



Enrolment Policy and Procedures

POLICY CATEGORY: GOVERNANCE

PUBLIC POLICY
STATUS: APPROVED

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1. POLICY OBJECTIVE

Woodleigh School is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known.

Choosing the right school can be one of the most difficult decisions every parent has to face. Woodleigh School strives to ensure that students are treated with respect and courtesy.

It is the responsibility of Woodleigh School's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential.

Woodleigh School is committed to child safety.

Woodleigh School provides students with a strong academic program and offers a range of extra-curricular activities to enable each student to continually grow.

This Policy is designed to be consistent with the philosophy, mission statement, values and ethos of Woodleigh School and provide guidelines and processes to enable appropriate selection and enrolment of students.

1.1. Scope

This policy applies to all Woodleigh School staff, students, parents, guardians, and Board Directors along with prospective parents and prospective guardians and prospective students of Woodleigh School.

2. WOODLEIGH SCHOOL'S DISCRETION TO ACCEPT

Woodleigh School has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. Due to the limited places available, applicants may not be offered a place.

Offers of places are made at the discretion of Woodleigh School and Woodleigh School reserves the right to refuse any application for enrolment without providing a reason.

Places at Woodleigh School are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion.

3. ENROLMENT CRITERIA

We accept enrolments on the basis of date of application. In processing applications, subject to the Principal's discretion, the priority for entry will be:

1. Siblings
2. Staff
3. Scholarships
4. Children of Woodleigh School Alumni
5. Returning past students
6. Date of application

From time to time, the school may apply and be awarded an exemption under the Equal Opportunity Act 2010 to assist in enabling gender equality across year levels – in this case Principal's discretion will apply in accepting enrolments.

4. ENROLMENT PROCESS

The Director of Enrolments and the Principal are responsible for the enrolment process. Woodleigh School will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on Woodleigh School's internet page for further information.

The typical enrolment process outlined below is intended as a guide only. For more information parents are encouraged to call the Enrolments Office.

4.1 Enquiry

Prospective student, parent(s) or guardian(s) makes contact with the Enrolments Office. Woodleigh School is an open entry school and accepts local students at all year levels where places are available.

4.2 Application

Parents or guardians submit an online application for enrolment together with payment of a non-refundable application fee and required documentation. The acceptance of your application will place your child on our waitlist. Please note that this does not guarantee an enrolment

All registered students are placed on our application list for requested entry year and year level.

All applications for enrolment at the school must be completed in accordance with the on-line application for enrolment form. A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Birth Certificate.

Prior to the requested entry year, a member of the Enrolments Team will contact families to confirm their intent to proceed with the application. Additional student supporting documentation will be requested and collected prior to interview; this may include recent school reports and copies of student testing.

4.3 Interview

Families are invited to attend an enrolment interview with the Head of Campus or their delegate.

4.4 Offer

Subject to a successful interview, Woodleigh School makes an offer. Places at Woodleigh School are offered according to waitlist priorities, in order of the date of application, at the Principal's discretion, and taking into account any special circumstances. Woodleigh also reserves the right to withdraw an offer at any time, prior to acceptance.

4.5 Enrolment Confirmation

Upon receiving an offer for a place at the school, parents have 14 days to accept the offer by completing and returning the enrolment acceptance documentation together with payment of the non-refundable Student Entry Fee. Where the offer is not accepted within 14 days by completing these actions, the offer will lapse and Woodleigh School may offer the place to another prospective student. Woodleigh reserves the right to withdraw an offer at any time, prior to acceptance.

5. WITHDRAWALS

Parents must give one term's notice in writing to the Principal of the intention to withdraw a student from Woodleigh School. If the required notice is not given, a charge equivalent to a term's fees will apply. This notice period may be reduced or waived in special circumstances at the discretion of the Principal.

6. ANTI-DISCRIMINATION

Woodleigh is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our relevant school policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

7. WOODLEIGH SCHOOL'S DISCRETION TO EXPEL

A student may be asked to leave Woodleigh School if their conduct or performance is unsatisfactory or they fail to obey Woodleigh School's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

The grounds on which a student may be expelled includes, but is not limited to:

- Unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with School rules, codes of conduct, policies and procedures, or
- Upon identification, that misleading or inaccurate information was provided to the School.

Each person who signs the Enrolment Contract accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student.

Fees continue to be payable if a student is suspended from the School. In cases where a student's enrolment is terminated by a decision of the School, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

8. IMPLICATIONS FOR PRACTICE

8.1 At Board / Principal Level

To properly implement this policy, Woodleigh School, the Board and/or the Principal must ensure:

- That this policy is endorsed on an annual basis;
- That copies of this policy, or an appropriate extract, are made available to prospective parents and prospective students, for example on the Woodleigh School website; and
- That this policy is incorporated into the Board / Principal's record of current policies.

8.2 At Other Levels

To properly implement this policy, all Woodleigh School's prospective parents will be required to sign the relevant terms and conditions of enrolment.

9. QUESTIONS

Any questions about our enrolment policy, should be directed to the School Director of Enrolments or the Principal.

10. RELATED POLICIES, PROCEDURES AND LEGISLATION

Woodleigh School policy and procedure linkage :

- Child Protection and Safety Policy
- Child Safety Code of Conduct
- Mandatory Reporting Policy and Procedures
- Working with Children Check (WWCC) Procedure

- Privacy Policy
- Student Diversity and Inclusion Policy (In development)

10.1 Related Legislative Instruments

The following legislation, standards and regulations apply and this policy aligns with these mandated requirements:

- Privacy Policy
- Privacy Act 1988 (Cth)
- Ministerial Order 870;
- Education and Training Reform Act 2006 (Vic);
- Child Wellbeing and Safety Act 2005 (Vic);

Further information on this policy can be obtained from:

The Principal's Office

POLICY APPROVAL STATUS

POLICY RISK RATING	POLICY REFERENCE	WOODLEIGH	BOARD
High	AE4141	Approved	Approved
DATE WOODLEIGH APPROVAL		DATE BOARD APPROVAL	
2 nd June 2021		2 nd June 2021	