

## ENROLMENT POLICY

### 1. STATEMENT OF CONTEXT AND PURPOSE

Choosing the right school can be one of the most difficult decisions faced by every parent. It is the responsibility of the School's Principal and employees to provide a safe and positive learning environment where students are treated with respect and courtesy, where independence is encouraged, ambition nurtured and where the students develop greater personal insight and 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 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 School's discretion and the School reserves the right to refuse any enrolment application without providing a reason.

Places at the School are offered according to waitlist priorities and in order of the application date 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

#### 3.1 COMMITMENT TO NON-DISCRIMINATORY ENROLMENT PRACTICES

The School recognises the importance of ensuring that students with a 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.

### **4.1 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 School's discretion.

### **4.2 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 allow the School to learn more about the prospective student as well as provide students and parents with the opportunity to discuss the potential enrolment.

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

### **4.3 FORMAL OFFERS**

When an applicant is accepted, parents will be sent a letter of offer for enrolment. Upon receiving this letter parents are required to contact the Registrar to confirm acceptance of the enrolment offer. Upon confirmation of enrolment, a one-off Enrolment Fee, currently \$1,000, will be required, in addition to Fees in Advance, the equivalent of a full term's fees, which may be subject to change at the School's discretion. The Enrolment Fee and the Fees in Advance total are non-refundable; however, when the student commences as scheduled, the Fees in Advance are 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 Fees in Advance 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.

The applicants place is not finalised until Fees in Advance have been paid in full. Fees in Advance will be forfeited if the enrolment does not commence.

## **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 one 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 Principal's discretion. 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.