Enrolment Policy and Procedures (Local Students)

Last Review: 25/05/2026	**Constructed / Reviewed by:** Kingswood College on advice from Russell Kennedy Lawyers
Next Review: 25/05/2028 (and every two years thereafter in accordance with the College's review cycle, or more frequently as required)	**Approval Required:** Executive, approved 11/02/2026, endorsed by Council 25/05/2026
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	Board Sign Off Date: 25/05/2026 **Implementation Date:** 29/06/2026

1 Preamble

Kingswood College (**the College**) welcomes families of any cultural background; of many faiths and no faith. The College believes all students have a right to quality education and the diverse nature of the student body and the students' individual talents, interests and skills enrich and benefit the entire College community.

2 Purpose and scope

The College currently provides a school curriculum for students:

(a) The Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services.

(b) Prep to Year 10 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded).

(c) Years 11 and 12 based on the Victorian Certificate of Education.

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College (as a domestic student), 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 to the College 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 environment that supports their disabilities.

(g) 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.

(h) 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 14).

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

Position/Roles	Responsibilities
College Council	• 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 (as applicable to domestic and international students) on an annual basis and otherwise as required.
Principal and Executive Team	• 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. • 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) The ELC.

(b) Preparatory (**Prep**).

(c) Year 7.

(d) Year 11.

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

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

To be eligible for admission into Kindergarten, children must be three years of age prior to the commencement of their schooling.

To be eligible for admission into Pre Prep, children must be four years of age on or before 30 April in the year they begin schooling.

To be eligible for admission to Prep, children must be five years of age on or before 30 April 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) Education: Has the child completed a primary education in another mainstream or special educational practice?

(d) Social maturity: Is the child ready to be part of a large group with a large group of 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 ideas and behaviours?

(e) Communication: Is the child able to communicate assertively and effectively (such as seeking 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)?

(g) 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.

5 Eligibility Criteria

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

(a) an Australian citizen; or

(b) entitled to stay in Australia with a relevant Visa,

(c) or enter and stay in Australia without limitation as a permanent resident; and

(d) deemed eligible and approved for enrolment by the Principal once the above criteria has been met.

All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the College is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

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 of this policy.

7 Application Process

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

(a) Browse the College's website.

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

(c) Attend Open Days, as advertised.

(d) Attend a tour of the College.

Submit an application

An application for enrolment may be made by submitting a completed online application for enrolment form (local) with all supporting documentation.

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, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Prep Transition Statements, visa grant notice, relevant court and parenting orders).

(b) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.

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); and

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

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

Waiting lists and priority of enrolment

The College ultimately has discretion 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 for enrolment form is received (noting incomplete applications will not be processed).

(b) The information disclosed in the application for enrolment form.

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

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

  (1) set out elsewhere in this policy;

  (2) a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence);

  (3) alumni, or children of alumni of the College; or

  (4) 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 vision, mission and values of the College.

(g) The starting year level of the child and whether this aligns with a main year level entry point at the College.

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

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

  (2) prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures), prospective student's interests and participation in extra-curricular activities;

(3) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);

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

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

(6) prospective student's willingness and ability to derive a benefit from the College's educational model;

(7) prospective student's school-readiness;

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

(9) 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.

The College will apply the federal Department of Education's *Priority of Access Criteria* if there is a waiting list for the College's ELC or if the number of applications exceed the number of available places at the ELC.

8 Pre-enrolment interview

If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with an executive staff member (eg Principal, Deputy Principal, Head of School).

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

(a) enable the College to get to know the student, and, where relevant gather information so as to understand the student's support 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 will be asked to provide the College 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 assessments or testing (including psychometric and behavioural assessments).

Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.

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

After attending the pre-enrolment interview the prospective student's application will be reviewed by the College's Enrolment Panel, which typically comprises of the following persons: the Principal, Deputy Principal, Heads of School and Registrar.

If, as a result of the pre-enrolment interview, the College believes that information provided has been false or misleading or that the prospective family has behaved with dishonesty, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

Offer of Enrolment

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.

Any offer of enrolment made by the College will be made in writing.

It is not the College'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 reasons for this).

An offer of enrolment may be accepted in the form approved by the College 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 College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the enrolment fee and return of requested documents by the stated deadline).

(b) Acceptance of the offer must be provided within 10 business days unless the College's offer states otherwise.

(c) Acceptance of an offer must be accompanied by payment of the non-refundable non-transferable enrolment fee (Prep – Year 12 offers only).

(d) An offer may be withdrawn by the College, regardless of the availability of places where:

    (1) Information provided to the College is found to be withheld, false or misleading.

    (2) There is a significant change in the circumstances of the student or their family, including whether this impacts the College's ability to discharge its duty of care to the student.

    (3) The offer of enrolment is not accepted on the terms provided by the College.

    (4) The Principal exercises their reasonable discretion to withdraw the offer.

Details about all the College's tuition fees and course levies (for both domestic and international students), and other charges and levies, imposed by the College 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 College. A portion of funds or fees raised by the College may be used to support the operation of the ELC. A copy of the current Terms and Conditions of Enrolment is available on the College's website.

If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit all associated enrolment fees.

If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College the parents will forfeit all/any school fees paid in advance to the College, unless one term's written notice is provided.

9 Defer, Refuse or Vary an Offer of Enrolment

Parents must notify the College 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.

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 College in accordance with clause 8.

(b) The College in its absolute discretion may or may not agree to that request.

(c) If the College 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 issued will be terminated. The College 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 College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.

(e) The College may or may not in its absolute discretion require the payment of a further enrolment fee.

10 Appealing an enrolment decision

Parents may appeal an enrolment decision in accordance with the College's *Complaints and Grievances Policy and Procedures*. A copy of the College's *Complaints and Grievances Policy and Procedures* can be found on the College's website.

11 Period of enrolment

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 College's Terms and Conditions of Enrolment; or

(b) a child completes a Year 12 education at the College.

12 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.

13 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, religious and other 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, disabilities, 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 (including when having regard to the particular needs to the broader student cohort).

The College requires information from parents so as to assess any reasonable adjustments and implement related supports but is not required to make reasonable adjustments to the extent these would impose unjustifiable hardship and/or where, even with reasonable adjustments, the child would not derive substantial benefit from the College program.

The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour while noting that reasonable adjustments may be made to clothing and uniform. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where a child poses a risk to the health or safety, of a member of the College community (including staff, students and parents).

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

14 Register of Enrolments

The College keeps a register 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 register is retained for a period (in accordance with the College's *Records Management Policy*) after the student leaves the College, and copies of information in the register are stored on-site at regular intervals.