



## ENROLMENT POLICY

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### 1. PURPOSE

The purpose of this Policy is to set out the enrolment criteria at St Andrew's Anglican College (the College).

### 2. SCOPE

This Policy applies to all students and prospective students at the College.

### 3. EXTERNAL REFERENCES

No References

### 4. DEFINITIONS

For the purpose of this Policy:

**Student** means all persons enrolled at St Andrews Anglican College in the current year.

### 5. RATIONALE

St Andrew's Anglican College looks to enroll students who can contribute to, and benefit from, its program. The College is open to all children, regardless of their ethnic or religious origins, who support the College's philosophy. Students are invited to apply for Enrolment to the College on the basis of academic potential, developmental maturity, College achievement and readiness for the College's program. Where appropriate, testing is used as a tool to provide information to assist in the assessment of each candidate. St Andrew's Anglican College retains the right in all cases to determine, at its discretion, whether or not to select a student for enrolment.

### 6. GUIDELINES

#### 6.1 Enrolments Function

The Principal is responsible for the Enrolment of children to the College and, at times, their removal. The Principal delegates the Enrolments function to the Registrar who assumes full responsibility for the area.

#### 6.2 Criteria for Enrolment

Enrolments decisions are necessarily based on multiple criteria, and the outcome of an interview at the College namely:

- Academic readiness or qualification
- Attitude and motivation
- Age/Prep readiness
- Maturity
- Appropriateness of the match between the family and St Andrew's Anglican College.

### **6.3 Process of Enrolment**

Normally applicants are admitted in a sequence depending on the chronological order of the application. Priority is given to children who already have siblings at the College, and children of members of staff (minimum 12-month contract).

### **6.4 Waiting Pool**

When there are more qualified candidates than places available, the College establishes an unranked waiting pool. Should places then become available, candidates are selected for interview according to the criteria for enrolment (See 6.2).

### **6.5 Offer of Placement**

Enrolment at the College remains conditional until all formalities, payments and paperwork, have been completed and returned. This includes the payment of an Enrolment Fee, and return of the Enrolment Agreement, Medical Details form, College Administration form, Data Collection form and College Community Agreement duly signed by both parents and student, where appropriate.

### **6.6 Enrolment**

Enrolment at the College is offered to students regardless of their race, religion or disability, on the following conditions:

- Parents must undertake to support the ethos of the College.
- Parents must accept the conditions of the Enrolment Agreement, including conditions related to the payment of fees and the student's academic progress and behaviour.
- The College will consider whether it is able to meet the student's needs sufficiently, by considering its capacity to take further enrolments and the availability of resources.

### **6.7 Anti-Discrimination**

The College has a full Anti-Discrimination policy in place and this policy establishes appropriate procedures to handle Enrolments Applications from prospective students with disabilities.

### **6.8 Prospective Students**

St Andrew's Anglican College does not discriminate in:

- Failing to accept a person's application for Enrolment as a student.
- The way in which a person's application is processed.
- The arrangement made for, or the criteria used in, deciding who should be offered Enrolment as a student.
- The terms on which a person is admitted as a student.

### **6.9 Students with disabilities**

When there are available places and a student with a disability seeks Enrolment, particular care is taken to ensure that the application is properly considered. To achieve this the College establishes a Case Management Team, chaired by the Head of School, and comprising the Registrar, the Deputy Head – Pastoral Care, the Director of Learning Services, the Dean of Teaching and Learning, the parents, the student and outside specialists (if required). In considering the application, the procedures listed below are followed:

- a. The application is discussed with the parents or caregivers and the student (depending on the age of the student).
- b. Detailed notes are kept of this meeting and of all subsequent conversations and meetings.
- c. Written permission will be sought from parents or caregivers for the College to investigate the student's educational needs.
- d. The Principal or Registrar will advise the parents or caregivers in an open, honest and straightforward manner of the services and facilities available within the College.
- e. An inspection of the College's facilities will be offered at the earliest opportunity.
- f. The parent's views on the additional services and facilities that the student needs will be obtained, with verification of this information sought where necessary.
- g. It may be appropriate to obtain reports from any Medical Practitioners or other professional involved in treating or assisting the student.
- h. Enquiries will be made to determine if additional funding might be available from the Commonwealth or State Governments. This additional funding may be in the nature of recurrent or capital funding.
- i. The student seeking enrolment will be observed in his present setting, and the teachers at the College presently attended will be consulted to ascertain the assistance the student is currently receiving. Advice will be sought about the services and facilities that may be required in the future.
- j. The Deputy Head – Pastoral, the Director of Learning Services, and an external child psychologist if appropriate, will be involved at an early stage of the process. Formal assessment of the student may be conducted.
- k. Any additional services and facilities that may be required will be quantified and costed.
- l. It may be necessary to engage other specialists in other fields (Auditory, Visual Impairment) as well as an Occupational Therapist, building consultant or architect to obtain detailed costing of modifications that may be needed.
- m. If the student requires additional services and facilities because of the disability and the provision of these services and facilities by the College would cause unjustifiable hardship, the enrolment may be refused by the Principal on that basis.

## **7. RELATED DOCUMENTS**

- Enrolment Process
- Delayed Enrolment Process Prep – Year 1
- ICT User Agreement
- Privacy Agreement
- Medical Form
- College Community Agreement
- Anti-discrimination Policy
- Excursion Agreement

**DOCUMENT CONTROL**

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