

Enrolment Policy

1.0 Introduction

The purpose of this policy is to establish a framework for the enrolment of students at St Michael's Grammar School (the **School**). The Head of the School is responsible for deciding the appropriate action for any circumstances outside of this policy.

This policy provides information on the guiding principles of the School, and the obligations of parents/guardians and students in the enrolment process. It does not however create any rights or procedural obligations enforceable by a parent/guardian or student against the School. To the extent there is any inconsistency between terms and conditions of enrolment and this policy, the terms will prevail. In this regard, parents/guardians and students should remain mindful that the School has absolute discretion to accept, manage and immediately terminate enrolments as the Head of School or their delegate sees fit in the circumstances.

2.0 Scope

The following policy and procedure relates to all students who apply for entry into the School.

3.0 Definitions

Term	Definition
The School	St Michael's Grammar School
Parent/guardian	Parent/guardian includes adult family members and guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School.
Students	Any existing or prospective student of the School, including both applicants for enrolment and students already enrolled and who have commenced their education at the School.
Disability	<p>in relation to a student, means the following conditions that presently exist or may in the future exist (on the basis of genetic disposition, symptoms consistent with that condition developing or medical advice that has or ought to have been obtained):</p> <ul style="list-style-type: none"> total or partial loss of the student's bodily or mental functions; or total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or



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- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the student's body; or
- a disorder, malfunction or other condition that results in the student learning differently from a student without the disorder, malfunction or condition; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour

Additional Learning Need (ALN)	Includes, but are not limited to, students with a disability, difficulty, or higher learning potential or need for enrichment, in the following areas: <ul style="list-style-type: none">• cognitive;• sensory;• physical / health;• social-emotional.
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4.0 Guiding principles

The School is a caring and creative school, which strives for educational excellence and celebrates the diversity of its community.

The School comprises a community whose values of dignity, respect care and compassion, underpin all its actions. Support, care and understanding are considered essential in ensuring students are happy and successful.

The School actively pursues diversity in its community in both staff and students, with a commitment to ensure that diversity is maintained including but not limited to:

- gender
- academic ability
- cultural or ethnic origin
- nationality
- religion
- economic status
- skills and interests
- learning needs

The School is an Anglican school, which teaches the fundamentals of many religions. Its community is multicultural and multi-faith. The School insists on respect for the beliefs of all and treats all members of its community with dignity.



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The School is committed to supporting and promoting the principles and practices of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Enrolment procedures aim to facilitate authentic experiences of the School and its programs and provide opportunities for open consultations for prospective families.

Enrolments are welcomed in any grade at the discretion of the Head of School or their delegate, as circumstances reasonably permit.

This policy encompasses the requirements of State and Federal Laws pertaining to privacy, discrimination, equal opportunity and immunisation.

This policy and procedure is subject to regular review, and may be updated from time to time. Any updates to this will be available to parents/guardians and students via SchoL, and will take effect from the time any revised policy is made available.

5.0 Procedural guidelines for admission

5.1 An application must be submitted using the School's official Application for Waitlist form, accompanied by a non-refundable Application Fee and a copy of the child's birth certificate. The Application Fee is waived for children or grandchildren of Old Michaelian/Alumni. Note: An application for entry does not itself constitute an enrolment.

5.2 Applications are placed on a waitlist in order of the date the application (comprising Application for Waitlist form, Application Fee, and copy of child's birth certificate) is received. However, at the discretion of the School, applications may be given preference on the waitlist if the applicant:

- has a sibling whose enrolment has been confirmed at the School, or is a current or former student;
- is a former student of the School, or is a child/grandchild of a former student;
- is a child of a current full-time staff member of the School; or
- for other reason(s) as seen fit by the Head of the School, including (but not limited to) the maintenance of the School's guiding principles.

The School also specifically reserves the right to promote for, and enrol students, to enable a balanced gender ratio within any class group and year level (exemption from provisions of the Equal Opportunity Act 2010 was granted effective 17 July, 2024 Application Number H388/2024).

5.3 Parents will be asked to complete an Enrolment Form for their child two years prior to preferred year of entry. This form is designed to assist the School plan for the student's educational



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program, should they proceed to enrolment. Documentation requested by the School may include but is not limited to the following:

- a copy of the student's two most recent school reports
- NAPLAN results
- Immunisation records
- Action plans for the management of any medical conditions
- Psychometric or diagnostic reports for students with additional needs
- Certified Australian Citizenship Certificate
- Visa and Passport details
- Current Parenting or Court Orders

- 5.4 As part of the assessment and interview process the School may ask the parents/guardians to provide and/or procure more information about the student.

Where a student has a declared education support need, or a disability, or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Head of the School or their delegate may:

- require the parents/guardians to provide additional medical, psychological or other reports from specialists outside the School; and/or
- obtain an independent assessment of the student.

Any assessments or reports required from non-School personnel will be at the parents/guardians' expense.

In considering all prospective enrolments (or the maintaining of a student's enrolment after such relevant information is declared or comes to light), the School may ask parents/guardians to authorise the Head of the School or their delegate to contact:

- the Principal or delegate of the student's previous school to confirm information pertaining to the student; and/or
- any medical or other personnel whom the School considers can provide relevant information pertaining to the needs of the student.

The relationship between the School and parents/guardians is a key consideration in determining the viability of an enrolment. The extent to which parent/guardians effectively and willingly communicate such information may be a factor in the School's decision to proceed with (and maintain) an enrolment.

For further information on the School's management of the enrolment of students with additional learning needs, please refer to the School's Additional Learning Needs (ALN) Policy - Students.



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- 5.5 Should a vacancy exist or be pending, the School will organise a suitable time for the student to attend an interview and, if requested by the School, an educational assessment with the relevant staff, and the family to attend interviews with relevant senior staff member/s.
- 5.6 Admission to the School is conditional upon the Head of the School or their delegate being satisfied as to the suitability of the applicant.
- 5.7 At the satisfactory conclusion of the assessment/ interview process, the School may make an offer to the parents/guardians to enrol the student. The Head of the School authorises enrolment of all students into the School after considering recommendations by their delegate/s and consideration of available resources. If a place is offered, a formal letter of offer, including an acceptance of Enrolment Form, will be forwarded to the parents/guardians. The offer will be accepted if the School receives the signed acceptance form and payment of the non-refundable Confirmation of Enrolment Fee, which includes the Alumni Membership Fee, by the due date. These fees are non-refundable and non-transferable to another student.
- 5.8 Enrolment at the School is conditional upon a relationship of good faith between the School and a student's parents/guardians, including in relation to the timely sharing of information relevant to the enrolment. In this regard the School reserves the right not to offer any student a place at the School (or to cancel or defer the offer of a place to any student) in its absolute discretion.
- 5.9 It is the responsibility of the parent/guardian to ensure the School has accurate contact details. Change of address, email or telephone contact details (including mobile) should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a child's application may result.
- 5.10 In accordance with the School Enrolment Terms and Conditions, the School reserves the right not to offer any student a place at the School (or to defer the offer of a place to any student) in its absolute discretion.

6.0 Kindergarten to Year 6 admission

- 6.1 A student must be 3 years of age by 30 March of the year they wish to be accepted into 3 Year Old Kindergarten, and cannot join classes until on, or after, their third birthday.
- 6.2 A student must be 5 years of age by 30 April of the year they start Preparatory.
- 6.3 Kindergarten to Year 6 enrolments are conducted as stated in Section 5 above with one variation; parents/guardians are required to submit a copy of their child's Immunisation History Statement to the School at least 10 days before the commencement of the school year.

7.0 International Student admission (Full-Fee Paying)

- 7.1 The School is registered on the Commonwealth Register of Courses and Institutions for Overseas Students under CRICOS Provider Code 00345G to provide courses for primary years (016053M) and secondary years (016054K). Australian law requires students who are not Australian Citizens or Permanent Residents to obtain an Australian Student Visa prior to entering Australia.
- 7.2 International Student enrolments are conducted as stated in Section 5 with the following variations:



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- 7.2.1 If, based on the student's visa type, the School is not eligible to receive government funding for the student's place, the student will be treated as an International Student and the School's international student fee schedule will apply.
- 7.2.2 All International Students will be required to submit the following documentation with their Application for Entry:
- a copy of their passport and visa (if issued);
 - a copy of their most recent school report;
 - full details of their guardian arrangements if the family is not residing in Melbourne. Guardian arrangements will need to be approved by the School prior to finalising enrolment; and
 - full details of the Student's accommodation arrangements. Student arrangements will need to be approved by the School prior to finalising enrolment.
- 7.3 In addition, all International Students whose first language is not English, and who are applying for enrolment in Year 4 or above, will be required to submit with their Application for Entry a copy of an Australian English Assessment Standard (AEAS) test report taken within the last 6 months, demonstrating a result of 80 or above. This testing is at the parent/guardian's own expense. In the case of applicants for enrolment in Prep to Year 3 inclusive, an internal interview to assess the student's English level will be arranged.
- 7.4 Without limiting its discretion, the School considers the following criteria when assessing the suitability of International Student applicants:
- Age relative to year group. International Students must be of the appropriate age to enter the year level for which they are applying. A student cannot be admitted if they will be more than 12 months older or six months younger than a local student in the same year level.
 - The School will not offer a place to an International Student unless it is confirmed to the School in writing by the student's parents/guardians that the student will be living with their parents/guardians or Department of Home Affairs (DHA) approved relative for the duration of their enrolment at the School.
 - English language competency. As a general guide, students studying English as an additional language should achieve an overall score of 80 or above in their AEAS test. This information enables the School to evaluate the English capabilities of the student and whether they have sufficient skills to reach their potential at the School.
 - Academic performance. Students must show consistent performance in their academic studies and achieve an attendance of at least 80% for all subjects assessed.
 - A willingness to contribute fully to the life of the School. Further, students must demonstrate a willingness to embrace fully the opportunities provided through the School's educational program and participate as a contributing citizen of the School, including all compulsory programs.
- 7.5 The family will be invited to attend an interview with the Head of the School or nominated representative(s) if they are located in Melbourne. A tele or video-conference may be arranged if the family is not located in Melbourne at the time of the interview.



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- 7.6 A formal letter of offer outlining the conditions of enrolment will be sent to the family/agent. Acceptance of all terms will be required in writing, along with payment of a non-refundable

Confirmation of Enrolment Fee . If written acceptance and payment is not received by the date specified, the place is forfeited. Details of the terms and conditions of any refunds are set out in the Refunds policy section of the offer letter.

- 7.7 The student's and their parents/guardians' adherence to the School's International Student policies and procedures is required to maintain enrolment at the School.

8.0 Conditions of ongoing enrolment

- 8.1 Ongoing enrolment is subject to parent and student adherence to the School's rules, regulations, policies, codes of conduct, and the Enrolment Terms and Conditions, as may be applicable from time to time.

- 8.2 The School may amend its rules, regulations, policies and procedures including the Enrolment Terms and Conditions at any time, in part or in full at the School's discretion.

9.0 Student Suspension or Dismissal

- 9.1 In accordance with the School's Enrolment Terms and Conditions, the School is entitled to suspend or cancel the enrolment of a student at its absolute discretion at any time. Reasons for dismissal or suspension are not necessarily required but may include, but are not limited to, unacceptable academic performance or progress; unsatisfactory conduct by the student; failure by the student or parent/guardian to obey any rules, regulations, policies, procedures or codes of conduct of the School; failure to pay any account or fees payable by the parents/guardians within the terms of any agreement between the School and the parents/guardians; and in circumstances of unacceptable parent/guardian behaviour or lack of cooperation and collaboration with the School.

- 9.2 A student's enrolment may be terminated if the Head of the School considers that a mutually beneficial relationship of trust and cooperation between the parent/guardian and the School has broken down to the extent that it renders the relationship and ongoing enrolment no longer viable.

- 9.3 Suspension on the grounds of misbehaviour will occur as the result of any behaviour identified as reasonably warranting such action under the School's Behavioural Expectations Policy/Code of Conduct.

- 9.4 Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of the School or their delegate in their absolute discretion.

- 9.5 Suspensions will be recorded on the School's Record of Communication (ROC) System.

- 9.6 Students will not return from suspension until after a satisfactory interview between the parents/guardians and the Head of the School or their delegate has taken place.



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- 9.7 A student may request to suspend their studies subject to the School approving a written request outlining the basis of application. The School may approve the request based on compassionate or compelling circumstances.

10. Leave of Absence and re-entry to the School

The School's grant of a Leave of Absence (LOA) and guarantee of a place on return is at its discretion, however the School may have regard to the following guidelines:

- 10.1 All requests for LOA must be made in writing to and approved by the Head of the School
- 10.2 It is the responsibility of the family to maintain contact with the School. The School will endeavour to make contact with the parents/guardians six months prior to the student's expected return. If the School is unable to make contact after reasonable attempts, the enrolment will be cancelled.
- 10.3 Students deemed on LOA will have School fees suspended for the time of their absence.
- 10.4 If a student leaves the School or a place is no longer held for that student, the family will need to re-apply for enrolment into the School. These students will be placed back on the waiting list based on the original application date, and may be eligible to receive an Old Michaelian priority. A place will be subject to availability. In the event they are offered another place, the Application Fee will be waived, however, payment of a Confirmation of Enrolment Fee will be required to accept the offer.
- 10.5 An LOA place will not be held for longer than one year. Families wishing to withdraw their children from the School, with a view to returning at a later date (eg. withdraw after completing Kindergarten and returning in Year 4 or Year 7), are not guaranteed a place at the School..
- 10.6 Parents/guardians will only be able to change the nominated return to school date once, as long as it falls within the one year period. Should the LOA need to be extended again, the place will no longer be held.
- 10.7 A Bond payment of \$3,000 is payable to hold a place during the time of LOA. This Bond will be credited towards the School fees upon return. Should the offer lapse for any reason identified above, the Bond is forfeited and is non-refundable.
- 10.8 In order for the place to be held, the School fees must be paid in full up to the relevant period of attendance, as per the Leave of Absence Policy. If the account is not current, the place will be forfeited and the student will need to re-apply for entry into the School.
- 10.9 Any student wishing to embark on an overseas study program for a period of one term to one year will need to notify the Head of the School in writing. A place will be held for the student upon return with a Bond payable.
- 10.10 If a student's leave falls within a time where a student is completing or will be starting VCE, it is the parents/guardians' responsibility to make themselves aware of the rules and regulations in terms of meeting VCE requirements.



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11.0 Termination of Enrolment

- 11.1 If parent/guardian(s) wish to withdraw a student from enrolment at the School, they must provide written notice to the Head of School by email to: head @stmichaels.vic.edu.au not less than one term prior to the intended last day of attendance.
- 11.2 Approved notice periods are communicated to families annually with the Annual Fees and Charges available on the School website.
- 11.3 Failure to give due notice to the Head of School of intended withdrawal will incur a charge of one term's fees in lieu of notice.

12.0 Related Documents

- SMGS School Enrolment Terms and Conditions

13.0 References

- *The Disability Discrimination Act 1992 (Cth) (DDA)*
- *The Disability Standards for Education 2005 (The Standards)*