

2.2 – STUDENT ENROLMENT POLICY

ENRICH - LEADER - CHAMPION - STRENGTHEN - EMPOWER - GROW

Policy	
Relevant to	Students, Parents/Guardians, College Council, Principal, Business Manager, Registrar
Responsible Officer	Registrar
Contact Officer	Principal
Authorisation	College Council
Date Introduced	Unknown
Effective Date of Latest Version	26/10/2017
Next Review Date	31/01/2019
Relevant Legislation or Source	
Linked Victory LC Policy	Student Enrolment Terms & Conditions Policy, Privacy Policy, Code of Conduct
Linked Victory LC Procedure	
Linked Victory Guidelines/Manual	Enrolment Agreement, Fee Schedule
Key Words	enrolment, applicant, disability, enrolment agreement, enrolment application form, student
Destination	Policy (P:) drive, College Website, Prospectus

Revision / Modification History			
<i>Date</i>	<i>Version</i>	<i>Summary</i>	<i>Policy/Procedure</i>
Unknown	1		2.2 – Student Enrolment Policy
26/10/2017	2	Policy Reviewed, Updated with support of LEVNT/Moores.	2.2 – Student Enrolment Policy

STUDENT ENROLMENT POLICY



Purpose

The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at Victory Lutheran College.

Implementation

- **Review**
The Principal is responsible for review of this policy.
- **Advice and Support**
The College Council, Business Manager, LEVNT & ISV personnel can give advice on this policy.
- **Communication Strategy**
This policy will be communicated via the College's website and available on the Policy (P:) drive on the College server.

Authorisation of Policy

Responsible Officer: Principal

26/10/2017

Authorised: College Council Chairman

26/10/2017

DEFINITIONS

Applicant	the person/s set out in the Enrolment Applicant Form being the Parents and/or Guardian/s of the child seeking enrolment at the School.
Disability	in relation to a student, means: <ul style="list-style-type: none">(a) total or partial loss of the student's bodily or mental functions; or(b) total or partial loss of a part of the body; or(c) the presence in the body of organisms causing disease or illness; or(d) the presence in the body of organisms capable of causing disease or illness; or(e) the malfunction, malformation or disfigurement of a part of the student's body; or(f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or(g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
Enrolment Agreement	the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
Enrolment Application Form	the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.
Student	the student named in the Enrolment Application.
The Principal	the Principal of the School, or the Principal's authorised representative.
The School	Victory Lutheran College (ABN: 47476534312)

POLICY STATEMENT

1. Rationale

- 1.1 The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the School.

2. General

- 2.1 The School offers a Christ centred education service to applicants regardless of ethnic origin, gender, religion, ability or disability, subject to the terms of this policy.
- 2.2 Applicants are expected to support the mission, values, ethos and policies of the School.
- 2.3 Foundation students must turn 5 years of age by January 31st of the year which they commence their primary schooling and complete their first of school before they turn 7 years of age. In considering students for Foundation, the College will determine their school readiness as part of the enrolment process.

- 2.4 The School will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
- (a) the physical numbers of currently enrolled students;
 - (b) the resources available to cater for the educational needs of students; and
 - (c) the willingness of the Student and the Applicant (where applicable) to comply with the School's policies and procedures.
- 2.5 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
- (a) relevant information is withheld or information provided is found to be inaccurate; or
 - (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the Applicant and the Student involved.

3. PRIORITY ORDER OF ENROLMENT

- 3.1 All Applicants must submit the Enrolment Application Form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the applicant has correctly submitted to the School the Enrolment Application Form and other associated required documentation/fees.
- 3.2 From Foundation onwards, once a Student has commenced at the School, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn.
- 3.3 At the discretion of the Principal, some applications may be given preference for initial offers of enrolment on the basis of criteria such as:
- 1. Siblings of children who are attending (or who have attended) Victory Lutheran College;
 - 2. Children of practising Lutheran families;
 - 3. Children of current staff of Victory Lutheran College;
 - 4. Children whose parents have attended Victory Lutheran College;
 - 5. St John's Lutheran Primary School, Jindera students who enrol into the Year 7 class;
 - 6. Children transferring from other Lutheran Schools;
- 3.4 The School reserves the right to refuse an application or remove an application from the waiting list at the discretion of the Principal.

4. ENROLMENT PROCEDURE

- 4.1 The enrolment procedure is as follows:
- (a) The Applicant is required to:
 - i. complete the Enrolment Application Form, signed by both biological parents (unless court order as provided to the School provides otherwise, or a biological parent is deceased or has lost capacity);
 - ii. submit copies of previous two years of school reports and past NAPLAN reports;
 - iii. a copy of birth certificate;
 - iv. a copy of immunisation records (Foundation to Year 6 only);
 - v. provide any additional information requested by the School to satisfy its Government reporting obligations);
 - vi. pay any Enrolment Application Fees.

- (b) The Applicant, with children born overseas, is required to provide:
 - i. a copy of citizenship documentation, including date they took up residency;
 - ii. a copy of child's passport;
 - iii. a copy of permanent visas.
- (c) The School will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.

4.2 Upon receipt of an Enrolment Application Form:

- (a) The Student's name is registered on the future list for the year and the year level nominated when the review period commences and places are available.
- (b) An interview with the respective Principal or Head of School (or their nominee) is arranged.
- (c) Any learning needs are noted and discussed with parents at the interview. The Applicant may be required to provide additional information before the process can continue to ensure that the School has sufficient information to properly consider the Application.

4.3 A formal offer of a place in the School may be made, once all required information has been provided. A non-refundable Enrolment Confirmation Fee (as set out in the College's Fee Schedule) must be paid to secure the formal offer. This Enrolment Confirmation Fee will be deducted from the first Term's Fee Invoice. If the offer is not accepted within stated due date, the College will assume that the position is no longer required.

4.4 If an offer is secured and Enrolment Confirmation Fee is paid, but the child is withdrawn prior to commencing, the following will occur:

- (a) Child will be offered the option to remain on the College's waiting list;
- (b) Enrolment Confirmation Fee may be refunded, at the discretion of the Principal, based on the timing and reason behind the withdrawal of enrolment.

5. REASONABLE ADJUSTMENTS

5.1 Where information obtained by the School indicates that a Student has a disability, the Principal will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

5.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- (a) the nature of the Student's disability;
- (b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- (d) information provided by, or on behalf of, the Student about his or her preferred adjustments;
- (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;

- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
 - (g) the costs and benefits of making the adjustment.
- 5.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 5.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case, including:
- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). This includes (without limitation):
 - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
 - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - (iii) the effect of the disability of the Student;
 - (iv) the School's financial circumstances and the estimated amount of expenditure required to be made by the School - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (v) the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;
 - (vi) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
 - (vii) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 5.5 The Principal will discuss with the Applicant the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.
- 5.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the School may decline to offer the Student a position or may defer the offer.

6. PRIVACY

- 6.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

If you have any questions in relation to this policy, you can contact the Principal or Registrar.