

Domestic Enrolment Policy

Policy Audience: Prospective Parents and Students



1. WHO WE ARE

- 1.1 Kilvington Grammar School (KGS) is a non-selective, open entry school. While based on the Christian principles of the Baptist Church, the School welcomes students of all faiths.

2. DEFINITIONS

- 2.1 '**Applicant**' means the person/s set out in the Enrolment Applicant Form being the Parents and/or Guardian/s of the child seeking enrolment at the School.

- 2.2 '**Disability**', in relation to a student, means:

- (a) Total or partial loss of the student's bodily or mental functions.
- (b) Total or partial loss of a part of the body.
- (c) The presence in the body of organisms causing disease or illness.
- (d) The presence in the body of organisms capable of causing disease or illness.
- (e) The malfunction, malformation or disfigurement of a part of the student's body.
- (f) A disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction.
- (g) A disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

- 2.3 '**Domestic Enrolment**' means students who hold Australian citizenship, Australian residency or whose parents are business visa holders.

- 2.4 '**Enrolment Agreement**' means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

- 2.5 '**Enrolment Application Form**' means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.

- 2.6 '**Student**' means the student named in the Enrolment Application.

- 2.7 '**The Principal**' means the Principal of the School, or the Principal's authorised delegate.

- 2.8 '**The School**' means Kilvington Grammar School.

3. RATIONALE

- 3.1 The purpose of this Policy is to provide clear and upfront information to a prospective domestic school applicant regarding the conditions and priorities which relate to a prospective enrolment at the School.

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4. GENERAL

- 4.1 The School offers places according to the following entry preference criteria. Preference is given to the children of families with direct links to Kilvington (siblings of current students, children of Alumni, and current staff). Places are also reserved for scholarship awardees, with the remaining places being filled according to date of application. The School reserves the right to also determine priority of applications at the Principal's discretion.
- 4.2 The School has intakes at ELC, Prep, Year 5 and Year 7, but will consider applications for any year level if and when places are available.
- 4.3 All students entering at Prep must be five years old by 30 April of the year in which they are to commence. Children entering the ELC must be three years old by 30 January of the year they are to commence.
- 4.4 Although the School tries to accommodate all requests for enrolments, due to waiting lists, the School cannot guarantee that offers will be made to all applicants. Additionally, if a place is offered for one year level and a family decides to defer the entry, the School may not be able to offer the place at a future date.
- 4.5 Kilvington's Early Learning Centre (ELC) offers pre-school programs. At Early Learning Centre interviews, options relating to Prep entry will be discussed.

5. ENROLMENT PROCEDURES

- 5.1 An Application for Enrolment form needs to be completed and returned to the Director of Admissions together with a copy of the child's birth certificate and a non-refundable Application Fee. School reports and any relevant academic, development and medical assessments should also be included with the application.
- 5.2 The Application for Enrolment form must be signed by both biological parents (unless a court order as provided to the School provides otherwise, or a biological parent is deceased or lost capacity). In addition, parents must pay any fees, submit a copy of a school report, a copy of birth certificate or passport, and provide any additional information requested by the School to satisfy its Government reporting obligations.
- 5.3 Upon receiving the completed Application for Enrolment form, the School places the child on the waitlist for entry into the year and level requested.
- 5.4 The School contacts families according to its entry preference criteria to arrange an interview.
- 5.5 The child attends an interview, generally with the Principal and Director of Admissions and / or Head of School. The purpose of the interview is to identify the child's interests and strengths and any areas where extra extension, support or adjustment may be required, to assist in the appropriate placement of the child.
- 5.6 If the School requires additional information about a child, the family should assist or authorise the School to obtain such information. There may then be a need for further discussions between the School and the family.

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- 5.7 The enrolment process will generally be as follows:
- (a) An Offer of Enrolment may be made, in which case a formal letter will be sent to the family including Confirmation of Enrolment documents for completion and return.
 - (b) The family returns the Confirmation of Enrolment documentation together with the enrolment fee. The enrolment fee is due when a place is formally accepted for each child entering the School.
 - (c) The School confirms a place for the child.
- 5.8 Please refer to our Business Regulations for further information on Prep enrolment procedures.
- 5.9 Please refer to the School's Business Regulations for application and enrolment fee charges, as well as the School's policy on fees, charges and payment of accounts.

6. WITHDRAWALS

- 6.1 One full term's notice in writing to the Principal must be given to withdraw a student from the School, or one full term's tuition fee will be charged.
- 6.2 Please refer to the School's Business Regulations for further information on attendance and withdrawal procedures.

7. DISCOUNTS

- 7.1 Scholarships are available across a variety of year levels and are offered at the Principal's discretion.
- 7.2 In addition to the application and enrolment fees, the School requires a holding fee of \$2,000 per scholarship place. This fee will be credited against Term 2 tuition fees in the year of entry.
- 7.3 Should the student not take up the place, the holding fee is non-refundable. For upto-date scholarship information, current availability and criteria, please refer to our website.
- 7.4 A sibling discount for families with two or more children attending the School is available as follows:
- (a) 5% applies for the second child.
 - (b) 10% for the third.
 - (c) 15% for the fourth.
- 7.5 This discount will apply to Tuition Fees only and not to any other fees or charges. A sibling allowance will not apply if a student is awarded a scholarship, bursary or any other similar concession.

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8. REASONABLE ADJUSTMENTS

- 8.1 Where information obtained by the School indicates that a Student has a disability, the Principal will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 8.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) The nature of the Student's disability.
 - (b) The information provided by, or on behalf of, the Student about how the disability 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 with a disability to access and participate in education and training opportunities on the same basis as students without disabilities.
 - (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 programs 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 Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the School 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 a 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 take into account the relevant circumstances of the case, including:
- (a) 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). This includes (without limitation):
 - (i) 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

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- (ii) Benefits derived from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers.
 - (iii) The effect of the disability of the Student.
 - (iv) The School's financial circumstances and the estimated amount of expenditure required to be made by the School - including costs associated with additional staffing, and the provision of special resources or modification of the curriculum.
 - (v) The impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable.
 - (vi) 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.
 - (vii) The nature of the Student's disability, 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 his or her family (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 they have sufficiently consulted the Student and the Applicant (as appropriate) and adjustments required are not reasonable or would cause unjustifiable hardship, the School may decline to offer the Student a position or may defer the offer.
9. **PRIVACY**
- 9.1 The School collects personal information, including sensitive information regarding parents, guardians and students during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment, to provide for the best interests of students. Please refer to the Privacy Policy which can be found on the School's website..
10. **Policy reviewed October 2020**
Review cycle five years.