



Review Date:	May 2021
Authorised by:	Principal
Contacts:	Director of Communications & Admissions
Locations:	School Website Intranet – Staff & Parents

ENROLMENT POLICY

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 .

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

2. SCOPE

This policy applies to all prospective and current 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.

International enrolments are offers for students from Years 1-12

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
 - 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 Development Policy* and the *Assessment of Reasonable Assessment Process*.
 - 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 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/guardians 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.

- 3.12 The responsibilities of the parents/guardians for Overseas Visa Students are set out in the Overseas Students Letter of Offer and Overseas Students Written Agreement which must be signed by both parties before the student can apply for the student visa and take up a place.

4. REFERENCES

4.1 References to other policies/procedures

- Enrolment Procedures-Guidelines for the Admissions Manager
- Assessment of Reasonable Adjustments Process
- Learning Development Policy
- Boarding Policy
- Overseas Visa Students Policy
- PMSA Privacy Policy and Privacy Statement
- PMSA Anti-Discrimination Policy
- PMSA Enrolment Policy
- PMSA Scholarship and Bursaries Policy

4.2 Legislative and other References

- 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 2019
- 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 (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 Home Affairs (Immigration) Information for Education providers at: <https://immi.homeaffairs.gov.au/what-we-do/education-program/providers>
- Education (Overseas Students) Act 2018
- Queensland Education (Overseas Students) Regulation 2018
- Working with Children (Risk Management and Screening) Act 2000 (Qld) and Blue cards
- Child Protection Act 1999
- Education (Non-State Schools Accreditation) Regulations 2017
- Somerville House CRICOS Manual
- Enrolment Business Regulations

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 the Principal 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.

Students

- Support and enhance the vibrant Somerville House community, through contribution to the academic life and participation in the co-curricular program.
- Attend an interview with a member of the School Leadership Team, as part of the enrolment process.
- Following interview, the School may request further information and schedule another meeting.

Parents

- Support and encourage the School values and expectations of the Code of Student Behaviour.
- Co-operation with school expectations that ensure the safety and wellbeing of students along with operational need for school facilities.
- Assist wherever possible and support the School's activities and fundraising efforts of the School and Somerville House Foundation.
- Comply with the obligations outlined in the Agreement with the School.
- Accept that all students are expected to participate fully in every aspect of the School program.

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 the Assessment of Reasonable Adjustments Process.

7. DEFINITIONS

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

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

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

Confirmation of Enrolment Fee 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 delegate exercising the authority of the Principal at that time.

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 Development at Somerville House – Section 3.*
4. *Process for Enrolling Students with Special Needs Flowchart*

Version Control Table			
Version Control	Date Effective	Approved By	Amendment
1	September 2019	Principal	<ul style="list-style-type: none"> • New Policy – Enrolment Policy split into two new policies • Versioning table added
2	February 2020	Principal	<ul style="list-style-type: none"> • Update position titles • General grammatical updates
3	April 2021	Principal	<ul style="list-style-type: none"> • Policy name changed from “Enrolment Policy – Domestic Students” to “Enrolment Policy” • Update of terminology • Removal of specific references within the Learning Development Policy • Clause 3.2 – reference to international enrolments added • Clause 3.12 – reference to international enrolments added • Clause 4.1 updated • Clause 4.2 updated • Formatting updates • Attachment 1 – Entire attachment overhauled • Attachment 2 – Flow Chart updated • Attachment 4 – “Dean of Academic Administration”, replaced with “Dean of Academic Programs”
4	May 2021	Principal	<ul style="list-style-type: none"> • General formatting and grammatical updates throughout including updated school terminology • Clause 3.5.2 and Attachment 1 – 4.1 – Adjusted and reordered bullet points

			<ul style="list-style-type: none"> • Clause 3.7 – bullet point 1 – add “and the Assessment of Reasonable Adjustments Process.” • Clause 4.1 – Add “/procedures” and “Assessment of Reasonable Adjustments Process” • Clause 4.2 – Bullet point 13 “(subsection...)” deleted • Clause 5 – Added the following sub-headings and bullet points <ul style="list-style-type: none"> - Students - Parents • Clause 6.2 – Replaced “Learning Development Policy” with “Assessment of Reasonable Adjustments Process” • Clause 7 – Principal – deleted “other Senior Staff Member” and replaced with “delegate” • Clause 8 – Delete 5. Sample Enrolment Interview Checklist for members of Leadership Team” • Attachment 1 – 2.2(a) – deleted bullet points “an Outline of Enrolment Procedures; and a checklist of Documentation required by the School including copies of:” • Attachment 1 – 3.2 – deleted “Director of Academic Administration” and replaced with Dean of Academic Programs” • Attachment 1 – 3.3 – Added “In the situation where” and replaced “may have a second interview with the Dean of Student Wellbeing and/or delegated representative as applicable to the student’s needs” with “then the Assessment of Reasonable Adjustments Process will be followed.” • Attachment 2 – Replaced “Dean returns file to Admissions Manager with interview notes and if to offer a place or not, or whether a second interview with specialist staff is required for students with special needs” with “if disability is declared, Adjustments Review Team follow Assessment of Reasonable Adjustments Process.” • Attachment 2 – last pink box in the left column. Replaced “Dean” with “Adjustments Review Team” • Attachment 3 – Paragraph 1 – Added “An Assessment of Reasonable Adjustments Process will be implemented.” • Attachment 3 – Last Paragraph – Added “(Refer Assessment of Reasonable Adjustments Process” • Attachment 5 – Deleted
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ENROLMENT PROCEDURES FOR THE ADMISSIONS MANAGER

The Admissions Manager is responsible for and works closely with the 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 including priority points..
- 1.2 Forward an electronic acknowledgement email to the parents for their records.

2. INVITATION TO APPLICATION FOR ENROLMENT

- 2.1 Three years prior to the student's year of entry, forward an invitation to formalise the enrolment by completing the online Application for Enrolment form This communication will include an invitation to view Leadership Team videos and to attend upcoming recruitment events.
- 2.2 This includes..:
 - (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
 - The upload of the following documentation:
 - birth certificate or passport to verify date of birth
 - the two (2) most recent academic progress reports
 - Commonwealth NAPLAN test reports (if applicable)
 - immunisation history
 - 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 Deputy Principal to make a recommendation regarding the student's suitability.
- 2.4 If the application is received outside of this time, the process is commenced immediately.

3. STUDENT AND PARENT INTERVIEWS

- 3.1 Admissions to contact the family to arrange an interview with a member of the Leadership Team and offer a tour of the campus with a Student Ambassador. Request any information outstanding. e.g. court orders, Australian Education Assessment Service (AEAS) reports on English proficiency for Overseas Visa Students. An interview will not be arranged until this information is provided.
- 3.2 The member of the Leadership Team will return his/her completed interview template with the recommendation 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 which is reviewed prior to offer with the Dean of Academic Programs.
- 3.3 In the situation where students with special needs/disabilities, learning disabilities, specialised health care needs or students with specific language acquisition requirements, then the Assessment of Reasonable Adjustments process will be followed.
- 3.4 Enter interview notes and recommendations into TASS.
- 3.5 Places are available for Overseas Visa Students who meet the requirements of the Enrolment Policy and Overseas Visa Students Policy.

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
 - 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 member of Leadership Team 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 TASS 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 .
- 5.2 If the parents do not return the *Agreement* and *Enrolment Fee*, the Admissions Office will contact the parents to follow up the outstanding offer. If there is no response, the offer lapses, the enrolment is cancelled and the student next on the waiting list receives the offer.

- 5.3 Finance Officer to provide a list of families who have not paid the Enrolment Confirmation Fee to the Admissions Manager for follow up.
- 5.4 The student cannot commence if the Enrolment Confirmation Fee is outstanding or extenuating circumstances have been approved by the Business Manager.

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

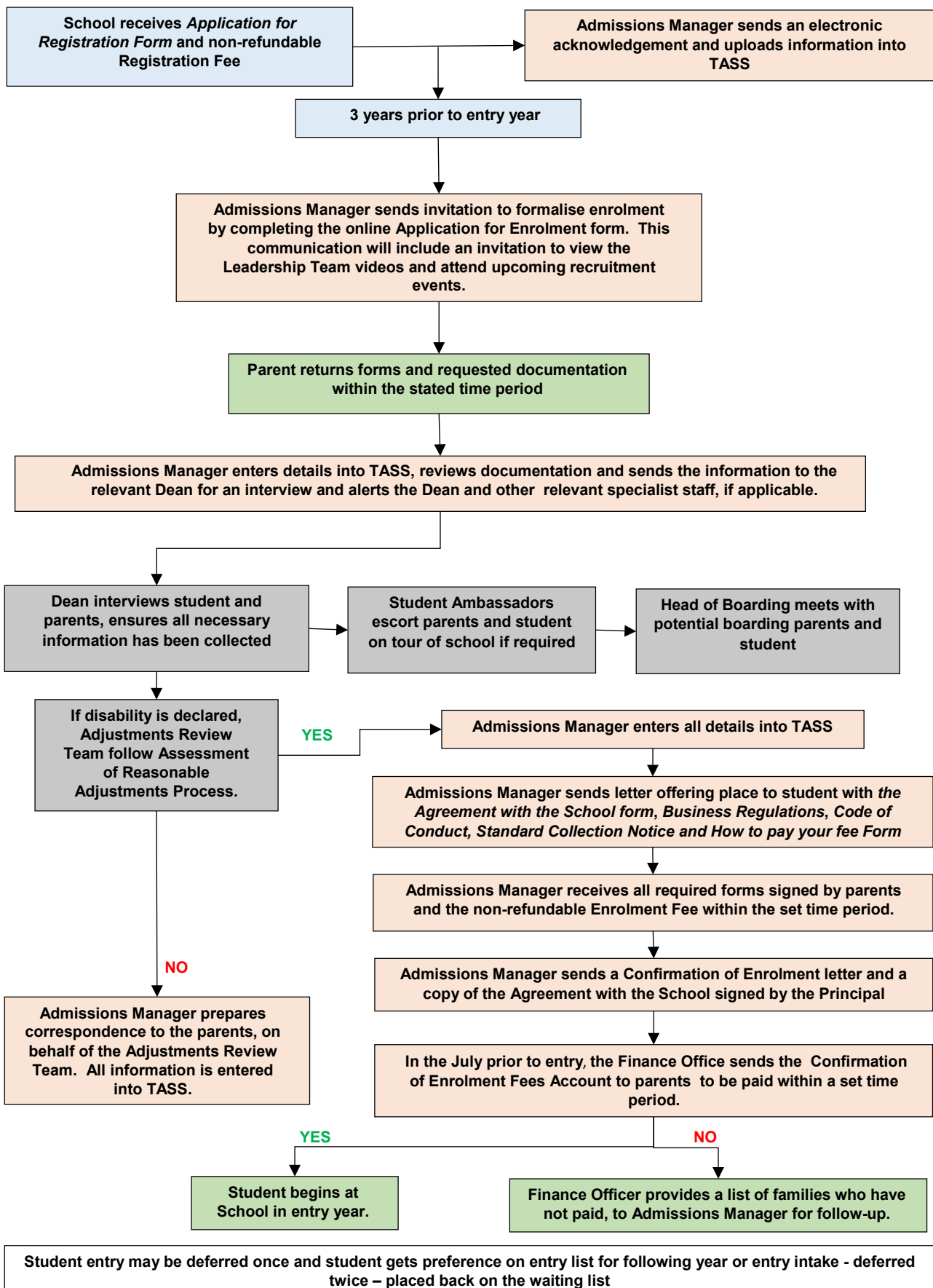
Successful candidates for Scholarships or Bursaries have direct entry.

- 7.1 Families wishing to register their daughters for the ACER Scholarship Examinations do so online through the School website from 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 All applicants for Academic Scholarship are required to sit the ACER Academic Exam.
- 7.4 Short listed applicants will be invited to sports testing or music audition. Following a successful sports test or audition, select candidates may 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 scholarship, applicants will be required to commence the enrolment process by completing the Application for Registration and Enrolment forms and attending an interview with a member of the Leadership Team. They will then be required to confirm the enrolment as outlined in

INFORMATION SENT AS PART OF THE ENROLMENT PROCESS

1. *Application for Registration Form*
2. *Acknowledgement of Registration form email*
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 email*
10. *Privacy Statement*

THE ENROLMENT PROCESS



FRAMEWORK FOR LEARNING DEVELOPMENT AT SOMERVILLE HOUSE

An "Assessment of Reasonable Adjustments" process will be implemented 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 for Students with Special Needs at Enrolment Flowchart*)

(Refer – Assessment of Reasonable Adjustments Process)

PROCESS FOR STUDENTS WITH SPECIAL NEEDS AT ENROLMENT

