

Enrolment Policy

V 1.05

PURPOSE

To provide an explicit framework and enrolment procedure to ensure compliance with relevant legislation and regulations.

Compliance Requirements: SCSEEC (The Standing Council on School Education and Early Childhood).

1. Policy Scope

The implementation of the Enrolment Policy, and the procedures associated with it, will be the responsibility of the Registrar in collaboration with the Principal, Director of Business and Operations, and Marketing & Community Relations Manager. This policy covers all employees, contractors, parents, students and other members of the College community.

The policy is to be read in conjunction with the **Enrolment Agreement**.

2. Definitions

Parent means the legal guardian of the child and/or a person who exercises parental authority. Parental authority is defined in the Family Law Act 1975 (Cth) and means the duties, powers, responsibilities which, by law, parents have in relation to their children.

Student means all current and prospective students.

3. Policy Statement

The College is a co-educational day school from Preparatory Year to Year 12 and is affiliated with the Anglican Church. In addition, the Flinders Early Learning Centre caters for three to five year olds. All enrolments are considered in accordance with this Enrolment Policy and in accordance with the College's **Catering for Individual Needs Policy** and **Anti-Discrimination Policy – Students**.

The College cohort comprises mainly Local Students and a minority of Full-Fee Paying and Temporary Visa Students. While the College has an open admissions platform with no compulsory entrance examination, the College retains a discretion to test prospective Students on receipt of an **Application for Registration** to identify their scholastic needs and correct entry year level.

As per the **Enrolment Agreement**, Students/Parents must comply with the relevant conditions outlined to be eligible for admission to the College and/or to continue enrolment as Students at the College.

The College expects Students to participate in the College's academic program and align themselves with College values, policies, philosophical aims, rules and regulations.

The College also expects Students to comply with compulsory activities within the College and avail themselves of extra-curricular opportunities. These expectations are agreed to during the interview process prior to the confirmation of enrolment.

The College is committed to a philosophy of working to develop strong ties between Parent(s) and College so as to enhance and maintain the long term enrolment of individual Students.

4. Enrolment Procedures

4.1 Entry Points

Current entry points into the Primary School are in the Preparatory Year, Year 3 and Year 5. Students are admitted into other year levels in the Primary School as places become available. Year 7 is the major intake year for the start of Secondary School. Students are also admitted into other year levels in Middle School (Years 7-9) and Senior School (Years 10-12) as places become available.

Students entering the Preparatory Year will have turned five years of age by 30 June in the year of entry.

4.2 Applications for Enrolment

Upon receipt of the completed **Application for Registration**, with any other additional information that the College may require annexed, and the \$200 (including GST) per Student non-refundable Registration Fee, the Student's name will be added to the College's waiting pool. An acknowledgement letter will be sent to Parents confirming this process.

During the application process, Parents may be requested to provide to the College a copy of the Student's most recent school report and NAPLAN results, if applicable.

After an **Application for Registration** is placed in the waiting pool, certain priority matters may be considered including:

- College sibling connection;
- College staff connection;
- Old Flinderian connection;
- University of the Sunshine Coast employee;
- Date of receipt of the Application for Registration;
- Gender balance;
- Academic reports; and
- Flinders Early Learning Centre Connection.

The College considers all **Applications for Registration** in conjunction with the College's **Catering for Individual Needs Policy** and **Anti-Discrimination Policy – Students**.

Shortlisted prospective Students are asked to attend an Information Session regarding an intake year and interview.

4.3 Offers of Enrolment

Offers of enrolment at the College will be made to the successful prospective Students within two (2) weeks of their Interview. The offer of enrolment will include the provisions of an **Enrolment Agreement**, which the Parents and the College are required to sign.

Parents are required to accept offers of enrolment at the College within two (2) weeks of the date of the offer unless special arrangements have previously been made with the Registrar. Offers may be withdrawn by the College after this period if acceptance has not been received.

A non-refundable confirmation fee of \$800 (including GST) must be paid at the time of the acceptance of offer. This Confirmation Fee reserves the Student's enrolment at the College and acknowledges that the College has committed resources for this confirmed placement.

4.4 Enrolment Agreements

The College requires both Parents to sign each of the **Enrolment Agreements**. The College will only accept Enrolment Agreements signed by one Parent with the prior consent of the Registrar.

In the event of only one Parent signing the **Enrolment Agreement** the College:

- will hold the signing Parent solely liable and responsible for the payment of tuition fees and other charges of the College
- may assert contractual rights against only the signing Parent
- may acknowledge the contractual rights of only the signing Parent.

In the absence of a Court Order, or unless otherwise agreed with the Registrar on the enrolment of the Student, Parents/Guardians of a Student are each jointly and severally liable for the Student's tuition fees and any other costs associated with the Student's attendance.

When the Parents sign the **Enrolment Agreements** they are accepting and agreeing to the terms and conditions of enrolment.

4.5 Preparatory Students

Further to the general enrolment procedures outlined above, in relation to Preparatory Students:

- The College will reserve a place for a Preparatory Student subject to an interview, with offers confirmed in writing.
- The Confirmation Fee may be refundable in the event that the College declines to offer a place to a Preparatory Year Student following the Prep interview.

5. Enrolment Process

The College will provide all necessary documentation to Students, Parents and external bodies required in processing a Student enrolment.

The College will administer all aspects of its enrolments procedures and dealings with potential enrolments in a just, meticulous and respectful manner.

Parents will provide the College with all information regarding the Student including all academic information, school reports (if any), Family Court Orders, Domestic Violence Orders, medical reports and any other relevant reports regarding the Student or as may be requested by the College.

Parents will advise the College of any disability or impairment which currently affects or which may affect the Student. The College and Parents acknowledge that the Disabilities Policy will be enacted in relation to a Student with disability or impairment.

The Principal may:

- Terminate an **Application for Registration / Enrolment Agreement** for a Student, with or without the refund of monies already paid, if the Principal determines that there has been a fundamental breach of the terms set out in this Enrolment Policy, the Application for Registration and/or the Enrolment Agreement by Students/Parents.
- Remove a Student from enrolment and terminate an **Application for Registration / Enrolment Agreement**, with or without the refund of monies already paid, for any cause reasonably judged by him/her to be sufficiently serious.
- Cancel, suspend or defer on compassionate or compelling grounds a Student's enrolment.

6. Privacy Policy and Privacy Notice

The College agrees to act in accordance with its **Privacy Policy** and **Privacy Notice** in relation to the collection, storage, use and disclosure of personal information collected from Parents and Students. A copy of the Privacy Notice and Privacy Policy may be viewed on the College website. We will provide a hard copy of the Privacy Policy or Privacy Notice to anyone who requests it.

Related Documents: Prospectus and Local Admissions Inserts | Application for Registration Form | Enrolment Agreement

Review: V 1.00 - Principal | November 2015

Review: V 1.01 - Registrar | 3 February 2016

Review: V 1.02 - Registrar | 22 August 2016

Review: V 1.03 - Principal | 6 December 2016

Review: V 1.04 - Registrar | 9 December 2016

Review: V1.05 - Principal | March 2017

Contact: Registrar | Marketing & Community Relations Manager

Authorised by: Principal

Developed: October 2008

Approved: Stuart Meade | March 2017

Next Review Due: March 2018

This policy may be updated or revised from time to time. The College will not notify you each time the Policy is changed. If you are unsure whether you are reading the most current version, you should contact the Principal's Personal Assistant.