

# DSM Policy

## Enrolment

Deutsche Schule Melbourne Inc, ABN 52 936 931 854



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## 2. Purpose

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The purpose of this policy is to document Deutsche Schule Melbourne's (DSM) enrolment policy and procedures.

## 3. Scope

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DSM is a German-English bilingual and bicurricular school that combines the German curriculum of Thuringia and the Victorian curriculum. DSM welcomes every Enrolment Application from prospective Students whose families support the School's vision, values, goals and methods.

## 4. Policy Statement

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- 4.1 Enquiries and visits are always welcome and can be arranged by contacting the School. The School encourages Parent/guardian(s) to attend an open day to familiarise themselves with the School and its bilingual and bicurricular School concept.
- 4.2 To ensure that the School can strive to meet the educational needs of its students, Parent/guardian(s) must disclose and provide all relevant information to the School relating to the Student as requested in the Enrolment Application.
- 4.3 The School exercises its discretion in determining whether to make an offer of enrolment, and enrolment decisions are based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged in line with this policy on its merits, taking individual circumstances, ability to pay fees, and practical implications into account, as well as:
  - (a) The number of current and projected enrolments at the School.
  - (b) The resources available to meet the educational needs of the Student.
  - (c) The willingness of the Student and their family, where applicable, to comply with the School's policies, procedures, and values.
- 4.4 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
  - (a) relevant information is withheld or information provided is found to be inaccurate; or
  - (b) there is a significant change in the circumstances of a family and/or Student that the School cannot reasonably accommodate. In such situations, thorough consultation will occur with the Student and family involved.

## 5. Admission Criteria

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- 5.1 To be eligible for enrolment as a domestic Australian student, the Student must meet the criteria for such enrolment. The School also accepts enrolment from full fee-paying international students, including short-term enrolment, provided they possess a valid visa allowing this arrangement. Parent/guardian(s) should

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refer to the requirements of the Department of Home Affairs, noting it is the responsibility of Parent/guardian(s) to ensure that the requirements are met.

- 5.2 Students intending to enrol at the School are required to be at least five years old as of January 1 of the year they intend to commence.
- 5.3 An exception to the above is permitted when an intending Student will turn five years of age between 1 January and 30 April in the year they intend to commence at the School, and they undertake a School Readiness Assessment (see paragraph 7.5 below) which indicates they can commence School at four years of age.
- 5.4 Students without a background in the German or English language are eligible to apply for enrolment in the Foundation Year. The entry of Students into higher year levels, into the Late Entry Program (see paragraph 7.6 below) and into secondary school education will be determined on a case-by-case basis.
- 5.5 Parent/guardian(s) must submit the Enrolment Application, fully signed and completed, and follow the guidelines outlined in the enrolment procedure (see paragraph 7 below).
- 5.6 Once a Student has commenced at the School, their enrolment continues through to the end of Year Level 6 unless the Student is formally withdrawn or their enrolment is terminated.
- 5.7 To proceed with secondary school education at DSM, Parent/guardian(s) will need to submit a Secondary School Enrolment Application.

## 6. Priority order of enrolment

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- 6.1 Offers are made on a place's available basis. However, at the discretion of the School, some Enrolment Applications may be given preference on the waiting list based on criteria such as:
  - (a) Parent/guardian(s) who have members of their immediate families as present or past Students at the School.
  - (b) Parent/guardian(s) who are current permanent employees of the School seeking to enrol their child.
  - (c) Students transferring from another 'German School Abroad' as defined by the Central Agency for German Schools Abroad.
  - (d) Parent/guardian(s) who are current permanent employees of the Froebel Bilingual Early Learning Centre.
  - (e) Parent/guardian(s) who have members of their immediate family presently enrolled at the Froebel Bilingual Early Learning Centre.
- 6.2 The School will endeavour to accommodate Students transferring internationally, if space and resources allow.
- 6.3 The School reserves the right to decline an Enrolment Application or remove an Enrolment Application from the waiting list if there are reasonable grounds.

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## 7. Enrolment procedure

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Enrolment Applications may be submitted at any time, but they are preferred 18-months before the proposed enrolment date.

### 7.1 Step 1 – Enrolment Application

- (a) Complete the Enrolment Application with:
  - (i) the Enrolment Application Fee; and
  - (ii) any accompanying documents as specified in the Enrolment Application, as applicable. If relevant documents can't be provided with the initial application or circumstances change, they must be provided before the Enrolment Meeting.

### 7.2 Step 2 – Processing Enrolment Applications

- (a) Enrolment Applications are received and recorded on the waiting list according to the date of lodgement.
- (b) Upon receipt of an Enrolment Application:
  - (i) The Student's name is registered on the future list for the year, and the year level nominated.
  - (ii) An Enrolment Meeting is arranged (if the School, at its sole discretion, deems this necessary).
  - (iii) Any additional learning need requirements and adjustments (see paragraph 8 below) are noted and discussed with the Parents/guardian(s) at the Enrolment Meeting. The Parent/guardian(s) may be required to provide additional information before the enrolment process can continue.
  - (iv) At any stage prior to an offer of enrolment being accepted, the Parent/guardian(s) enrolling a Student for the Foundation Year level may change the nominated year for the Student starting Foundation Year to the following year. The assessment process, including the Enrolment Meeting, will then recommence.

### 7.3 Step 3 - Progressing Enrolment Applications

- (a) To assist the Principal in making a determination regarding the Enrolment Application, the School may request:
  - (i) references regarding the Parent/guardian(s) and/or the Student's general character and/or maturity and/or other matters that would be relevant to the consideration of the application; and
  - (ii) evidence to show that the prospective Student and the family would be supportive of the mission of the School and its expectations for its Students and Parents/guardian(s) and capable of paying fees.

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### 7.4 Step 4 – Offer of Enrolment and Acceptance

- (a) An offer of enrolment may be made once all the required information has been provided and earlier steps in the enrolment process have been completed.
- (b) An offer of enrolment is accepted by the Parents/guardian(s) signing the Enrolment Acceptance Form, and paying the Enrolment Fee and Capital Contribution within the deadline stated in the enrolment offer (or any extended deadline agreed to by the School). In doing so the Parent/guardian(s) accept the Terms and Conditions of Enrolment.

### 7.5 School Readiness Assessment

Enrolment for Foundation Year at DSM requires children to be five years old at the beginning of their first school year, with a cut-off date of 31 December. An exemption may be granted for children born between 1 January and 30 April, provided the school determines they are ready to begin. Students must demonstrate readiness in social, emotional, and academic domains, ensuring they can fully benefit from DSM's German-English bilingual and bicurricular education program.

Enrolment will be determined after:

- (a) The Student attends and completes the assessment guided by the School's Foundation Year educators.
- (b) The Principal evaluates the Student's readiness based on established criteria and principles.

### 7.6 Late Entry Program

Students who are academically gifted with no prior German skills can enquire about the School's Late Entry Program, which enables students to commence a German-English bilingual and bicurricular education after Foundation Year. In this program, students begin attending German language classes, Content and Language Integrated Learning lessons (CLIL) and German-only immersion lessons, gradually increasing German-only immersion lessons as their language skills improve.

Before being accepted into the program Students will have to:

- (a) Attend two trial days.
- (b) Attend an Enrolment Meeting with their Parents/Guardian(s).

### 7.7 Short-term Enrolment

DSM welcomes applications from families temporarily residing in Melbourne seeking short-term enrolment for one term (approximately 10 weeks) up to three terms.

To complete the enrolment, DSM will require:

- (a) An Enrolment Application, with a copy of the Student's passport.

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- (b) A copy of the Student's birth certificate, and their Australian visa.
- (c) We also invite the Student and their Parent/Guardian(s) to a video call with our Principal to get to know the family, discuss expectations, and address any questions.

Tuition fees for short-term enrolments are charged per School term. An additional charge for short term enrolments may apply per Student per term. Consolidated charges will be charged on a pro-rata basis.

## 8. Reasonable adjustments

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- 8.1 Where information obtained by the School indicates that a Student has additional learning needs, the Principal will consult with the Student, and his or her Parent/guardian(s), to determine whether the additional learning needs would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation, the School will assess whether it is necessary to make an adjustment and whether that adjustment is reasonable.
- 8.2 The School will consider relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) The nature of the Student's additional learning needs.
  - (b) The information provided by, or on behalf of, the Student about how the additional learning need requirements affects the Student's ability to participate.
  - (c) Views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student to access and participate in education and training opportunities on the same basis as students without additional learning needs.
  - (d) Information provided by, or on behalf of, the Student about his or her preferred adjustments.
  - (e) The effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence.
  - (f) The effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students.
  - (g) The costs and benefits of making the adjustment.
- 8.3 The Principal may require the Parents/guardian(s) to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 8.4 If reasonable adjustments are necessary to enable the Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will consider the relevant circumstances of the case including the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). Considerations may include (without limitation):

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- (a) Costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers.
- (b) Benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers.
- (c) The effect of the additional learning needs of the Student.
- (d) The School's financial circumstances and the estimated amount of expenditure required to be made by the School community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum.
- (e) The impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable.
- (f) The availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation).
- (g) The nature of the Student's additional learning needs, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

8.5 The Principal will discuss with the Student and Parent/guardian(s) (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.

8.6 If the Principal is satisfied that it has sufficiently consulted the Student and his or her Parent/guardian(s) (as appropriate), and the adjustments required are not reasonable or would cause unjustifiable hardship, the School may decide to decline to offer the Student a position or may defer the offer.

## 9. Privacy

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The School collects personal information, including sensitive information regarding Parent/guardian(s) and Students, during and after the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to enable the completion of the enrolment process and during the Student's continued enrolment at the School for the best interests of Students. Please refer to the Privacy Policy for more information.

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## 10. Definitions

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- 10.1 **“Additional learning needs”** refers to Students with disabilities and additional needs. The Disability Discrimination Act 1992 defines the term ‘disability’ as referring to physical, intellectual, mental and medical impairments, including disorders that result in a person learning differently.
- 10.2 **“Capital Contribution”** refers to the fixed fee due upon enrolment of the Student, charged once per family in accordance with the Fee Schedule.
- 10.3 **“Enrolment Acceptance Form”** means the form attached to the letter of offer to be completed and signed by the Parent/guardian(s) confirming acceptance of the Student’s enrolment at the School.
- 10.4 **“Enrolment Application”** means the application for enrolment at the School.
- 10.5 **“Enrolment Meeting”** means a meeting with the Principal (or their nominee) to establish that the expectations and commitments of the Parent/guardian(s) are consistent with the vision, values, goals, methods, policies and resources of the School.
- 10.6 **“Fee Schedule”** means the fee schedule for the School applying to the relevant school year, available on the School website.
- 10.7 **“Parent/guardian(s)”** means the person/s listed in the Enrolment Application as being the Parent/s and/or Guardian/s of the Student, and if more than one, each of them jointly and severally.
- 10.8 **“Principal”** means the Principal of the School or the Principal’s authorised representative.
- 10.9 **“Privacy Policy”** means the School’s privacy policy from time to time, available on the School’s website.
- 10.10 **“School”** means Deutsche Schule Melbourne (DSM).
- 10.11 **“Secondary School Enrolment Application”** means an Enrolment Application in respect of Secondary School at DSM.
- 10.12 **“Student”** means the current or prospective Student named in the Enrolment Application.
- 10.13 **“Terms and Conditions of Enrolment”** means the terms and conditions of enrolment at the School applying from time to time.

Revised, October 2025