FINTONA

ENROLMENT POLICY

1. PURPOSE

Fintona Girls' School (the School) is an independent school offering exceptional educational opportunities for students from ELC to Year 12.

The School currently provides a school curriculum for:

a) the Early Learning Centre (ELC), a co-educational environment, which is based on the Australian National Quality Standard for early education and care services;
b) Prep to Year 10 based on the Victorian Curriculum Foundation to 10 priorities and standards (or equivalent if superseded); and
c) Years 11 and 12 based on the Victorian Certificate of Education.

This policy sets out the enrolment principles and requirements for families of prospective students who are seeking to enrol a child at the School, including specifically the School's approach to inclusivity.

2. SCOPE

This policy applies to all school staff, current and prospective students and their parents or guardians.

3. POLICY

Through this policy, the School aims to:

a) maintain an open and fair procedure for the enrolment of students seeking enrolment to the School;
b) ensure admission to the School is fair, transparent and not unlawfully discriminatory;
c) maintain a diverse, balanced and beneficial blend of students including those of diverse cultural backgrounds and faiths;
d) explain clearly to prospective parents/guardians (referred to as parents for convenience) the School's enrolment process (from enquiry to enrolment);
e) ensure that the School can provide for the educational needs of all its students;
f) ensure the School maintains its core values;
g) comply with the requirements of the Education and Training Reform Act 2006 (Vic) and Education and Training Reform Regulations (2017), (as amended or replaced from time to time), and other relevant legislation; and
h) ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status.

4. ENTRY POINTS

The main entry points into the School are traditionally:

a) Three-year-old kindergarten (first year in our Early Learning Centre);
b) Year 5 (first year in our Middle School); and
c) Year 7.

Places are offered at other levels if vacancies exist.

Parents may apply for a place at the School for their child at any time from the child's birth.

To be eligible for admission into the ELC, children must be three years of age for the K3 Program and four years of age for the K4 Program on or before 1 February in the year they begin schooling and fully toilet trained upon commencement.

Admission to Prep is dependent on vacancies and not automatic for children transitioning from the ELC. At the interview for an ELC place, you will be asked if you are looking for a Prep place for your daughter. To be eligible for admission to Prep, children must be five years of age on or before 1 February in the year they begin schooling and, in the School's reasonable opinion, school-ready.

In determining the school readiness of a child, the following are examples of factors that will be considered:

Separation: Is the child ready to separate from the parent for a day?

Physical independence: Can the child manage toileting and their own clothes and belongings independently?

Social maturity: Is the child ready to be part of a large group with approximately 22 children and two educators in the ELC or one teacher in Prep? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?

Confidence: Is the child able to ask for help and assistance when required?

Language: Is the child able to communicate in order to be understood?

Non-English Speaking Background (NESB) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the School's education program.

5. ELIGIBILITY CRITERIA – DOMESTIC STUDENTS

To be eligible for enrolment, the prospective student must be either:

a) an Australian citizen;
b) entitled to stay in Australia or enter and stay in Australia without limitation; or
c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

All enrolments for the ELC must be up to date with their immunisations as required by the 'No Jab, No Play' legislation. Prior to commencement of enrolment, the School is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

6. OVERSEAS STUDENTS

The School enrols overseas students primarily into the Senior School (Years 9 – 12).

Overseas students are accepted at the beginning, and change, of semester in Year 9 and 10. Students who are enrolled for Year 11 are to commence at the beginning of the year. Enrolments at other year levels, or outside these periods, are at the Principal's discretion.

The School does not have a boarding or homestay program, and an overseas student must reside with family or a legal guardian for the duration of the student's enrolment.

Prospective overseas students are required to complete and submit their results from an AEAS English Proficiency Test. Above average scores of stanine 7–9 on the AEAS test are preferred for enrolment, in order to best support a student's successful participation in the School's educational program.

The School utilises Provider Registration and International Student Management Systems (PRISMS) to inform regulatory bodies of any changes to overseas student enrolment details.

The School maintains an ongoing Commonwealth Registration of Institutions and Courses for Overseas Students (CRICOS) registration, CRICOS Provider No: 00139C. Refer to the Overseas Student Enrolment Policy and Procedures on the School's website for more information.

7. OPEN ENTRY POLICY

The School has an open entry policy. However, the School may:

a) offer scholarships to specific groups of students, including for academic, music, all-round excellence, and community scholarships;
b) determine enrolments based on its ability to provide educational services to the particular student;
c) apply the priorities set out in the section under Application Process > Waiting Lists and Priority of Enrolment.

8. APPLICATION PROCESS

Get Informed

Before submitting an application for enrolment, families of prospective students are encouraged to:

a) browse the School's website https://www.fintona.vic.edu.au/
b) review this policy, and other policies and procedures available on the School's website, to fully understand the vision, mission and values that will frame a student's education at the School;
c) attend Open Days, as advertised;
d) book a tour of the School and receive an Information Pack and Prospectus; and
e) request or download an application for enrolment form.

Submit an Application for Enrolment Form

An application for enrolment may be made by submitting a completed online application for enrolment form.

An application for enrolment form must be accompanied by:

a) any required documentation mentioned in the form (including copies of the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, kindergarten transition statements and visa grant notice). Academic reports should indicate at least satisfactory results in core subjects and
b) a non-refundable application fee is payable at the time an application for enrolment is made, to cover the School's administrative costs in managing the enrolment process.

Submitting the application for enrolment form and paying the application fee does not guarantee a place at the School.

The application process enables the School to receive information from a range of sources, including the prospective student and the prospective student's parents, current school and former school(s), which is used to assist the School in:

a) considering whether it can meet the child's behavioural, educational and welfare needs and
b) deciding whether to exercise its discretion to offer a place of enrolment.

Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

Waiting Lists and Priority of Enrolment

The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer a pre-enrolment interview, or offer a place of enrolment. All enrolment applications will be considered by the School on a case-by-case basis.

In exercising its discretion, the School takes into account a range of criteria, including but not limited to the following:

a) the date a fully completed application for enrolment form is received (noting incomplete applications will not be processed);
b) the information disclosed in the application for enrolment form;
c) whether the child is eligible for a priority offer of enrolment as:

    - a sibling of a current student (noting that offers are made to all families close to 26 months before commencement, and could be subject to availability if not already on the waiting list)
    - a sibling of an alumni of the School
    - the child/ren of alumni of the School
    - the child/ren of a permanent staff member

d) the child's academic record and behavioural history;
e) whether the values and beliefs of the child's family clearly align with the vision, mission and values of the School;
f) the starting year level of the child and whether this aligns with a main year level entry point at the School;
g) the School's capacity, as an inclusive school, to support a prospective student's special needs;
h) the merits of the application, a prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:

    - number of students currently enrolled at the School
    - prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures)
    - prospective student's interests and participation in extra-curricular activities
    - school-readiness and age of the student (for entry to ELC and Prep only)
    - willingness of each family to endorse the School's vision, mission and values
    - any other considerations set out in this policy.

A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

The School will apply the federal Department of Education's Priority of Access Criteria if there is a waiting list for the School or if the number of applications exceed the number of available places at the ELC.

9. PRE-ENROLMENT INTERVIEW

As and when appropriate, the School will invite a prospective student and their parents to attend a pre-enrolment interview with the Principal or their delegate.

For families seeking entry to the ELC this interview will be during Term 2 of the year prior to enrolment to discuss the prospective student's school readiness.

For families seeking entry to the School at all other years, this interview will:

a) enable the School to understand the prospective student's strengths, weaknesses and special needs (if any), as well as what they and their family can contribute to the life of the School and
b) enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model.

Prior to the interview, families will be asked to provide the School with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. Prospective students may be required to undertake assessments or testing (including academic assessments).

Prospective students will be interviewed in person, or an online platform, as appropriate.

Attending a pre-enrolment interview does not guarantee a place at the School and is not an offer of enrolment.

If for any reason in the School's absolute discretion the School forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

10. OFFER OF ENROLMENT

At all times the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.

Any offer of enrolment will be made by the School in writing.

It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).

An offer of enrolment may be accepted in the form approved by the School from time to time, subject to the following:

a) an offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Business Terms and Conditions (and, if applicable, the School's Scholarship Terms and Conditions) and any other terms set out in the offer of enrolment (including payment of the enrolment fee, confirmation of enrolment fees and return of requested documents by the stated deadline);
b) acceptance of an offer of enrolment must be provided within 14 days unless the School's offer states otherwise;
c) acceptance of an offer of enrolment must be accompanied by payment of the non-refundable enrolment fee;

d) for Prep to Year 12 enrolments, confirmation of enrolment fees will be required approximately three years prior to the proposed entry year. For further details, please visit the School's website. The balance of a full term's fees, including charges and levies, is payable in the year prior to enrolment;
e) for ELC enrolments, confirmation of enrolment fees will be required approximately ten months prior to the proposed entry year. For further details, please visit the School's website; and
f) an offer of enrolment may be withdrawn by the School, regardless of the availability of places where:

- information provided to the School is found to be withheld, false or misleading
- there is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student
- the offer of enrolment is not accepted on the terms provided by the School
- the Principal exercises their reasonable discretion to withdraw the offer.

Details about the School's tuition fees and course levies, and other charges and levies, imposed by the School for a school year (collectively, the School Fees), and the terms on which School Fees must be paid, are set out in the Business Terms and Conditions and associated fee schedules published by the School. A portion of funds raised or fees raised by the School may be used to support the operation of the ELC. A copy of the current Terms and Conditions of Enrolment and fees schedule is available on the School's website.

In the ordinary course of the enrolment process, each parent must agree to be bound by the School's Business Terms and Conditions. In the event that only one parent agrees to be bound by the School's Business Terms and Conditions, or to be liable for the payment of school fees, acceptance of any such arrangement is at the School's absolute discretion.

If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment fee and any tuition fees paid in advance to the School.

11. ORIENTATION AND TRANSITION

Orientation and transition takes place for all new students and their families, and includes:

a) orientation prior to commencement;
b) transition on commencement;
c) a buddy system for those entering in non-major intake years; and
d) information sessions and feedback opportunities.

12. THE SCHOOL'S COMMITMENT TO INCLUSIVITY

The School is an inclusive school and welcomes students and other members of the school community with a varying range of backgrounds, personal circumstances and special needs. In this policy, special needs includes allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

The School is committed to complying with its legal obligations regarding inclusivity and supports the National Disability Standards for Education and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's needs. The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour.

Accordingly, prior to an offer of enrolment being made, parents must inform the School of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare or others).

If a parent fails to promptly inform the School of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Business Terms and Conditions).

Where a parent promptly informs the School about a student or prospective student's needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Business Terms and Conditions.

13. REGISTER OF ENROLMENTS

The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:

a) name, age and address of student;
b) parent names and contact details;
c) date of enrolment;
d) the Victorian Student Number allocated to the student;
e) medical information for emergency management purposes;
f) emergency contact details;
g) date of leaving the School and details concerning student's departure, where appropriate; and
h) for students older than six years, details of previous schools or pre-enrolment situation.

The register is retained for a period of seventy-five years after the student leaves the School, and copies of information in the register are stored off-site at regular intervals.

14. IMPLICATIONS FOR PRACTICE – KEY RESPONSIBILITIES

14.1 AT BOARD LEVEL

The Board is responsible for:

- ensuring the School meets its legal and regulatory responsibilities;
- reviewing and endorsing this policy on a regular basis; and
- reviewing and setting the annual tuition fees on an annual basis and otherwise as required.

14.2 AT PRINCIPAL LEVEL

The Principal is responsible for:

- establishing and implementing an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation and
- final decision-making in relation to enrolment decisions.

14.3 AT REGISTRAR LEVEL

The Registrar is responsible for:

- ensuring compliance with this policy and its procedures and
- providing prospective parents with the necessary information about the School's enrolment process.

14.4 AT OTHER LEVELS

Parents are responsible for:

- reading and understanding this policy and procedures;
- completing the School's application for enrolment form (available on the School's website) when seeking enrolment of a prospective student; and
- disclosing any special needs which may be relevant to the School providing an education to a child, the child's welfare, or the education and welfare of other students.

15. RELATED SCHOOL POLICIES/DOCUMENTS

- E02.00 Overseas Student Enrolment Policy and Procedures
- SG07.00 Business Terms and Conditions
- SG07.01 Domestic Fees and Charges Schedule
- SG07.02 International Fees and Charges Schedule

16. ACCESSIBILITY

This document is available on:

- Fintona Board Portal
- Fintona Website >Enrolment
- inFintona>Staff Services>Policies
- inFintona>Parent Services>Policies