



## Enrolments Policy

### INTRODUCTION

Walford Anglican School for Girls is a close-knit, vibrant early learning to Year 12 day and boarding school in Adelaide providing an outstanding education for girls and young women for more than 130 years. It enrolls both three-year-old and four-year-old boys and girls in its Early Learning Centre, and girls from Reception to Year 12. The School enrolls students who wish to reside in the boarding house from Years 7 to 12.

### PURPOSE AND AIMS

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School (either as a day student, international student or a boarder).

Through this policy, the School aims to:

- Maintain an open and fair procedure for the enrolment of students (domestic and international) seeking enrolment to the Early Learning Centre, day school and boarding house.
- Ensure the procedure for enrolment and admission to boarding is fair, transparent and not unlawfully discriminatory.
- Explain clearly to prospective parents and legal guardians (referred to as 'parents' throughout this policy for convenience) the School's enrolment process (from enquiry to enrolment).
- Ensure that the School can provide for the educational and boarding needs of all its students (including domestic and international students) in a manner that reflects the School's duty of care obligations.
- Ensure the School maintains its ethos and core values, including inclusivity.
- Ensure the School complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral, learning, and where applicable, living environment that supports their known diagnoses.
- Promote learning environment, grounded in our School values and Anglican identity, where students are educated and nurtured as members of the School's community.
- Comply with the requirements of the *Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)* (as amended or replaced from time to time), and other relevant legislation.
- 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 (for further detail, refer to the Register of Enrolments section of this policy).

### ROLE AND RESPONSIBILITIES

To achieve the above aims, the Council of Governors will:

- Ensure the School meets its legal and regulatory responsibilities, including those which relate to inclusivity.
- Review and endorse this policy.
- Review and set the annual tuition fees (as applicable to domestic and international students) on an annual basis and otherwise as required.
- Review and set the annual boarding fees on an annual basis and otherwise as required.

To achieve the above aims, the Principal will:

- Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.
- Be the final decision-maker in relation to enrolment and boarding decisions.

To achieve the above aims, the Head of Enrolments will:

- Ensure compliance with this School policies and procedures.
- Provide prospective parents with the necessary information about the enrolment and boarding processes.

To achieve the above aims, parents will:

- Read and comply with this policy.
- When seeking enrolment of a prospective student, complete the Application for Enrolment Form as contained in the School's enrolment documentation (available on the School's website and the parent portal).
- When seeking admission to boarding for a current student, complete the application for enrolment boarding form.
- Disclose their child's relevant needs (including those which are diagnosed, undiagnosed and suspected), and any other information which may otherwise be relevant to the School providing an education and boarding experience (if applicable) to the child, the child's welfare, or the education and welfare of other students.
- Undertake to keep the School up to date with all relevant needs of the child and any additional information, diagnoses, reports, documentation or Court Orders pertaining to the child and their relevant needs.
- Undertake to collaboratively support the stated mission, vision, values and policies of the School.

## ENROLMENT ENTRY POINTS

The main entry points into the School are traditionally:

- The Early Learning Centre (ELC) – for three- and four-year old boys and girls.
- Reception – the beginning of primary schooling for girls.
- Year 5 – to ensure girls are transitioned into the School community and well-prepared for their secondary schooling.
- Year 7 – the beginning of secondary schooling, and Walford Middle School.
- Year 10 – for senior secondary education in the Walford Senior School, and often for boarding.

Places of enrolment 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. It is, however, preferred that applications are submitted by 26 months prior to the intended commencement date.

The School expects that once enrolled in Reception or above, a student's learning journey will continue until Year 12 unless the enrolment is withdrawn by parents or School.

## CRITERIA FOR ENROLMENT

### Early Learning Centre

To be eligible for admission into the ELC, children (boys and girls) must be a minimum of three years old and fully toilet trained upon commencement.

Children are required to attend:

- Two days a week in the three-year-old ELC program; and
- Three days a week in the four-year-old ELC program.

### Reception

There are two intakes to Reception each year:

- Mid-Year (July) intake: girls turning five between May 1 and October 31 of that year. Girls joining Reception in July complete a 6-term (1.5 year) Reception program.
- Beginning of Year (January) intake: girls who are five years of age on or after 1 May. Girls joining Reception in January complete a 4-term (1 year) Reception program.

In South Australia, no child is required to attend school until they are six years old, so the enrolment of a child aged five into Reception is a matter of parental choice.

To be eligible for admission to Reception, children must be, in the School's reasonable opinion, school-ready. In determining the school-readiness of a child, which is assessed against the School's commitment to inclusivity, 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 their toileting, own clothes and belongings independently on a regular basis?
- *Social maturity*: Is the child ready to be part of a class group with one teacher? 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 sufficiently in order to be understood (including with staff and other students during class and in the playground)?

### **English as an Additional Language**

Children applying for enrolment in Reception to Year 12 need to demonstrate English language proficiency.

English as an Additional Language (EAL) 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. For EAL students seeking entry to Year 5 and above, AEAS test (or equivalent) results which are no more than 12 months old are required.

### **International Students**

Families seeking to enrol a child as an international student must refer to the International Student Enrolment Policy for further details regarding the entry requirements for international enrolments at Walford Anglican School for Girls.

### **Boarding**

The School's boarding house offers a safe, caring and well-appointed boarding environment for students from Years 7-12.

The School offers boarding to enrolled and eligible students under the following arrangements:

- Full-time boarding: Arrangements can be made for day students to access boarding full-time, seven nights per week.
- Weekly boarding: Arrangements can be made for day students to access boarding on a weekly basis, from Sunday night to the end of the school day on Friday afternoon. Weekly boarding does not include Friday and Saturday nights. Students will typically be accepted as weekly boarders only if they are able to be in the direct care of their parents or legal guardians (as opposed to other relatives or friends of the family) during weekends and other non-boarding periods.
- Casual boarding: Arrangements can be made for day students to access boarding on a casual basis, for either single night stays, weekend bookings, or short stays. Casual boarding includes accommodation and meals for the day.

Students who enrol in boarding must be fit for life in the boarding house. In discerning whether to accept a student as a boarder, the Principal will consider a range of contextual factors and must be satisfied that:

- The student is able and willing to attend school regularly.
- The student is emotionally, psychologically and socially ready to benefit from the structures, lifestyle and boarding program on offer at the School; and
- The family of the student or prospective student understands the expectations and challenges of residential education.

Prior to boarding, the School reserves the right to request confirmation from a medical practitioner that supports the student's suitability for enrolment into boarding. The letter from a medical practitioner must disclose any medical diagnosis, associated medications and treatments to allow a tailored transition and care plan to be implemented in alignment with the students' care needs.

Applicable rates for the School's boarding arrangements can be found in the annual domestic schedule of fees.

Further information about the boarding house can be found in the School prospectus and School website.

## ELIGIBILITY FOR ENROLMENT

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

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

All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. 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.

## PRIORITY FOR ENROLMENT

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

- Offer scholarships to specific groups of students, including for academic ability, disadvantage or general excellence.
- Determine enrolments based on its ability to provide educational services to the particular student.
- Apply the priorities for enrolment, as set out below.

The School ultimately has discretion about whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment and/or boarding. In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:

- The number of positions available at the appropriate year level.
- The date a fully completed application is received (noting incomplete applications will not be processed).
- The information disclosed in the application.
- The child's tour and, where applicable, interview and pre-enrolment assessments.
- The child's behavioural history.
- The starting year level of the child and whether this aligns with a main year level entry point at the School.
- The School's capacity, as an inclusive school, to support a prospective student's relevant needs in the School environment.

Applications for enrolment will be considered in the order in which applications are received, subject to the following priority rankings:

1. Girls who transition from the ELC to Reception.
2. Siblings of current students (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence).
3. Scholarship offers through the scholarship program.

4. Children or grandchildren of Walford old scholars.
5. Children of members of permanent staff.
6. Children of a family who has an active affiliation with the School community.
7. Children affiliated with a school with which Walford has a partnership (e.g. other Anglican schools).
8. Children of a family which is relocating to South Australia and which has not had the opportunity to enrol their child/ren at the School prior to being given notice of relocation.

The School will also have regard to the merits of each enrolment 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;
- Family's circumstances (including the willingness of the prospective student and their parent to comply with the School's policies and procedures);
- Prospective student's interests and participation in co-curricular activities;
- Reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
- School's resources and capacity to deliver an education to the student in accordance with its educational model;
- Prospective student's willingness and ability to comply with the School's behavioural standards;
- Prospective student's willingness and ability to derive a benefit from the School's educational model;
- Prospective student's school-readiness;
- Willingness of the family to endorse the School's vision, mission and values; and
- any other considerations set out in this policy.

The number of boarding offers to be made in each year group is determined by the space available in the boarding house each year. Preference will be given to those needing full-time boarding over those requesting casual or weekly boarding.

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's ELC or if the number of applications exceed the number of available places at the ELC.

## ENROLMENTS PROCESS

### Get to know the School

Prospective parents and students are encouraged to get to know the School and its fit for their child and family. This may include:

- Browsing the School's website.
- Reviewing this policy, and other policies and procedures available on the School's website, to fully understand the ethos, vision, mission and values that will frame a student's education at the School.
- Attending a School tour.
- Organising for the child to attend a 'Come and Try' day.
- Touring the boarding house.
- Requesting a prospectus and enrolment pack from the Head of Enrolments, and specifying whether domestic, boarding or international enrolment is sought.

### Complete the Application for Enrolment Form

Parents are required to:

- Complete the online Application for Enrolment Form, signed by both parents (or where supported by a Family Court Order, or otherwise at the School's absolute discretion, one parent);
- Submit the required supporting documentation as noted below; and
- Pay the non-refundable enrolment application fee. Parents who enrol children and grandchildren of old scholars are exempt from the paying enrolment application fee.

All Application for Enrolment Forms must be accompanied by the following supporting documentation:

- A copy or extract of the applicant's Birth Certificate. From Reception onwards, the School will expect that the birth certificate will identify the gender of the child as female. If the child's gender is recorded on the birth certificate as male, but the child identifies as a female, the discussion of enrolment of the child will be referred to the Principal.
- A copy of a current immunisation certificate.
- For students transferring from another school, their two most recent School reports.
- The student's most recent NAPLAN results (if applicable).
- Reports and assessments pertaining to a school setting.
- Information relating to any relevant needs and special requirements (such as health and personal care).
- Agency and allied health support (past and present).
- Any applicable Family Court Order(s).
- Any other relevant information that will assist the School to assess the relevant needs of the child.

Submitting the Application for Enrolment Form and paying the enrolment application fee does not guarantee a place at the School or boarding house. Equally, submitting an application for boarding (applicable for currently enrolled students only) does not guarantee a student a place in the School's boarding house.

Rather, 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:

- Considering whether it can meet the child's relevant needs (including with regard to the School's duty of care obligations);
- Deciding whether to exercise its discretion to offer a place of enrolment; and
- Deciding whether to exercise its discretion to offer a place in boarding.

Each completed Application for Enrolment Form and accompanying documents will be considered by the School on a case-by-case basis.

Only fully completed Application for Enrolment Forms (inclusive of all required fees and documentation) will be recorded on the School's waiting list.

For applications more than two years out from commencement, on receipt of the Application for Enrolment Form and payment, and all documentation, parents will receive a letter of confirmation from the Head of Enrolments.

The School reserves the right to seek additional information and documentation from parents of prospective students. If families are unable to supply the required information by the date requested, the School reserves the right to decline or delay the application. Likewise, if false or misleading information (including by omission) is supplied, for example, in relation to an applicant's age or relevant needs, an application may be declined, or an offer of enrolment may be withdrawn.

A considerable period of time may pass between an application and the enrolment of a student. It is essential that families provide the School with timely advice of changes to contact details, changes to the child's circumstances, or other changes to information provided as part of the child's enrolment application. Failure to do so may preclude offer of enrolment.

### **Application for Boarding**

Where an application for boarding is made as part of the enrolment process, families must complete all sections relevant to boarding in the Application for Enrolment Form.

If an application for boarding is made within the Application for Enrolment Form, a letter of offer (if received) will include the details relevant to the offer of boarding.

For students already enrolled at the School, and who are seeking to change their enrolment status to include boarding, an Application for Boarding Form may be requested and submitted along with the required documentation mentioned in the form (including any updates to the information previously submitted about the

child during the enrolment process). All completed applications will be considered by the School on a case-by-case basis.

### **Interviews**

If and when appropriate, the School reserves the right to invite a prospective student and their parents to attend an interview.

This interview may be to better enable:

- The School to understand a prospective student's strengths, weaknesses, school readiness and relevant needs, as well as what they and their family can contribute to the life of the School; and
- Enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

Attending an interview does not guarantee a place at the School or its boarding house, and is not an offer of enrolment.

### **Offer of Place**

The School requires a minimum of five working days to process an application for enrolment and boarding.

At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment and/or boarding should be made.

Any offer of enrolment (and boarding, if applicable) made by the School will occur 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 (or, where no offer is made, the reasons for this).

If an ELC place is available, parents will generally be advised of an offer of place, and availability of particular days, one year prior to the commencement date. If no place is available, the child will remain on the waiting list until such time as a place, or particular day, becomes available.

For offers for Reception to Year 12, on or around 1 March two years preceding the year in which entry is being sought, places are offered to students on the enrolments waiting list. If a place is available, the parents will receive an Offer of Place from the Principal. Parents accept the offer by completing the Enrolment Acceptance Form and paying the Enrolment Deposit.

Where families apply for both the ELC and School, a joint offer may be made three years in advance of entry into the School.

If for any reason in the School's absolute discretion the School forms the opinion:

- 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).
- That it would be inappropriate for a student to board at the School's boarding house, the request will be declined (and the School does not need to provide the basis for this decision). The student will otherwise remain enrolled at the School and if the family advises the School of its desire, the child's name can remain on the School's waitlist for boarding.

Concerns about the School's enrolment and boarding application process may be raised in accordance with the School's *Handling Complaints Policy*. A copy of the policy can be found on the School's website.

## **ENROLMENT ACCEPTANCE**

An offer of enrolment (and boarding, if applicable) may be accepted in the form approved by the School from time to time, subject to the following:

- An offer will not be accepted until both parents (or where supported by a Family Court order or otherwise at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and Boarding and any other terms set out in the offer of enrolment (including payment of the enrolment fee and return of requested documents by the stated deadline).
- Acceptance of the offer must be provided within 30 days unless the School's offer states otherwise.
- Acceptance of an offer must be accompanied by payment of the non-refundable enrolment fee (and any other fees stated in the offer).
- An offer may be withdrawn by the School, regardless of the availability of places where:
  - Information provided to the School is found to be false or misleading or information has not been withheld.
  - 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 is not accepted on the terms provided by the School.
  - The Principal exercises her reasonable discretion to withdraw the offer.

A place at Walford is not assured until it is confirmed in writing by the School, the Enrolment Acceptance Form is completed and the non-refundable enrolment fee is paid in full.

Once an offer of enrolment has been made and accepted, from Reception onwards, a child's enrolment is ongoing and will remain in place until such time as a child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment and Boarding.

Details about all the School's tuition fees and course levies, and other charges and levies (for both domestic and international students), imposed by the School for that school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment and Boarding published by the School. A copy of the current Terms and Conditions of Enrolment and Boarding is available on the School's website and parent portal.

In confirming their acceptance of a place for their child at the School, parents:

- Agree to be bound by the present and future rules and regulations of the School and that their child will be bound by those rules and regulations.
- Agree to provide the School with any previous school reports or testing information related to their child.
- Agree to provide the School with any Family Court orders.
- Authorise the School, in the event of their child's sickness or injury, to take such action as is necessary to obtain medical and/or hospital care and attention for their daughter and to pay all costs and expenses incurred on behalf of their child.
- Agree to notify the Principal if they intend cancelling their child's enrolment prior to commencement and they acknowledge that, in this event, only the Walford Old Scholars' Life Membership component of the enrolment fee (if applicable) will be refundable.
- Agree to pay all fees and charges in accordance with the annual Schedule of Fees. In the event that the fees and charges are not paid the continued enrolment of the student will be determined by the Executive and Finance Committee of the School's Council of Governors and the Principal.
- Accept liability to pay all debt collection costs.
- Acknowledge and agree that fees may vary.
- Accept that the School reserves the right in its absolute discretion to suspend or terminate a student's enrolment for disciplinary purposes, without a refund of fees.

In addition to the above, parents are required to specify any additional needs of their child which the School may need to take into account in the delivery of their daughter's education. Please refer to the section on matters related to the School's commitment to inclusivity.

If false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.



If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment application fee and any tuition fees paid in advance to the School, unless one term's written notice is provided. The same terms apply in respect of an offer for enrolment to boarding (for currently enrolled students only).

## **DEFER, REFUSE OR VARY AN OFFER OF ENROLMENT OR BOARDING**

Families are asked to let the School know if they no longer wish to apply for a place so that the Head of Enrolments does not continue to contact them and so that other families on the waitlist can be contacted.

Parents must notify the Head of Enrolments in writing if they wish to defer, refuse or vary an offer of enrolment (or boarding, if applicable). This must occur by the date stated in the offer, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment and Boarding. If parents cancel their child's enrolment prior to commencement, only the Walford Old Scholars' Life Membership component of the enrolment fee (if applicable) will be refundable.

Parents who wish to vary the date of entry for their child's enrolment or admission to boarding (either to another date in the same school year or to a subsequent intake year), understand that:

- Written notice must be given to the School in accordance with this policy (i.e. for ELC students, four weeks' notice in writing to the Director of the ELC; for students in R-12, one full term's notice in writing to the Principal).
- The School in its absolute discretion may or may not agree to that request.
- If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
- Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and Conditions of Enrolment and Boarding and otherwise comply with the School's enrolment requirements at that time.
- The School may or may not in its absolute discretion require the payment of a further enrolment fee and/or boarding confirmation fee.

## **TEMPORARY ABSENCE FROM ENROLMENT**

There will be no remission of fees and charges for a student's temporary absence from School for any period of less than one term's duration. For a temporary absence greater than this period and up to two term's duration, a holding fee will apply to preserve the student's position. The holding fee will be set at one term's tuition fee (at the rate applicable at the time of absence) payable in advance. One half of the holding fee will be credited to the student's account on her return to School. Parents seeking consideration for a student's absence longer than two terms must apply in writing to the Principal.

## **TERMINATION OF ENROLMENT**

Four weeks' notice in writing to the Director of the ELC must be given before removal of a student from the Early Learning Centre.

One full term's notice in writing to the Principal must be given before removal of a student in Reception to Year 12 from the School. If such notice is not given, a full term's charges and fees will be payable in lieu of notice (whether boarding, tuition or other charges). These charges will be payable at the rate applicable to the student at the time of removal, or if removed during non-term time, then at the rate applicable to the student during the preceding term.

Fees in lieu of notice may be waived under certain extenuating circumstances. All requests for fees to be waived must be forwarded in writing to the Principal who may refer the requests to the Finance Committee of the School's Council of Governors for decision.

At the time of termination, parents/legal guardians must inform the School of the new school to which the student is transferring, in order to ensure the wellbeing and ongoing education of the child and to ensure the withdrawal is compliant with the requirements of the Education Act. The process for transfer of schools is as follows.

1. Once enrolment has been offered and accepted by the family, the new school can send the student transfer advice form to Walford. This can occur at the same time as the new school is finalising the enrolment information with the student or parents. It is recommended this does not occur more than a term before the student starting at the school.
2. The previous or current school Principal should acknowledge to the new school Principal, they have received the student transfer advice form.
3. Once the student has commenced at their new school, the Principal should send confirmation to the student's current school within five school days.
4. The student's previous or current school will then transfer the student information as requested. If the student does not commence at their new school, or confirmation is not received from the new school within five days from the agreed commencement date, the student's current school must follow up with the family and/or appropriate services.
5. The Principal of the new school should allow 10 school days for the transfer of student information after sending confirmation to the current school of the student's commencement. A Principal can negotiate for additional time to prepare information if required.

## **CHANGE OF BOARDING STATUS**

If, for any reason, parents/legal guardians wish to change a student's residential status from that of a boarding student to a day student, one term's notice in writing must be given before the removal of a student from the boarding house.

If such notice is not given, a full term's boarding charges and fees will be payable in lieu of notice at the prescribed rate applicable at the time of ceasing residence in the boarding house or, if removal occurs during a vacation, at the prescribed rate applicable in the preceding term.

## **THE SCHOOL'S COMMITMENT TO INCLUSIVITY**

Walford Anglican School for Girls is an inclusive school and welcomes students and other members of the school community - including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle and religious needs.

In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), 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 students with disabilities, 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 relevant needs.

The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program (and if applicable, boarding experience) on offer. In this regard, the process of offering enrolment (and boarding, if applicable) is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the

child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students and boarders.

The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment or admission to boarding in circumstances where:

- A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
- The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, social integration in the playground or living experience in the boarding house.
- The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
- The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school (including the boarding house, if applicable).

Accordingly, prior to an offer of enrolment (and boarding, if applicable) being made parents must inform the School of all relevant needs a prospective student has.

If a parent fails to promptly inform the School of a student or prospective student's relevant 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 boarding (or, if the enrolment has already commenced, immediately terminate the enrolment and/or boarding of the student in accordance with the Terms and Conditions of Enrolment and Boarding).

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

## ENROLMENT DATA

The School retains information about all students who have applied for enrolment, and have been enrolled, at the School. Information includes the following information:

- Name, age, date of birth and residential address of student.
- Parent names and contact details.
- Date of enrolment.
- Medical information for emergency management purposes.
- Emergency contact details.
- If applicable: Home care arrangements, court orders, transfer records.
- Date of leaving the School and details concerning student's departure, where appropriate.
- Details of previous schools or pre-enrolment situation, where appropriate.

The School also keeps an electronic record via the School's boarding software containing:

- Every boarding student's location (regardless of whether they are on or off-site) at specific times of the day or night;
- Any reason (given or apparent) for the absent of any student from the School's boarding house; and
- The name and contact details for the person responsible for the student during their absence from the School's boarding house.

This information is kept in electronic form, in accordance with the School's policies. The information is retained for a period (in accordance with the School's *Privacy Policy*) after the student leaves the School, and copies of information in the register are stored on-site at regular intervals.

## AMENDMENTS TO ENROLMENT POLICY

The School may, at any time, in its sole discretion and without the requirement to give prior notice, add to or vary all or any of the above conditions.

Last Reviewed	January 2025
Next Review:	January 2027
Responsibility:	Principal, Director of Marketing and Community Engagement, Head of Enrolments
Policy Number:	4.17