or portfolio requirements for dance, music, theatre arts and visual arts programs will be published annually on the school website.

### **SELECTION PANELS**

**4.10.** The selection panels are responsible for assessment of the application and individual performance in any subsequent audition or interview.

**4.11.** Selection panels comprise the following members:

- at least one member of the school Principal Class or delegate(s)
- Head of Program area or delegate
- an internal or external program specialist.

**4.12.** 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.

## **5. ENROLMENT APPLICATION PROCEDURE**

**5.1.** Students register their online application for enrolment within their nominated program; Dance, Music, Visual Arts, Theatre Arts.

**5.2.** The application requirements include:

- a) a copy of Birth Certificate
- b) a copy of passport and visa or Certificate of Citizenship, if applicable
- c) a recent photo
- d) a copy of the most recent school report
- e) a statement in 100-300 words outlining "Why do you want to be at VCASS"
- f) an audition fee

**5.3.** 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.

- 5.4.** After viewing the video, the school may require follow up audition/interviews. For music applicants, this will also include a music theory test. The audition/interview may occur online or in- person.
- 5.5.** VCASS is obliged to make reasonable adjustments to accommodate equitable participation in the audition and interview process. Requests for reasonable adjustments must be made in advance to [auditions@vcass.vic.edu.au](mailto:auditions@vcass.vic.edu.au).
- 5.6.** Following completion of the audition/interview process, the selection panel determines a rank order list of preferred applicants based on submitted applications and performance in audition / interview.
- 5.7.** The selection panel provides the ranking order of applicants to the VCASS Principal for final decision.

### **ENROLMENT OFFERS**

- 5.8.** Enrolment offers are made to applicants based on the selection process and the number of places available in the program year group.
- 5.9.** The Principal has ultimate responsibility to determine the suitability of a student, based on the recommendations and ranking order of the selection panel.
- 5.10.** 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.

## **6. APPEALS**

- 6.1.** The assessment of the selection panel is final, and no individual feedback will be given. Appeals can only be made on the grounds of procedure and process, not the result. Parents/carers who wish to appeal, should write to:

VCASS Principal  
57 Miles Street, Southbank,  
VIC 3006  
[enquiries@vcass.vic.edu.au](mailto:enquiries@vcass.vic.edu.au)

- 6.2.** If an appeal is successful, the applicant will have the opportunity to re-audition/re-interview and a new assessment will be undertaken by the selection panel. A successful appeal does not automatically result in an offer of enrolment.
- 6.3.** If the appeal is unsuccessful and parents/carers are not satisfied that their appeal has been adequately considered, they may write to:

Regional Director, South Western Victoria  
Region PO Box 2141, Footscray, VIC 3011  
[swvr@education.vic.gov.au](mailto:swvr@education.vic.gov.au)

## **7. COMMUNICATION**

- 7.1.** The VCASS enrolment policy is available to the school community on the school's website.

## **8. FURTHER INFORMATION**

8.1. This policy should be read in conjunction with the following

- School policies:
  - Statement of Values and School Philosophy
  - Student Wellbeing and Engagement Policy
  
- the Department's:
  - [Schools' Privacy Policy](#)
  - [Equal Opportunity and Human Rights - Students](#)
  - [International Student Program](#)

## 9. POLICY REVIEW AND APPROVAL

Policy last reviewed	March 2023
Approved by	Principal
Next scheduled review date	March 2026 This policy is reviewed every 3-4 years.