

Enrolment Policy

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).

SCOPE

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.

RESPONSIBLE PERSON

Registrar

IDENTIFIED STAKEHOLDERS

Principal, Director of Business and Operations, Director of Community Engagement, Registrar

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.

POLICY

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 Policy and in accordance with the College's *Anti-Discrimination Policy – Students and College Community: Code of Conduct Policy*.

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 the 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 participate in compulsory activities within the College and contribute to the extra-curricular program.

1. Enrolment Procedures

1.1 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.

1.2 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 the College with 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 considerations may be taken into account 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;
- School reports; and
- Flinders Early Learning Centre Connection.

1.3 Enrolment Process

The College will provide all necessary documentation to students, parents and external bodies required for processing a student enrolment.

Shortlisted prospective students are required to attend an interview as part of the enrolment process.

The College will administer all aspects of its enrolments procedures 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.

In order for the College to make informed decisions about a student's educational and personal needs, parents must disclose to the College any disability and/or diagnosis and provide reports from educational and medical professionals. Parents will be required to give permission for the College to collect information from specialist personnel to assist in meeting the needs of the student. Specialist personnel may include, but is not limited to, the student's previous school, disability agencies, medical and allied health professionals and verification personnel.

The Principal may consider factors such as the student's spiritual, educational and behavioural history, as well as his/her specific talents, potential contribution to the College and the available resources of the College.

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 a student's enrolment on compassionate or compelling grounds.

1.4 Offers of Enrolment

Offers of enrolment at the College and confirmation of Preparatory enrolment will be made to 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.

The Principal's decision regarding offers of enrolment are final and there is no review process for this.

1.5 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.

1.6 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;
- a Conditional Offer Acceptance Fee of \$800 (including GST) will be requested at the time of Conditional Offer acceptance. The non-refundable Conditional Offer Fee becomes the non-refundable Confirmation Fee upon confirmation of enrolment after interview; and
- 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.

2. 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* upon request.

Approved By: Principal
Date Approved: August 2018

Policy Reference Code: WHS-008-POL-002
Next Review Due: June 2019

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 Human Resources Department.