



<b>Review Date:</b>	<b>February 2020</b>
<b>Authorised by:</b>	<b>Principal</b>
<b>Contacts:</b>	<b>Director of Communications &amp; Admissions</b>
<b>Locations:</b>	<b>SS2/MyS/SW</b>

## **ENROLMENT POLICY - DOMESTIC STUDENTS**

### **1. RATIONALE**

Somerville House (the School) is a school of the Uniting and Presbyterian Churches. Its governing body is the Presbyterian and Methodist Schools Association (the PMSA), which is the Church Body engaged in education in independent schools.

The PMSA recognises that each school for which it is responsible is different and has delegated, within certain limitations, governance matters relating to the enrolment of students to the respective School Councils.

The purpose of this policy is to:

- establish a framework for the School to meet its statutory and regulatory obligations as well as PMSA requirements pertaining to the enrolment of students, and
- outline the enrolment process for Australian residents.

Refer to the Enrolment – Overseas Visa Students Policy for the enrolment of international students:

### **2. SCOPE**

This policy applies to all prospective and current (Australian resident) students of the School, their parents/guardians and all staff involved in the enrolment process.

### **3. POLICY STATEMENT**

3.1 The School is a girls' school catering for girls from Preparatory (Prep) to Year 12, with the exception of Pre-Preparatory (Pre-Prep).

3.1.1 The Pre-Preparatory year is mixed gender.

3.2 Full time boarding is available for students from Years 6 to 12.

3.3 Key entry levels for students are:

- Junior School - Pre-Prep, Prep, Years 3 and 5
- Senior School - Year 7 and Year 10 if there are places available. Places are offered at other levels as places become available.

3.4 Applications for enrolment from families of all religious or non-religious backgrounds will be considered. However, it is a condition of enrolment that all students act in accordance with the Christian values on which this school is founded and participate in all of the School's mandatory education programs including Christian Education and Chapel activities.

3.5 The School is non-selective and students will be wait-listed in accordance with date of receipt of the *online Application for Registration* form and the registration fee.

- 3.5.1 Registration does not entitle the student to admission to the School and the Principal reserves the right to determine final enrolment.
- 3.5.2 Preference may be given in the following order:
- siblings of currently enrolled students
  - children or relatives of past students
  - children of clergy and staff
  - siblings currently enrolled at other PMSA schools
  - students on the waiting list in chronological order according to the date of receipt of Registration Fee.
  - daughters of families on intra/interstate and international transfer from a like school; and
  - students re-enrolling (on Principal's approval).
- 3.5.3 All students will be interviewed before an available place is offered.
- 3.5.4 Offers of a place will not be made where:
- paperwork is incomplete and information is not forthcoming on request
  - relevant court order documentation is not supplied
  - joint parental/legal guardian consent is not given; and
  - the application does not meet the requirements outlined in 3.7.
- 3.6 Recipients of scholarships or bursaries are not waitlisted but given direct entry.
- 3.7 The School does not provide a dedicated Special Needs Unit.
- Applications for enrolment of students with special needs or disabilities will be considered in line with the *Learning Enhancement Policy* and will follow the process outlined in *Section 5.1* of the Policy and *Section 3 of the Framework for Learning Enhancement at Somerville House*. (Refer Attachment 3.)
  - Students will not be offered a place if:
    - the parents do not provide full and accurate information about their child's special needs or any medical conditions
    - the School is unable to provide the requisite level of facilities and/or resources to meet the educational needs of the student
    - unreasonable adjustment to the education program in which the student desires to be enrolled would be required; and/or
    - the provision by the School of additional services and facilities because of the student's special needs or disabilities would cause unjustifiable hardship to the School.
- 3.8 The School does not accept mature age students, including ex-students of the School except in exceptional circumstances and only with the approval of the Principal.
- 3.10 It is a condition of entry to the School that students who are not 'water safe' must participate in a 'learn to swim' class before they commence at the School.
- 3.11 The responsibilities of the parents/guardian are set out in the *Agreement with the School* document which must be signed by both parties before the student takes up a place. The *Business Regulations* document outlines the terms and conditions of enrolment. The School Community Code of Conduct document sets clear standards of behaviour which are expected of members of the School community in the School environment at all times.

## 4. REFERENCES

### 4.1 References to other policies

- Boarding Policy
- Enrolment Procedures-Guidelines for the Admissions Manager
- Fees Policy
- Learning Enhancement Policy
- Overseas Visa Students Policy
- Privacy Policy and Privacy Statement
- PMSA Anti-Discrimination Policy
- PMSA Enrolment Policy
- PMSA Scholarship and Bursaries Policy

### 4.2 Legislative and other References

- Anti-Discrimination Act 1991 (Qld)
- Australian Human Rights Commission Act 1986 (Cwlth)
- Disability Discrimination Act 1992 (Cwlth)
- Education (General Provisions) Act 2006 (Qld)
- The National Code of Practice for Providers of Education and Training to Overseas Students 2018 (National Code 2018)
- Education Services for Overseas Students (ESOS) Act 2000
- Education Services for Overseas Students Regulation 2001
- Education Services for Overseas Students (Registration Charges) Act 1997 (the Charges Act)
- Education Services for Overseas Students (TPS Levies) Act 2012
- Legislative Instrument: Education Services for Overseas Students (Calculation of Refund) Specification 2014
- Legislative Instrument: Education Services for Overseas Students (Notifying provider default – requirements for a notice) Determination 2012 (No. 1)
- Legislative Instrument: Education Services for Overseas Students (Provider default – discharge of obligations – requirements for a notice) Determination 2012 (No. 1)
- Legislative Instrument: Education Services for Overseas Students (Student default – discharge of obligations – requirements for a notice) Determination 2012 (No. 1)
- Legislative Instrument: Education Services for Overseas Students (TPS Director to notify Immigration Secretary of payment of refunds) Determination 2012 (No. 1)
- Australian Government Department of Education and Training ESOS legislative framework webpage: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>
- Australian Government Department of Immigration and Border Protection (DIBP) Information for Education providers at: <http://www.border.gov.au/Busi/visas-and-migration/education-providers>
- Education (Overseas Students) Act 1996
- Queensland Education (Overseas Students) Regulation 2014 (subsection...)
- Working with Children (Risk Management and Screening) Act 2000 (Qld) and Blue cards
- Child Protection Act 1999
- Education (Non-State Schools Accreditation) Regulations 2001
- Australian Government Department of Education and Training ESOS legislative framework webpage: <https://internationaleducation.gov.au/Regulatory-Information/Education-Services-for-Overseas-Students-ESOS-Legislative-Framework/ESOS-Regulations/Pages/default.aspx>
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- Working with Children (Risk Management and Screening) Act 2000 (Qld) and Blue cards
- Child Protection Act 1999

- Education (Non-State Schools Accreditation) Regulations 2001
- Somerville House CRICOS Manual
- Enrolment Business Regulations
- ISQ Enrolment Application Checklist
- Parent/School Agreement
- Privacy Act 2000 (Cwlth)
- Racial Discrimination Act 1975 (Cwlth)

## 5. RESPONSIBILITIES

### PMSA and School Council

- Approve the School's Business Plan, which incorporates enrolment targets, development and key performance indicators.
- Ensure all legislative and other compliance obligations are met.

### Principal

- Ensure all legislative, regulatory and PMSA policy requirements are met.
- Fulfil all PMSA and School Council governance reporting requirements.
- Assess and approve enrolments, taking into consideration special cases such as:
  - students with special needs, disabilities and/or special health care needs
  - students with English as an Additional Language or Dialect, including Overseas Visa students
  - students seeking re-enrolment
  - students seeking enrolment after expulsion from another school; and
  - in rare, exceptional circumstances, and with Council approval, a mature age student.
- Suspend or cancel enrolments of students where she deems it appropriate.

### Business Manager

- Oversee all business planning, infrastructure development, budgetary targets and key performance indicator reporting, and legislative and other compliance matters.

### Director of Communication and Admissions

- Oversee domestic and international students' applications, scholarships and legislative compliance related to admission processes.

### Admissions Manager

- Manage the enrolment procedure in accordance with the *Enrolment Procedures-Guidelines for the Admissions Manager* document.
- Ensure legislative and other compliance requirements are met.
- Develop systems and processes for the efficient and effective management of all types of enrolment circumstances.

## 6. PROCEDURES

6.1 Refer to Attachment 1 - *Enrolment Procedures – Guidelines for the Admissions Manager* document and Attachment 2 - *The Enrolment Process Flowchart*.

6.2 In cases where applicants are students with special needs or disabilities, refer to:

- *Section 5.1 of the Learning Enhancement Policy*
- *Attachment 3 - Section 3 of the Framework for Learning Enhancement at Somerville House; and*
- *Attachment 4 - Process for Enrolling Students with Special Needs – Flowchart.*

## 7. DEFINITIONS

**Enrolment** is the agreement between the School and the parents/guardian to provide a course of education over a period of time.

**Acceptance of Enrolment Fee:** is the non-refundable fee required to be paid when a place is offered

**Confirmation of Enrolment Fees:** is a fee that must be paid the year before entry and will be credited in full to the first fee instalment in the entry year.

**Fee Schedule** is the document which outlines the scale of fees and other charges set annually by the Council for the School.

**Principal** is the Principal, or other Senior Staff Member exercising the authority of the Principal at that time.

**Application for Registration Fee** is the non-refundable fee required with the official Registration Form when first applying for enrolment.

**Special needs** area disabilities, health related conditions or learning difficulties which limit a student's access to participation in and outcomes from the curriculum.

## 8. ATTACHMENTS

1. *Enrolment Procedures – Guidelines for the Admissions Manager*
2. *The Enrolment Process Flowchart*
3. *Framework for Learning Enhancement at Somerville House – Section 3.*
4. *Process for Enrolling Students with Special Needs Flowchart*
5. *Sample Enrolment Interview Checklist for members of Leadership Team*

Version Control Table			
Version Control	Date Effective	Approved By	Amendment
1	September 2019	Principal	<ul style="list-style-type: none"><li>• New Policy – Enrolment Policy split into two new policies</li><li>• Versioning table added</li></ul>
2	February 2020	Principal	<ul style="list-style-type: none"><li>• Update position titles</li><li>• General grammatical updates</li></ul>

## **ENROLMENT PROCEDURES FOR THE ADMISSIONS MANAGER**

The Admissions Manager is responsible for and works closely with the Educational Leadership Team in the enrolment process. Main intake years are:

- Pre-Prep, Prep, Years 3, and 5
- Year 7; and
- Year 10.

In all years offers are made if vacancies occur.

### **SECTION A - AUSTRALIAN RESIDENTS**

#### **1. REGISTRATION**

- 1.1 As soon as a completed *Application for Registration* online form is received from parents together with the non-refundable Registration Fee, enter the details into the TASS database.
- 1.2 Forward an electronic acknowledgement letter and receipt for the fee to the parents for their records.

#### **2. INVITATION TO APPLICATION FOR ENROLMENT**

- 2.1 Two and a half years prior to the student's year of entry, forward an invitation to an Information Session with the Principal and Educational Leadership Team and Student Ambassadors led tours of the School.
- 2.2 Following this event, forward:
  - (a) *Application for Enrolment* link form to collect detailed information about the students covering:
    - family/carer details including custody or court orders if relevant
    - family connections to the School
    - extra-curricular involvement or interest
    - any special needs, including English as an Additional Language or Dialect, learning disabilities, specialised medical conditions and/or disabilities; and providing:
    - an *Outline of Enrolment Procedures*; and
    - a *Checklist of Documentation required by the School* including copies of:
      - birth certificate or passport to verify date of birth
      - the two (2) most recent academic progress reports
      - Commonwealth NAPLAN test reports (if applicable)
      - any court orders.
- 2.3 On receipt of the information, enter the details into TASS. The Admissions Manager is to assess the information provided in the Application for Enrolment. If the two most recent academic progress reports indicate a standard of "D" or below, the Admissions Manager must contact the Principal to make a recommendation regarding the student's suitability.
- 2.4 If the Application for Enrolment is received mid-year, outside of the main intakes periods, the Admissions Manager is to notify the Principal.

### 3. STUDENT AND PARENT INTERVIEWS

- 3.1 Provide the application and all supporting documentation to the Junior/Senior School to invite parents and student for an interview with the relevant Dean and a tour of the School, led by a Student Ambassador as required.
- 3.2 The Dean will return his/her notes of the interview and an indication as to whether this student should be offered a place. For students seeking entry into Year 10, 11 and 12, availability of subject choice becomes an important criterion.
  - 3.2.1 Students with special needs/disabilities, learning disabilities, specialised health care needs or students with specific language acquisition requirements may have a second interview with the Dean of Student Wellbeing, School Counsellor, Health Centre Registered Nurse, Learning Development or other relevant staff as applicable to the student's needs.
- 3.3 Enter interview notes and Dean's recommendations into TASS.
- 3.4 Contact parents to request any information outstanding. e.g. court orders, Australian Education Assessment Service (AEAS) reports on English proficiency for Overseas Visa Students. Inform them that if the required information is not received there will not be an offer of a place.

### 4. PLACES OFFERED

- 4.1 Preference is given in the following order:
  - siblings of currently enrolled students
  - children or relatives of past students
  - children of clergy and staff
  - quality of enrolment application
  - siblings currently enrolled at other PMSA schools
  - students on the waiting list in chronological order according to the date of receipt of Registration Fee
  - families on intra/interstate or international transfer from a like school; and
  - students seeking re- enrolment (on Principal's approval).
- 4.2 If all requested information is complete and the Dean has endorsed the enrolment, send
  - a Letter of Offer, including link to the *Standard Collection Notice* and *School Community Code of Conduct*
  - an *Agreement with the School* document
  - a *Business Regulations* document ; and
  - a *How to Pay your Fee* form
- 4.3 Students not offered a place in the first round of offers, are placed on the waiting list in order of preference and will be offered if first round offers are accepted, changed or deferred.
- 4.4 If students are not offered a place before the year of entry, they remain on the waiting list for possible entry the following year, should a vacancy occur, parents are advised accordingly.

## 5. CONFIRMATION OF ENROLMENT

- 5.1 If the signed *Agreement with the School* and non-refundable *Enrolment Fee* are returned within three (3) weeks, send a letter of *Confirmation of Enrolment* from that date and a receipt for the fee.
- 5.2 If the parents do not return the *Agreement* and *Enrolment Fee*, the offer lapses and the student next on the waiting list receives the offer.

## 6. FINAL STEP

- 6.1 In July of the year prior to entry, the Finance Office will send an account for the Confirmation of Enrolment Fees, which is credited against the first fee instalment in the year of entry.

If for any reason, the family wishes to defer the enrolment, they can do so and will have preference on the entry list for the next year or the next entry level year. However, they may only defer **once**. If they defer at the next offer of a place, the student goes back on to the waiting list.

## 7. SCHOLARSHIP AND BURSARY RECIPIENTS

Successful candidates for Scholarships or Bursaries have direct entry.

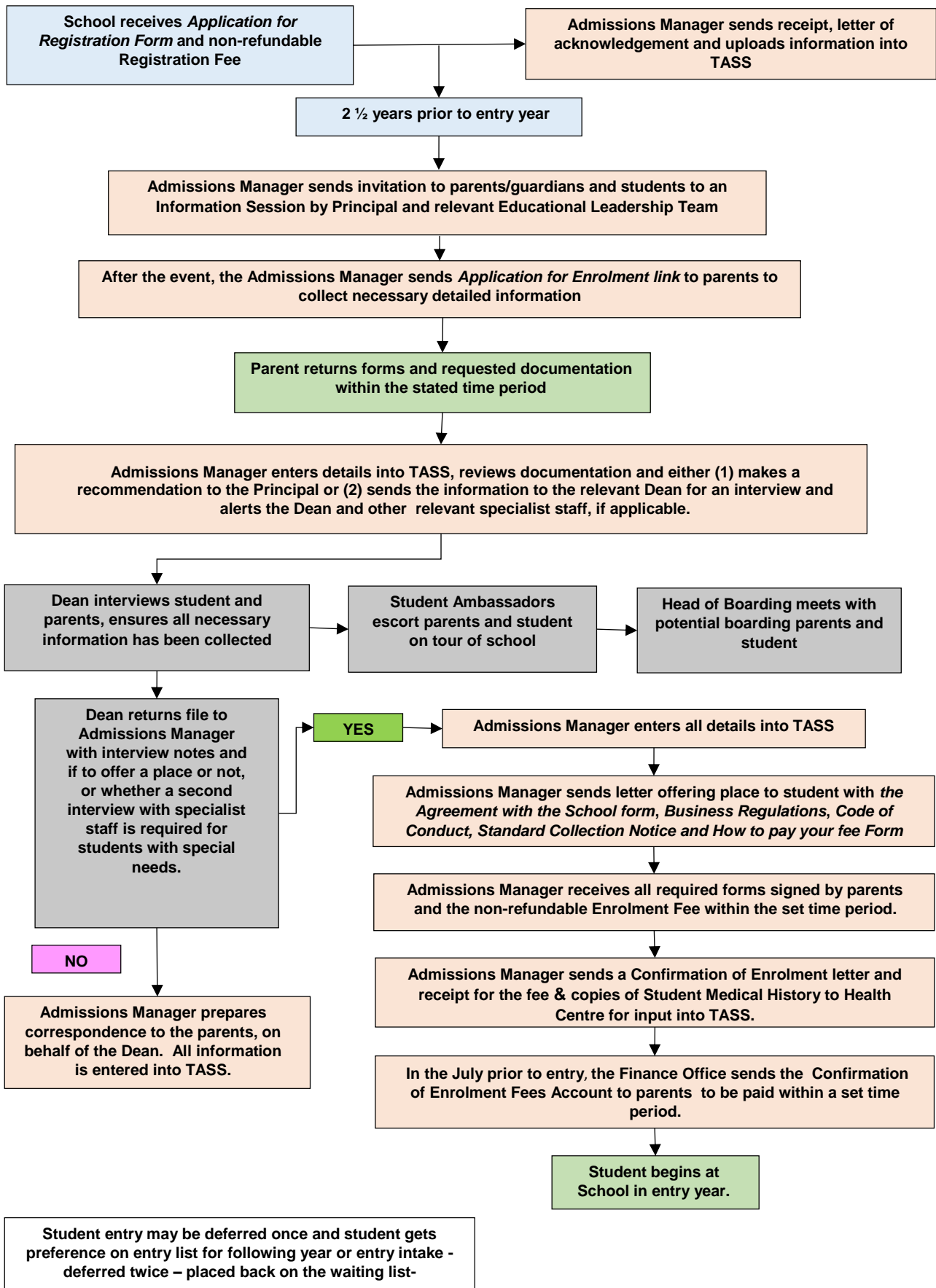
- 7.1 Families wishing to register their daughters for the ACER Scholarship Examinations do so on-line through the School website in September each year.
- 7.2 ACER provides a list of candidates to the School. On receipt of this list, forward a confirmation letter with details of the testing date, time and location to the parents.
- 7.3 Students applying for a Bursary or Special Talents Scholarship for Music or Sport for entry to Year 7 must also sit the ACER test.
- 7.4 All applicants will be required to complete the Application for Registration and Enrolment forms providing the last two school and NAPLAN reports. The Registration fee will be waived at this stage, if a scholarship is offered and accepted the fee is then payable. The applicant will then be invited for sports testing or an audition. Following a successful audition or sports test, applicants will be invited to an interview with the Principal.
- 7.5 ACER forwards the test results for the applicants for Somerville House to the School. Upon receipt of the ACER Scholarship exam results, the Principal and Admissions Manager meet to confirm candidates who meet Scholarship eligibility. Academic Scholarship applicants will be invited to meet with the Principal and offers will be discussed. A letter of offer for a scholarship will be given to the parents of the successful candidates. Unsuccessful applicants will be advised in writing.
- 7.6 On receipt of acceptance of the place, arrange for interviews with a member of the Educational Leadership Team and complete the enrolment process outlined in 7.2. if they are not already enrolled.

## INFORMATION SENT AS PART OF THE ENROLMENT PROCESS

1. *Application for Registration Form*
2. *Acknowledgement of Registration form letter*
3. *Application for Enrolment Form*
4. *Offer of Place form letter*
5. *Agreement with the School*
6. *Business Regulations*
7. *School Community Code of Conduct*
8. *Standard Collection Notice*
9. *Confirmation of Enrolment letter*



# THE ENROLMENT PROCESS



## **FRAMEWORK FOR LEARNING ENHANCEMENT AT SOMERVILLE HOUSE**

Process at Enrolment for Students with Special Needs/Disabilities or Specialised Health Needs

This process allows the School:

- (a) to identify the level of support the student requires to meet her specific educational needs; and
- (b) to assist the School in determining what support the School can provide taking into account those needs while balancing the needs of other students and the resources and facilities available.

Where it is apparent that the adjustments required are not reasonable and/or would cause unjustifiable hardship for the School, a place would not be offered. The School then works with the family to find more appropriate, alternative placement for the student.

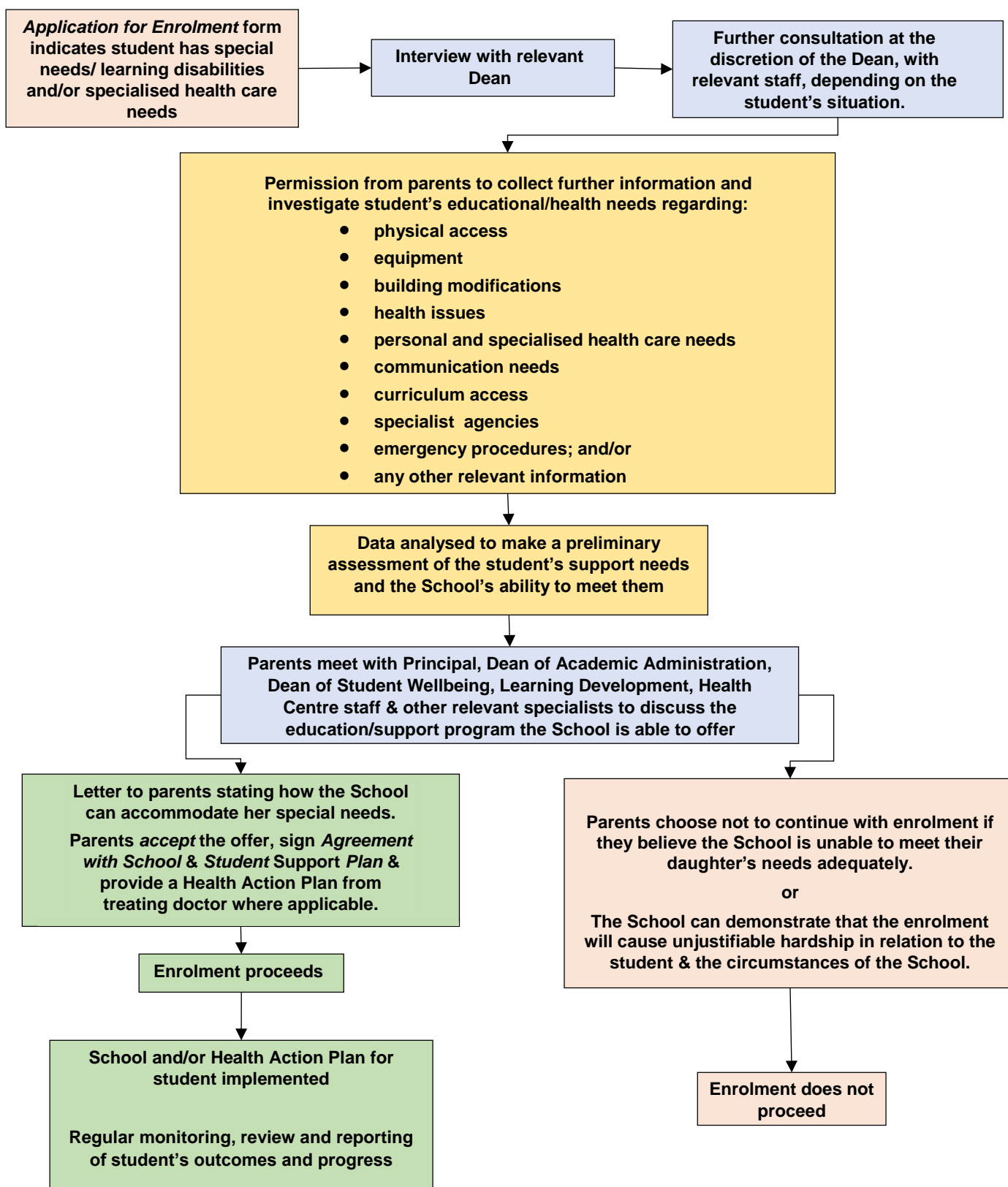
- Where parents have indicated on the *Application for Enrolment* form that their daughter has special needs/disabilities, or specialised health care needs, the relevant Dean will ask for a further consultation with the family and include the Dean of Student Wellbeing, Student Counsellor, Health Centre Registered Nurse and Learning Development staff, as applicable, prior to offering a place at the School.
- Permission will be sought from the parents to collect further information, if required, from a range of external sources, including but not limited to reports or statements re: learning support from her previous school, educational psychology medical practitioner, and relevant external agencies. A Health Action Plan will be required from the student's doctor where specialised health requirements are involved. A current IEP or learning plan will be required if the student is currently verified or has a learning disability.
- Based on the information gathered, the interviewing panel will make a preliminary assessment of the student's support needs and the School's ability to meet these needs.
- The panel will meet with the parents to discuss the outcomes of the information-gathering process and present the educational program the School can offer. This meeting may also include the student (if appropriate), special education personnel and/or specialist professionals from external agencies and/or an interpreter for EALD families.

At this stage, the family may decide that the offer will not suit their daughter's needs and/or the School may demonstrate that it cannot meet the student's needs and the enrolment will not proceed.

If the student's enrolment proceeds the School's plan for adjustments, ongoing monitoring and review of adjustments is accepted and is implemented in accordance with the framework for learning enhancement. In cases of students with specialised health needs, an Action/Emergency Plan may be required from the treating doctor.

(Refer Attachment 4 - *Process at Enrolment for Students with Special Needs Flowchart*)

**PROCESS FOR STUDENTS WITH SPECIAL NEEDS AT ENROLMENT**



**ENROLMENT INTERVIEW CHECKLIST**

The Association of Independent Schools of South Australia (AISSA) produced an enrolment procedures checklist which was supplied to ISQ. AISSA is happy for schools to use the list to audit their current enrolment procedures and to check they are covering pertinent matters during the enrolment interview.

<b>Enrolment Issues</b>	<b>Policy and Administration Advice</b>
Attendance requirement/ non- attendance/ reason for absence	Under the <i>Education (General Provisions) Act 1989</i> , a child is required to attend the school in which he/she is enrolled on every school day. Explanation of absences and when to be received by school.
Attendance unsatisfactory	Parents to be made aware of action the school will take in such instances.
Camps and excursions	Advice to parents about school processes for such activities.
Court orders	Copies of any court orders referring to students about to be enrolled should be obtained at the time of enrolment.
Student Behaviour Management Policy	Advice to parents and students about the school's Student Behaviour Management Policy including 'usual' consequence.
Emergency contact information	Information from parents providing contacts in the case of emergencies involving their children
Enrolment form, both parents/guardians to sign	Advice from Family Law lawyer.
Fees payable	Detail of tuition fees and all other areas for which fees are payable.
Fees payable, commitment by parents	Explanation of actions if fees not paid by due date.
Fees payable on cancellation of enrolment	Notice required. Insufficient notice provided by parents.
Fees payable, timeline and methods	Information about when fees are due and the methods which are provided by the school to receive fees.
Information for payment of accounts	Information from parents for the sending of accounts for payment.
Immunisation	Advice to parents on the school's policy relating to immunisation of students and associated record keeping.
Insurance, students	Advice to parents on the desirability of students having such insurance, advice on how such insurance can be obtained.

Interview, need to interview students	All students should be interviewed to determine educational needs. Unwise not to interview students. Have a procedure for enrolling students with perceived special needs.
Information Technology	Advice to parents and students about the School's Acceptable Use of Information Communication Technologies Policy in relation to specific issues such as the misuse of IT.
Medical and learning disabilities or difficulties	Necessary to negotiate curriculum suitable for child. Defence for school if parents have not informed them of a known learning difficulty or disability.
Mobile Telephones	Advice to parents and students about the School's Mobile Phone and Personal Electronic Devices Policy in relation to specific issues such as the misuse mobile telephones.
Outside school hours care	Advice to parents about whether such care exists and the conditions under which it operates.
Parents, expectations of	Information to parents about the School's expectations of their support, responsibility to inform.
Parent/guardian	Who constitutes a parent/guardian? Who is eligible to enrol a child? Who has actual custody?
School Community Code of Conduct	Expectations and guidelines set down by Somerville House to govern parental interactions with staff, students and other parents.
School hours	Advice to parents and students of normal school hours and the times the school is 'open' to students.
Student information	Basic information about the student.
Students over 18 years of age	Schools changed expectations, if any, when a student turns 18 years of age. Advice to parents.
Students, expectations of behaviour	Advice to parents and students about expectations of student behaviour, including while travelling to and from school.
Suspension	Conditions under which a student will be suspended.
Uniforms	Advice to parents and students about uniforms as they relate to general requirements, uniforms for seasons, uniform standards, jewellery, when to be worn etc.