



Toorak College Enrolment Policy

1. Purpose of this policy

- 1.1 Toorak College is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent and non-discriminatory.
- 1.2 The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.
- 1.3 The school complies with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- 1.4 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy implementation documents listed in section 10, should be read and understood by parents/guardians and those responsible for implementing the policy.

2. Principles

- 2.1 The school is committed to ensuring students are admitted to the school in a manner that is fair, transparent and non-discriminatory.
- 2.2 The school will publish clear criteria as the basis on which admissions are made.
- 2.3 Toorak College is a non denominational, non-selective school with places offered on the basis of availability and the school's capacity to provide suitable programs for each student.
- 2.4 The school welcomes students from a range of different social, cultural, religious and economic backgrounds, as well as from many different locations in Australia and overseas.
- 2.5 The school keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

3. Legal and regulatory basis for compliance

- 3.1 Education and Training Reform Act 2006 (Vic.)
- 3.2 Education and Training Reform Regulations 2007 (Vic.)
- 3.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 3.4 Equal Opportunity Act (Vic.) 2010
- 3.5 Disability Discrimination Act 1992 (Cth.)
- 3.6 Disability Standards for Education 2005 (Cth.)

3.7 Australian Education Act 2013 (Cth.)

3.8 Australian Education Regulation 2013 (Cth.)

4. Key definitions

4.1 The **enrolment register** is a permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date.¹ The enrolment register determines those students for whom attendance must be registered and monitored.

4.2 A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.

4.3 Children of **compulsory school age** (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.

4.4 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:

- Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
- When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.

4.5 Schools are advised to require **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.

4.6 Under the Australian Education Act 2013 (Cth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.

4.7 The **Annual Report to the School Community**² must include a report on the characteristics of students at the school.

4.8 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years³ after end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.

4.9 Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools⁴ under Australian

¹ Victorian Registration and Qualifications Authority ("VRQA") Minimum Standards

² As required to meet Commonwealth and State legislative requirements.

³ <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)

⁴ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf (accessed 22 July 2017)

Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.

- 4.10 Legislative privacy requirements⁵ govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents/guardians and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- 4.11 Schools are required to request and record the immunisation status, called the **Child History Statement**, for each early learning and primary student prior to enrolment. The school also requests this information for secondary enrolments.
- 4.12 Schools are required to request and record the visa status when enrolling a **student on a visa**, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS))⁶ who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
 - Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students** (CRICOS).⁷
- 4.13 **Exchange students** enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a **student exchange organisation** (SEO) with the VRQA or use an SEO that has been registered with the VRQA.
- 4.14 Students attending the school on a cultural visit enter Australia on a tourist visa, are visitors to the school and are not enrolled students.

5. Scope

- 5.1 The application of the policy is relevant to the Board of Directors, the Principal, to school staff and parents/guardians.

6. Roles and responsibilities

- 6.1 The Board of Directors is responsible for authorising the enrolment policy and for approving the criteria for admission.
- 6.2 The Principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.

⁵ Privacy and Data Protection Act (Vic) 2014; Privacy Act (Cth) 1988.

⁶ Australian Education Act 2013, s.6.

⁷ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-schools/esos-act-2000/> (Accessed 22 July 2017)

- 6.3 The Principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- 6.4 The Principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- 6.5 The Principal is responsible for:
- a. ensuring that procedures are implemented so that parents/guardians are guided through the enrolment process from enquiry to admissions
 - b. ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
 - c. ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. visa status
- 6.6 The Principal is responsible for ensuring that the school reports data relating to the characteristics of students at the school to the school community at least once a year.⁸

7. Links to other policies (available on school website)

- 7.1 Attendance Policy
- 7.2 Privacy Policy
- 7.3 General Record Management Policy
- 7.4 Disability Discrimination Policy
- 7.5 Gender Identity Policy
- 7.6 Immunization Policy
- 7.7 Boarding Policy
- 7.8 Guardianship Policy

8. Communication of the policy

- 8.1 The school publishes its enrolment policy and admissions criteria on its website and by application to the school office.
- 8.2 The school publishes for parents/guardians the procedures by which a student is admitted to the school on its website and by application to the school office.

⁸ Australian Education Regulations 2013 s.60 <http://bit.ly/2pfvyDw>

9. Policy implementation documents

- 9.1 The documents⁹ setting out the strategies and actions required to implement this policy are:
- a. appendix setting out the criteria that will be used as the basis on which offers of admission are made
 - b. CRICOS Requirements
 - c. International Representative Agreements
 - d. Enrolment Procedures Documentation

10. Policy review

- 10.1 The Board of Directors will review the Enrolment Policy biennially

⁹ Each school must develop its own implementation strategies and associated documentation. This list is for guidance only.

Appendix A: Admissions Criteria

Toorak College accepts student admission at any year level where vacancies allow. Toorak College accepts enrolments at the Year 12 level on a case by case basis.

Boys and girls will be admitted into the Early Learning Program. Boys will be admitted into the following years levels and may continue through to the end of Year 4:

- 2022 - Prep to Year 4
- 2023 - Year 1 to Year 4
- 2024 - Year 2 to Year 4
- 2025 - Year 3 to Year 4
- 2026 - Year 4 only

Girls will be admitted from Prep to Year 12.

Offers of enrolment are made solely at the discretion of the Principal. An Application for Enrolment does not itself constitute an enrolment. Generally, applications are placed on a waitlist in order of receipt of the application. However, at the discretion of the School, applications may be given preference on the waitlist because the applicant is/has:

- a sibling currently enrolled at Toorak College
- a sibling previously enrolled at Toorak College for at least three years
- a child of a former student of Toorak College
- a boarding applicant
- one of a number of applicants from the same immediate family
- a child of permanent staff member of Toorak College
- a returning student who was offered priority at the time of departure
- an ELC student who has paid the Prep Tuition Deposit

Note: Preference is given to ELC students who pay a Prep Tuition Deposit which commits them to continue through to Prep. The deposit is contributed to the Prep school fee and is non-refundable when a student does not continue through to Prep.

1. The Application Process

- 1.1. An application must be made on the school's official Application for Enrolment form either in hard copy or on-line.
- 1.2. An application fee (non-refundable) and a copy of passport or birth certificate (or similar documentary evidence of date of birth and nationality) must accompany the Application for Enrolment form.
- 1.3. Parents/guardians will be invited to bring their child to the school for an interview with the Principal or delegate approximately twelve to eighteen months before the nominated date of entry. If possible both parents/guardians should attend this interview.
- 1.4. Prior to the enrolment interview, parents/guardians must submit current school reports, NAPLAN results and AEAS reports (where applicable). Parents/Guardians must disclose information and provide relevant documentation in relation to any social, psychological or medical need.
- 1.5. Admission to the School is conditional upon the Principal being satisfied as to the suitability of the applicant. Parents/Guardians will be notified, at the interview, if a place will be offered to their child at the School.

- 1.6. If a place is offered, a formal Letter of Offer with a Confirmation of Enrolment and Enrolment Agreement form is forwarded to the parents/guardians who respond to this letter, in writing, accepting the place and securing it with the enrolment fee.
- 1.7. If an enrolment is deferred to another year and year level after acceptance, all enrolment fees are carried forward and the enrolment is moved to the requested year of entry and the year level. If the deferment is for 2 years or more, a second enrolment interview may be required. Deferred or cancelled enrolments can be reinstated.
- 1.8. Change of address or contact details should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a student's application may result.

2. Early Learning Enrolments

- 2.1 Early Learning enrolments are conducted as stated in The Application Process of the Enrolment Policy with the following variations:
 - a. An Offer of Enrolment, conditional upon the applicant being fully vaccinated for their age in accordance with the National Immunization Program¹⁰ and the successful completion of an enrolment interview with the director of early learning and head of Wardle house. The enrolment interview will take place in the year prior to the date of entry.
 - b. Children are to be toilet trained prior to commencement.
 - c. Minimum age requirements:
 - i. Kindergarten - students must be 3 years of age by February 1 in the year of entry.
 - ii. Pre-Prep - students must be 4 years of age by February 1 in the year of entry.

3. Overseas Student Enrolments

- 3.1 Overseas student enrolments are conducted as stated in The Application Process with the following variations:
 - a. A full fee paying overseas student is defined as a student whose visa status, under Australian Immigration law does not make them eligible to be charged Australian domestic educational tuition fees.
 - b. All overseas student applications must be accompanied by the following documentation:
 - i. copy of an Australian English Assessment Standard (AEAS) or equivalent test report
 - ii. copy of the Passport / Visa
 - iii. copy of the most recent school report (certified English translation) with containing student birthdate and school stamp
 - iv. The student will automatically be assigned a student advocate if the family is not residing in Melbourne. This service is included in the student's boarding fees

¹⁰ <https://bit.ly/2WCbizC> (accessed 23 March 2020)

- c. The applicant must be interviewed by the Director of International Education and Boarding or delegate. The applicant may have her family/guardian/agent present during the interview. A WeChat, telephone or skype interview may be arranged if the family is not located in Melbourne at the time of the interview.
- d. A formal letter of offer outlining the conditions of the enrolment is forwarded to the family/agent who responds to this letter, in writing, agreeing to the conditions outlined and accepting the place. The family secures this place with payment of the enrolment fee, one semester tuition fees and the health insurance levy. (If a boarding house place is required, one semester boarding fee is also required).
- e. If an enrolment is deferred after the enrolment interview, there is no guarantee of a place at another year level unless a Holding Fee, as specified in the “Schedule of Fees and Charges” is paid. Without payment of the Holding Fee the application will be returned to the application register for the next requested year and year level.
- f. All new students must attend the compulsory intensive English language centre program held at the beginning of their commencement term.

4. Fees and Charges

5.1 All fees are reviewed annually.

5.2 No student may commence until all initial charges (application fee, endowment fee, prep priority fee, required tuition and, if applicable, boarding fees) have been paid.

5.3 Holding Fee

- a. Where a student leaves the school for a period, or where entry is deferred after a place has been confirmed, the place will be held on the payment of a holding fee. If the student returns on an agreed date, the holding fee will be credited to the students account.

5.4 Student Withdrawal

- a. Where a student leaves prior to the completion of Year 12, one full School Terms prior notice is required in writing to the Principal. Where less than one full term’s notice of withdrawal is given in writing to the Principal, a fee in lieu of notice of 13.75% (includes GST) of the annual tuition fee (and 13.75% of the annual boarding fee is applicable) is payable.
- b. Where a boarder changes to daygirl status the same one full term’s notice is required or a fee in lieu of notice equivalent to one term’s boarding fee will be payable. One full term’s notice in writing is required in the case of a student choosing to withdraw from the school. Unless such notice is received in writing by the Principal, the fee in lieu of notice will be payable.

5.5 Billing of Fees

- a. Tuition and boarding fees are billed and are payable in advance in three instalments per year and are reviewed annually by the School Board.
- b. An account is forwarded in January, April and August and is payable within 14 days of the date of invoice.

5.6 Extra Activities

- a. Extra activities offered outside the standard curriculum attract separate charges. Fees are available in a separate schedule that is obtainable on request.