

## RATIONALE

This policy has been developed to ensure that Balcombe Grammar School maintains the principles of open access, fairness and transparency when assessing applications for enrolment.

## SCOPE

This policy applies to all prospective students and their parents/guardians (referred to as **parents** hereafter) who are seeking enrolment at the School.

## OBJECTIVES

The following objectives are considered by the School when assessing applications for enrolment:

- To ensure that the School can provide for the educational needs of its students.
- To ensure that the School can discharge its duty of care to its staff and students.
- To maintain a diverse, balanced and beneficial mix of students within the School.
- To maintain an equitable procedure for families seeking to enrol their child/ren at the School.
- To ensure that parents are kept informed at all stages of the enrolment and placement process.

The School is also committed to ensuring that:

- The enrolment process at the School is transparent.
- The process allows for certain enrolment applications to receive priority status within the guidelines provided.
- Its coeducational focus and open entry status are supported and promoted.

## ELIGIBILITY

To be eligible to apply for enrolment at Balcombe Grammar School, the child the subject of the application must be:

- an Australian citizen, or
- otherwise entitled to stay in Australia, or enter and stay in Australia without limitation (e.g. the child holds a permanent resident visa).

## APPLICATION PROCESS

The enrolment application process comprises of the following:

### (1) Expression of interest

- Expression of Interest Form is completed in respect of each child to be considered for enrolment at the School.
- Pay the Enrolment Administration Fee (non-refundable and does not guarantee enrolment).
- School provides confirmation that Expression of Interest Form and Enrolment Administration Fee have been processed.
- Once this confirmation is received, the child is placed on the School's waiting list.

### (2) Invitation to interview (Not applicable for entry to Foundation and Year 7)

- Should a place become available in a non-standard intake year, the School provides an invitation to attend interview. Please note that interviews must occur prior to any offer being made.
- Family to complete relevant documentation prior to interview – including Pre-Interview Questionnaire and a copy of the student's most recent School Report and return these to the Enrolments Officer.
- If there is an indication that a child has or may have additional needs (whether behavioural, medical or otherwise), all relevant assessments/reports are to be supplied to the School prior to the interview.

- The interview will be used to assess:
  - an understanding and willingness from the family to support the School's values and ethos;
  - the School's ability to educate and support the student; and
  - what the student and family can contribute to the life of the School.

### (3) Offer of Enrolment

- The School will make Offers of Enrolment in writing.
- Family to complete all outstanding documentation and return this to the Enrolment Officer by the required date - including the Student Contract, Financial Agreement and Birth Certificate. If applicable, the Pre-Enrolment Form, Immunisation Certificate and/or child's most recent report or NAPLAN Report.
- Pay Confirmation Deposit.
- If all documentation is completed and the Confirmation Deposit is paid in full when it is due and payable, enrolment will be confirmed by the School in writing.
- Should the above not occur by the due date (or a date otherwise agreed to by the School) the child's offer will be cancelled and offered to another family.

## PRIORITY OFFERS

In general, applications for enrolment are considered by the School in the following order of priority:

- Children of staff members.
- Children who have siblings currently enrolled at the School.
- Children of past students of the school.
- Children who have siblings who are Alumni of the School.
- All other applications in date order (being the date the application is processed).

## ENTRY TO FOUNDATION

- Students must be 5 years of age by the last day in April of the year they are to commence Foundation.
- If school readiness is in doubt, the School may decide that a child's enrolment should be deferred. This decision does not require parent agreement and shall be at the Principal's discretion.
- Parents agree that transition information for Foundation students may be sought from pre-schools and kindergartens.
- Immunisation certificates will be requested for all Foundation (and Primary) students.

## GENERAL

- At all times, the Principal has the authority to use discretion when making Offers of Enrolment (and notwithstanding the usual priority given to applications for enrolment).
- It is not the School's process to:
  - Disclose a child's position on the waiting list.
  - Provide specific feedback in the event a child is not offered a place of enrolment (whether before or after attending an interview).
- Parents are required to ensure that all information provided to the School is accurate and complete.
- An enrolment application may be cancelled by the School at any stage (including after enrolment has commenced) if parents fail to keep the School notified of their relevant contact details, or otherwise provide information to the School that is incomplete, misleading or inaccurate.

## TERMS AND CONDITIONS

In applying for and accepting enrolment at Balcombe Grammar School, parents agree to be bound by the Terms and Conditions of Enrolment and Financial Agreement.

## RELATED DOCUMENTS

This policy is to be read in conjunction with the following:

- Expression of Interest Form
- Pre-Enrolment Form
- Financial Agreement
- Terms of Enrolment
- Fee Schedule

## EVALUATION

An annual evaluation of this policy and the School's enrolment procedure is undertaken to ensure the requirements of the School and prospective students are being met.