



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 Matthew Flinders Anglican College ('the College') community.

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

RESPONSIBLE PERSON

Head of Admissions

IDENTIFIED STAKEHOLDERS

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

DEFINITIONS

Parent refers to 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 refers to 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. All enrolments are considered in accordance with this Policy and in accordance with the College's *Anti-Discrimination Policy – Students* and *Code of Conduct (College Community)*.

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 co-curricular program.

1. Enrolment Procedures

1.1. Entry Points

Current entry points for the Primary School are the Preparatory Year, Year 3, Year 4 and Year 5. Students are admitted into other year levels in the Primary School as places become available. Students entering the Preparatory Year will have turned five years of age by 30 June in the year of entry.

In the Secondary School, Year 7 is the major intake year, in addition students are also admitted into other year levels in Secondary School as places become available.

1.2. Applications for Registration

Following submission of a completed Application for Registration—accompanied by all required supporting documentation as determined by the College and the non-refundable Registration Fee of \$250 (including GST) per student—the applicant will be placed in the College’s waiting pool. Confirmation of receipt will be issued to parents or guardians once the application is deemed complete. Applications that are incomplete will not be accepted for consideration.

As part of the application process, parents or guardians will be required to submit a copy of the student’s most recent school report and, where applicable, NAPLAN results. Additional documentation may be requested by the College as necessary. It is the responsibility of the registered applicant’s parent or guardian to ensure the registration remains active throughout the admissions process by providing up-to-date academic reports, NAPLAN results (if applicable), and verified evidence of the applicant’s date of birth and/or visa status.

Note: A health and psychological report may be requested to ensure that the child’s physical and mental health needs are addressed properly during the enrolment process. These reports help the school assess any accommodations or interventions that may be needed for the student’s well-being and academic success.

Upon receipt of the Application for Registration and its subsequent placement in the waiting pool, a range of factors may be taken into consideration during the enrolment process. These factors may include, but are not limited to: the date the application was submitted; academic reports—particularly those reflecting attitude and behaviour; the applicant’s alignment with the College’s learning expectations; their potential to contribute positively to the College community; and the applicant’s gender, where relevant to maintaining a balanced cohort.

Once a year level has reached capacity, any subsequent vacancies will be allocated by the relevant Head of Sub-School, drawing from the established wait pool. At the Principal’s discretion, priority consideration may be given to applications submitted by Anglican clergy or current staff members of the College.

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 enrolment’s 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, prior to interview.

In order for the College to make informed decisions about a student’s educational and personal needs, parents are required to 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, such as speech language pathologist, occupational therapist, educational psychologist, psychologist, paediatrician etc.

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 will be made to successful prospective students. 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 one (1) week of the date of the offer unless special arrangements have previously been made with the Head of Admissions. Offers may be withdrawn by the College after this period if acceptance has not been received.

A non-refundable Confirmation Fee of \$990 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. Conditional Offers (Preparatory Year and Year 7 Students)

Further to the general enrolment procedures outlined above, in relation to Preparatory Year and Year 7 students:

- a Conditional Offer Acceptance Fee of \$990 will be requested at the time of a Conditional Offer. The non-refundable Conditional Offer Acceptance Fee becomes the non-refundable Confirmation Fee, following the successful outcome of interview processes (which may include Kindy observations for Preparatory students) which will finalise the enrolment; and
- the Conditional Offer Acceptance Fee may be refunded in the event the College declines to offer a place to a student following the interview.
- Where a Preparatory student has a delayed entry to the following Preparatory year, the College retains the Conditional Offer Acceptance Fee and they retain their Conditional Offer in the waiting pool for the subsequent year.
- If a family relinquishes an offer for a Preparatory year, the Conditional Offer Acceptance Fee is retained by the College and non-transferrable to future entry year levels.

1.6. Enrolment Agreements

The College requires both parents to sign the Enrolment Agreement.

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 Head of Admissions 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 Agreement they are accepting and agreeing to the terms and conditions of enrolment.

2. Advance Fee Payment

When the Enrolment Agreement is signed, Parents/Guardians are required to make a non-refundable payment equal to 50% of one term's fees, based on the current published rate. This payment will be credited towards the student's Tuition Fees and is outlined in the College's Fee Schedule. Please note, if the Advance Fee is not received within the advised timeframe, the enrolment will be withdrawn.

If the enrolment is deferred, the Advance Fee will be retained by the College and may be applied to the first term of attendance, upon approval from the Principal.

3. 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: February 2026	Reference Code: STU-004-POL-012 Next Review Due: February 2028
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 Office.	

