Enrolments Policy

Last Review: 26/11/2025	**Constructed/Reviewed by:** Business Manager
Next Review: 26/11/2027 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	**Approval Required:** Board **Board Sign Off Date:** 26/11/2025 **Implementation Date:**26/11/2025

1 Preamble

Wimmera Lutheran College (**the College**) is a co-educational school of the Lutheran Church in Australia that provides a quality, Christian education to students from Foundation to Year 12. The College encompasses three campuses located at Nhill, Horsham and Dimboola in Victoria.

2 Purpose and Scope

The College currently provides curriculum for students:

(i) Foundation to Year 6 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded) at all three campuses.

(ii) Year 7 to Year 10 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded) at the Horsham Campus only.

(iii) Years 11 and 12 based on the Victorian Certificate of Education at the Horsham Campus only.

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College including specifically the College's approach to inclusivity.

3 Aim and Key Principles

Through this policy, the College aims to:

(a) Maintain an open and fair procedure for the enrolment of students seeking enrolment to the College.

(b) Ensure the procedure for enrolment is fair, transparent and not unlawfully discriminatory.

(c) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).

(d) Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.

(e) Ensure the College maintains its core values.

(f) Ensure the College 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 (and where applicable, living) environment that supports their known diagnoses.

(g) Promote a Lutheran education framework and ethos, and a learning environment where students are educated and nurtured as members of the College's community.

(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, immunisation and visa status (for further detail, refer to clause 16).

To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	**Responsibilities**
Board	• Ensure the College 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.
Executive Principal	• 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.
Registrar	• Ensure compliance with this policy. • Ensure enrolments are compliant with the College's Constitution document. • Provide prospective parents with the necessary information about the enrolment processes.
Parents	• Read and comply with this policy. • When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website). • Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

The main enrolment entry points into the College are traditionally:

(a) Foundation (**Foundation**).

(b) Year 7.

Places of enrolment are offered at other levels.

To be eligible for admission to Foundation, children must be 5 years of age on or before April 30 in the year they begin schooling and, in the College's reasonable opinion, school-ready.

In determining the school-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:

(a) Separation: Is the child ready to 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 of children.

(d) 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?

(e) Confidence: Is the child able to ask for help and assistance when required?

(f) 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 (**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 College's education program. For EAL students seeking entry to Grade 5 and above, AEAS test results which are no more than 12 months old are required.

5 Eligibility Criteria

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

(a) an Australian citizen;

(b) entitled to stay in Australia, or enter and stay in Australia without limitation; or

(c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

6 Open entry policy

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

(a) Offer scholarships to specific groups of students, including for academic ability, hardship or general excellence.

(b) Determine enrolments based on its ability to provide educational services to the particular student.

(c) Apply the priorities for enrolment, as set out in clause 7.4(d) of this policy.

7 Application Process

7.1 Get informed

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

(a) Browse the College's website (wlc.vic.edu.au).

(b) Review this policy, and other policies and procedures available on the College website, to fully understand the Lutheran ethos, vision, mission and values that will frame a student's education at the College.

(c) Attend a College tour.

(d) Request a prospectus, information and enrolment pack from the Enrolments Office and specify you are seeking information for enrolment.

7.2 Submit an application for enrolment

An application for enrolment may be made electronically via the College's website and the completed form is to be submitted with all supporting documentation. A hard copy of the form can also be requested from the Enrolments Office if access to the internet is not possible. Once completed, the form is to be submitted to the Enrolments Office in hard copy via post, email or in person.

An application for enrolment must be accompanied by:

(a) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate and if applicable; school reports, visa grant notice, relevant court and parenting orders).

(b) The non-refundable enrolment application fee.

Only fully completed application for enrolment forms (inclusive of all required fees and documentation) will be recorded on the College's waiting list.

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

Rather, the application process enables the College 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 College in:

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

(b) deciding whether to exercise its discretion to offer a place of enrolment; and

Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

7.3 Waiting lists and priority of enrolment

The College ultimately has discretion about whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.

In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:

(a) The date a fully completed application is received (noting incomplete applications will not be processed).

(b) The information disclosed in the application.

(c) The child's interview and if applicable, pre-enrolment assessments.

(d) Whether the child is eligible for a priority offer of enrolment as:

(i) set out elsewhere in this policy;

(ii) a sibling of a current student;

(iii) the child of a permanent staff member;

(e) The child's behavioural history.

(f) Whether the values and beliefs of the child's family clearly align with the Lutheran ethos, vision, mission and values of the College.

(g) The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see below).

(h) The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:

(i) number of students currently enrolled at the College;

(ii) family's circumstances (including the willingness of the prospective student and their parent to comply with the College's policies and procedures);

(iii) reasonableness of the adjustments required to facilitate the prospective student's education;

(iv) College's resources and capacity to deliver an education to the student in accordance with its educational model;

(v) prospective student's willingness and ability to comply with the College's behavioural standards;

(vi) willingness of each family to endorse the College's vision, mission and values; and

(vii) any other considerations set out in this policy.

A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

8 Interviews

The College Enrolments Officer will invite a prospective student and their parents to attend an interview with a senior member of staff (which subject to the entry point, will typically be the Head of School).

For families seeking entry to the College, this interview will:

(a) enable the College to understand the prospective student's strengths, weaknesses, and needs, as well as what they and their family can contribute to the life of the College; and

(b) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

Prior to the interview, families may be asked to provide the College with additional 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 assessments or testing (including psychometric and behavioural assessments).

Attending an interview does not guarantee a place at the College and is not an offer of enrolment.

After attending the interview, the prospective student's application will be reviewed by the Executive Principal.

If for any reason in the College's absolute discretion the College forms the opinion that following an interview it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process.

9 Offer of Enrolment

Once an application has been approved, an offer of enrolment will be forwarded to the parent, the acceptance of which must be signed and returned to the College by the date stated in in offer. All parties responsible for the child/ren must sign the offer to signify their agreement with the terms and conditions of the offer and to pay the fees and charges associated with their child/ren's education in the College.

10 Period of enrolment

Once an offer of enrolment has been made and accepted, a child's enrolment is resumed to be ongoing and will remain in place until such time as a child's enrolment is withdrawn, completes year 12 or their education or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment;

Notice of withdrawal: One full term's written notice is required to withdraw a student. Failure to provide notice will result in a charge of one term's fees.

11 Orientation

Orientation and induction takes place for all new students and their families, and includes:

(a) Orientation days.

(b) Student orientation on commencement.

(c) The use of the buddy system for those entering in non-major intake years.

(d) Information sessions and feedback opportunities.

12 The College's commitment to inclusivity

The College 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 College 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 College is not necessarily able to cater to every prospective student's relevant needs.

The College 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 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 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 College's resources and capacity to support the needs of a cohort of students.

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

(a) A child poses a threat or presents a risk of harm to a member of the College community (including staff, students and parents).

(b) 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.

(c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.

(d) 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.

Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.

If a parent fails to promptly inform the College 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 College and the family of an enrolled student. In such circumstances the College, 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).

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

13 Record of Enrolments

The College keeps a record of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:

(a) Name, age, date of birth and residential address of student.

(b) Parent names and contact details.

(c) 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 College and details concerning student's departure, where appropriate.

(i) For students older than six years, details of previous schools or pre-enrolment situation.

The records are retained for a period (in accordance with the College Records Management Policy) after the student leaves the College, and copies of information in the register are stored either in hard copy on-site or electronically.