



1. STATEMENT OF CONTEXT AND PURPOSE

Choosing the right school can be one of the most difficult decisions every parent has to face. The School strives to ensure that students are treated with respect and courtesy.

It is the responsibility of the School's Principal and employees to provide a safe and positive learning environment; one where we encourage independence, nurture ambition and where the students develop greater personal insight and have concern for others.

The School is committed to child safety.

The School provides students with a strong academic program and offers a range of co-curricular and extra-curricular activities to enable each student to lead, learn and grow.

This Policy is designed to be consistent with the philosophy and ethos of the School and provide guidelines and processes to enable appropriate selection and enrolment of students.

2. APPLICATION

This policy applies to parents, guardians, international registered education agents, students, prospective parents, prospective guardians and prospective students of the School.

3. THE SCHOOL'S DISCRETION TO ACCEPT

The School has limited places that can be offered each year. It is highly likely that the number of applicants will outweigh the number of places available. Due to the limited places available, applicants may not be offered a place.

Offers of places are made at the discretion of the School and the School reserves the right to refuse any application for enrolment without providing a reason.

Places at the School are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion. Priority of admission is as follows:

- siblings of current students
- siblings of past students
- children of past students
- children of permanent staff members
- all other applicants

Commitment to non-discriminatory enrolment practices

The School recognises the importance of ensuring that students with disability can access and participate in education on the same basis as other students. The School will not engage in unlawful discrimination and will comply with relevant discrimination laws, including the Equal Opportunity Act 2010 (Vic), the Disability Discrimination Act 1992 (Cth), as well as the Disability Standards for Education 2005.

4. ENROLMENT PROCESS

The Registrar and the Principal are responsible for the enrolment process. The School will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on the School's website for further information.

The typical enrolment process outlined below is intended as a guide only. For more information parents are encouraged to call the Registrar.

Initial Application

Applicants are required to complete an online application form which can be located on the School's website. A non-refundable application fee is payable before placement on the waitlist. The fee is currently \$150, which may be subject to change at the discretion of the School.

Interview

After applications have been assessed, applicants may be invited to attend an interview with their parents. These interviews will be conducted by the Principal or a senior employee nominated by the Principal and allows the School to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment.

The School may request for further information to be provided at the interview.

Formal Offers

When an applicant is accepted, parents will be sent an acceptance letter. Upon receiving this letter parents are required to contact the Registrar to confirm enrolment. Upon confirmation of enrolment, a one-off Family Enrolment Fee, currently \$1,000, will be required, in addition to a Forward Fee, the equivalent of half a Term's fees, for each enrolment which may be subject to change at the discretion of the School. The Family Enrolment Fee and Forward fee total are non-refundable; however, when the student commences as scheduled, the Forward fee is credited against the first tuition fee account.

Due to the high demand for places in the ELC and Junior School, in addition to the fees as stated, an additional Forward fee is required the following year if the student wishes to progress into the 4 year old program and again the year thereafter if they wish to progress to Prep.

5. WITHDRAWALS

Parents must give a minimum of one term's notice; that is, notification prior to the end of the penultimate term, in writing to the Principal of the intention to withdraw a student from the School. If the required notice is not given, a charge equivalent to a term's fees will apply.

6. THE SCHOOL'S DISCRETION TO EXPEL

A student may be asked to leave the School if their conduct or performance is unsatisfactory or they fail to obey the School's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

7. IMPLICATIONS FOR PRACTICE

7.1 AT BOARD / PRINCIPAL LEVEL

To properly implement this policy, the School, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents and prospective students, for example on the School website; and
- that this policy is incorporated into the Board's / Principal's record of current policies.

7.2 AT OTHER LEVELS

To properly implement this policy, all the School's prospective parents will be required to sign appropriate terms and conditions of enrolment.

8. REFERENCE POINTS / BACKGROUND PAPERS

- *Disability Discrimination Act 1992* (Cth);
- *Disability Standards for Education 2005*;
- *Equal Opportunity Act 2010* (Vic);
- *Privacy Act 1988* (Cth);
- Child Safety Policy and Procedure;
- Privacy Policy.