

Enrolment Policy

1. Purpose and Scope

- 1.1. Balcombe Grammar School has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the School.
- 1.2. The School currently provides a school curriculum for students:
 - a. Foundation to Year 10 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded).
 - b. Years 11 and 12, based on the Victorian Certificate of Education. s
- 1.3. This policy sets out the principles and requirements for families of prospective students who are seeking to enroll a child at the School, including specifically the School's approach to inclusivity.

2. Aim and Key Principles

- 2.1. Through this policy, the School aims to:
 - a. Maintain an open and fair procedure for the enrolment of students seeking enrolment to the School.
 - b. Ensure the procedure for enrolment to the School is fair, transparent and not unlawfully discriminatory.
 - c. Explain clearly to prospective parents/guardians (referred to as parents for convenience) the School's enrolment process (from enquiry to enrolment).
 - d. Ensure that the School can provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
 - e. Ensure the School maintains its core values.
 - f. 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 and learning environment that supports their known diagnosis.
 - g. Promote a Christian ethos and an understanding of Christian faith.
 - h. Comply with the requirements of the *Education and Training Reform Act 2006* (Vic) (as amended or replaced from time to time), and other relevant legislation.
 - i. Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunization and visa status (for further detail, refer to clause 12).
- 2.2. To assist in achieving the above aims, the School has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board	<ul style="list-style-type: none"> • 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 on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> • Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.
Enrolment Officer	<ul style="list-style-type: none"> • Ensure compliance with this policy. • Ensure enrolments are compliant with the School's Constitution. • Provide prospective parents with the necessary information about the enrolment processes.
Parents	<ul style="list-style-type: none"> • 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). • Disclose their child's special needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to the child, the child's welfare, or the education and welfare of other students.

3. Entry Points

3.1. The main enrolment entry point into the School is traditionally:

- a. Foundation (Prep)
- b. Year 7.

3.2. Places of enrolment are offered at other levels if vacancies exist.

3.3. Parents may apply for a place at the School for their child at any time from the child's birth.

3.4. To be eligible for admission to Foundation, children must be five years of age before the end of February in the year they begin schooling and, in the School's reasonable opinion, school ready.

3.5. 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:

- a. Separation: Is the child ready to regularly separate from the parent for a day?
- b. Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
- c. Social maturity: Is the child ready to be part of a large group with approximately 25 children and 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?
- d. Confidence: Is the child able to ask for help and assistance when required?
- e. Language: Is the child able to communicate sufficiently to be understood (including with staff



and other students during class and in the playground)?

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.

4. Eligibility Criteria

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

- a. An Australian citizen.
- b. Holder of an Australian permanent residency visa.

5. Open Entry Policy

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

- a. Determine enrolments based on its ability to provide educational services to a particular student.
- b. Apply the priorities for enrolment set out in clause 6.8(c) of this policy.

6. Application Process

6.1. Before submitting an application for enrolment form, families of prospective students are encouraged to:

- a. Browse the School's website.
- b. Review this policy, and other policies and procedures available on the School's website, to fully understand the vision, mission and values that will frame a student's education at the School.
- c. Download an application for enrolment form.

6.2. An application for enrolment may be made by submitting a completed application for enrolment form.

Submit an Application

6.3. An application for enrolment form must be accompanied by:

- a. Any required documentation mentioned in the form (including the child's birth certificate or passport, NAPLAN results, school reports, visa grant notice, relevant court and parenting orders).

Academic reports, where available, should indicate at least satisfactory results in core subjects.

- b. A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the School's administrative costs in managing the enrolment process.
- c. Evidence of the family's connection to the Christian faith.

6.4. Submitting the application for enrolment form and paying the enrolment application fee does not guarantee a place at the School.

6.5. Rather, the application process enables the School to receive information from a range of sources – including the prospective student and prospective student's parents, current school and former school(s) – which is used to assist the School in:

- a. Considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations); and

- b. Deciding whether to exercise its discretion to offer a place of enrolment.
- 6.6. Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

Waiting Lists and Priority of Enrolment

- 6.7. The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment.
- 6.8. In exercising that discretion, the School takes into account a range of criteria, including, but not limited to the following:
- a. The information disclosed in the application for enrolment form.
 - b. The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
 - c. Whether the child is eligible for a priority offer of enrolment as:
 - i. Children of staff members.
 - ii. Siblings of current students.
 - iii. Children of past students.
 - iv. Siblings of past students who completed their education at Balcombe Grammar School.
 - v. The date the full completed application for enrolment is received (noting incomplete applications will not be processed).
 - d. The child's behavioural history.
 - e. Whether the values and beliefs of the child's family clearly aligns with the vision, mission, values and Christian ethos of the School.
 - f. The starting year level of the child and whether this aligns with a main year level entry point of the School.
 - g. The School's capacity, as an inclusive school, to support a prospective student's special needs in the School environment (see below).
 - h. The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications, including the:
 - i. number of students currently enrolled at the School.
 - ii. prospective student's family circumstances (including the willingness of the student and their parent/s to comply with the School's policies and procedures).
 - iii. prospective student's interest and participation in extra-curricular activities (including religious activities).
 - iv. reasonableness of the adjustments required to facilitate the prospective student's education (including their personalized plan).
 - v. School's resources and capacity to deliver an education to the student in accordance with its educational model.
 - vi. prospective student's willingness and ability to comply with the School's behavioural standards.
 - vii. prospective students' willingness and ability to derive a benefit from the School's educational model.
 - viii. prospective student's school-readiness.
 - ix. willingness of each family to ensure the School's vision, mission, values and Christian

ethos; and

- x. any other considerations set out in this policy.

7. Pre-Enrolment Interview

- 7.1. If and when appropriate, the School will invite a prospective student and their parents to attend a pre-enrolment interview with an executive staff member (e.g. Principal, Deputy Principal, Head of School).
- 7.2. For families seeking entry to the School, this interview will:
- 7.3. Prior to the interview, families will be asked to provide the School with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessment or testing (including psychometric and behavioural assessments).
- 7.4. Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 7.5. Attending a pre-enrolment interview does not guarantee a place at the School and is not an offer or enrolment.
- 7.6. After attending the pre-enrolment interview the prospective student's application will be reviewed by the School's Enrolment Panel, which typically comprises of the following people: The Principal, Deputy Principal and Head of School.
- 7.7. If for any reason in the School's absolute discretion the School forms the opinion as a result of the pre-enrolment interview, 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).

8. Offer of Enrolment

- 8.1. At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 8.2. Any offer of enrolment made by the School will be made in writing.
- 8.3. 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 of enrolment (or, where no offer is made, the reason for this).
- 8.4. An offer of enrolment may be accepted in the form approved by the School from time to time, subject to the following:
 - a. An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the confirmation deposit) and return of requested documents by the stated deadline).
 - b. Acceptance of the offer must be provided within 14 days unless the School's offer states otherwise.
 - c. Acceptance of an offer must be accompanied by payment of the non-refundable confirmation deposit. The non-refundable confirmation deposit will be applied to the enrolled student's tuition fee for the first term of enrolment.
 - d. Any offer may be withdrawn by the School, regardless of the availability of places where:
 - i. Information provided to the School is found to be withheld, false or misleading.

- ii. There is a significant change in the circumstances of the student or their family, which impacts on the School's capacity to reasonably accommodate the student.
 - iii. The offer of enrolment is not accepted on the terms provided by the School.
 - iv. The Principal exercises their reasonable discretion to withdraw the offer.
- 8.5. Details about all the School's tuition fees and course levies, and other charges and levies, 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 published by the School. A copy of the current Terms and Conditions of Enrolment is available on the School's website.
- 8.6. If parents accept an offer of enrolment but the child does not subsequently begin school at the School, the parents will forfeit the confirmation deposit.

9. Defer, Refuse or Vary an Offer of Enrolment

- 9.1. Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 9.2. Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:
- a. Notice must be given to the School in accordance with clause 9.1.
 - b. The School in its absolute discretion may or may not agree to that request.
 - c. 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 issues will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
 - d. 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 otherwise comply with the School's enrolment requirements at that time.
 - e. The School may or may not in its absolute discretion require the payment of a further confirmation deposit.

10. Period of Enrolment

- 10.1. Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
- a. A child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment.
 - b. In the best interest of a student's learning pathway the School may disallow the Student to progress to a higher year level at the commencement of a new school year.
 - c. A child completes Year 12 education at the School.

11. Orientation

- 11.1. Orientation and induction take place for all new students and their families, and includes:
- a. Orientation Days.
 - b. Student orientation on commencement.
 - c. The use of the buddy systems for those entering in non-major intake years.
 - d. Information sessions.

12. The School's Commitment to Inclusivity

- 12.1. The school 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, religious and special needs. In this policy, special needs include allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 12.2. The School is committed to complying with its legal obligations regarding inclusivity and supports the National Disability Standards for Education and is an inclusive community. However, the School is not necessarily able to cater for every prospective student's needs.
- 12.3. The School must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's 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.
- 12.4. 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 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, or social integration in the playground.
 - The child exhibits behaviours (including violent or sexualized behaviours) that otherwise have an emotional or psychological impact on others.
 - The child does not have or does not effectively respond to strategies or support recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
- 12.5. Accordingly, prior to an offer of enrolment being made parents must inform the School of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others).
- 12.6. If a parent fails to promptly inform the School of a student or prospective student's 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, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 12.7. Where a parent promptly informs the School about a student or prospective student's needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

13. Register of Enrolments

- 13.1. The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- Name, age, date of birth and residential address of student.
 - Parent names and contact details.
 - Date of enrolment.

- d. The student's Victorian Student Number.
 - e. Medical information for emergency management purposes.
 - f. Emergency contact details.
 - g. If applicable: Home care arrangements, court orders, transfer records.
 - h. Date of leaving the School and detailed concerning student's departure, where appropriate
 - i. For students older than six years, details of previous schools or pre-enrolment situation.
- 13.2. The register is retained for a period (in accordance with the School's Record Retention Policy) after the student leaves the School.

14. Review

- 14.1. This Policy is to be reviewed and approved every 3 years, as a minimum.
- 14.2. Last approved August 2024.
- 14.3. Next Review August 2027.

This policy is subject to change without notice at the sole discretion of Balcombe Grammar School/CSV Limited.

Printed hardcopies of this policy are considered uncontrolled.