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## Enrolment Policy

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*Choosing the right school can be one of the most difficult decisions every parent has to face. Alphington Grammar School ("AGS") endeavours to provide a safe and positive learning environment that encourages the development of each child's potential. The School provides students with strong academic and pastoral care programs and offers a range of extra-curricular activities to enable each student to continually develop.*

### 1. Purpose:

- 1.1. The purpose of this Enrolment Policy is to provide clear principles and requirements for prospective students seeking admission to Alphington Grammar School, that are consistent with the philosophy, aims and ethos of the School.

### 2. Scope:

- 2.1. This Policy, as updated periodically, applies to parents, students, prospective parents and prospective students of Alphington Grammar School. Parents/Parent Liaisons should read this Policy when applying for a place at the School for their child. It should be read in conjunction with the Terms and Conditions of Enrolment and Fee Schedules, all published on the School's website and updated as operational matters arise.

### 3. Principles:

- 3.1. Alphington Grammar School is committed to providing a safe, respectful and inclusive School environment and ensuring that all students and prospective students are treated fairly and with dignity in accordance with the School's equal opportunity obligations under both State and Commonwealth legislation.
- 3.2. The School will publish clear criteria as to the basis on which admissions are made.
- 3.3. The School will provide accurate information about the enrolment process including information about the School, the range of services offered and the School's expectations of parental and student behaviour so that parents are in a position to make fully informed choices when entering into an enrolment agreement with the School.
- 3.4. The School values diversity and this principle shapes the way in which the School's admissions criteria are applied.
- 3.5. The School requires, prepares and retains accurate records of School enrolments that comply with its State and Commonwealth legal and regulatory requirements.
- 3.6. A proportion of funds raised or fees collected by the School may be used to support the operation of the Early Learning Centre.

### 4. Responsibilities:

- 4.1. The School Board and Senior Management Team are responsible for approving the criteria for admission, and the terms and conditions outlined in the AGS – Terms and Condition of Enrolment.
- 4.2. The Principal and Registrar are responsible for the Enrolment Process.

## **5. Enrolment Eligibility (Prep to Year 12):**

- 5.1. Children must be:
  - Five (5) years old by 30<sup>th</sup> April in the year they enter Prep.
- 5.2. To enrol as a domestic student, students must also be either:
  - an Australian citizen;
  - a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative);
  - holder of an Australian permanent residency visa; or
  - holder of an Australian permanent humanitarian visa.
- 5.3. For overseas students, refer to the Overseas Students Policy is available on the School's website.

## **6. Enrolment Eligibility & Criteria (Early Learning Centre)**

- 6.1. Alphington Grammar School Early Learning Centre is a co-educational facility offering places for children in 3 Year Old ELC & 4 Year Old ELC.
- 6.2. Alphington Grammar School ELC operates Monday to Friday 08.30am – 3.00pm.
- 6.3. 3 Year Old ELC is a three (3) days per week program, with families choosing preference of days from Monday to Friday (where available).
- 6.4. 4 Year Old ELC is a three (3) to five (5) days per week program. Families may choose a minimum of three (3) days per week and a maximum of five (5) days per week attendance for their child (where available).
- 6.5. The multi-aged grouping of children offers unique opportunities for learning and development. Alphington Grammar School ELC's stimulating play-based environment promotes our philosophy that 'happy and engaged children learn best'.
- 6.6. Children must be:
  - Three (3) years old by the commencement of school in the year they enter 3 Year Old ELC.
  - Four (4) years old by 30<sup>th</sup> April in the year they enter 4 Year Old ELC.
- 6.7. In order to enrol, children must also be either:
  - an Australian citizen;
  - a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative);
  - holder of an Australian permanent residency visa; or
  - holder of an Australian permanent humanitarian visa.
- 6.8. Children must be toilet-trained prior the commencement of ELC.
- 6.9. Enrolment in the Alphington Grammar School 4 Year Old ELC Kindergarten program is an acknowledgement that you are choosing Alphington Grammar School as your official 4 year old kindergarten place. If this is an issue, please discuss with the ELC Coordinator before proceeding with enrolment.
- 6.10. Alphington Grammar School ELC does not take part in any Government Kindergarten Fee Rebate Scheme. All fees and charges are fully payable.
- 6.11. Enrolments will be accepted provided:
  - The maximum daily attendance does not exceed the approved number of places of the service;
  - Child-Educator ratios are maintained across the service, and
  - A vacancy is available

## **7. Application & Enrolment Process:**

- 7.1. It is recommended that Parents/Parents Liaisons submit an Application for Enrolment Form as early as possible.
- 7.2. Application for Enrolment Forms are available online (via the School's website) and must be accompanied by the following:
  - a copy of the child's Australian birth certificate and/or passport;
  - immunisation status by provision of a Child Immunisation History Statement. (ELC students must be up to date with vaccinations for their age OR provide evidence they are on a catch-up schedule OR provide evidence of a medical condition preventing the child from being fully vaccinated. Refer to 'No Jab, No Play Law, 01.01.2016)
  - any diagnostic reports/additional information if Additional Learning Needs have been noted for the child
  - a copy of a Visa Grant Notice (if applicable);
  - payment of a non-refundable application fee (as amended from time to time) of AUD \$120 (inclusive of GST) per student;
  - Contact details and signatures of all legal parents/guardians/individuals with parental rights at the time of application;
  - any applicable Court Orders currently in place and/or to explain absence of multiple signatures as mentioned above;
- 7.3. Receipt of the Application for Enrolment Form and associated documents does not guarantee an interview, offer or a placement at the School, but constitutes an expression of interest.
- 7.4. Alphington Grammar School will obtain information during the application and enrolment process as noted below. Prospective parents and students are directed to the Privacy Policy located on the School's website for further information regarding handling and storage of personal information.
- 7.5. The disclosure of all medical, physical, psychological/psychometric and educational testing information relating to a child's application is a condition of the acceptance of their enrolment at the School. Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs, progress and success.
- 7.6. It is important that any additional needs of the Applicant are advised to the School at the time of submitting the Application for Enrolment or during the Enrolment Process (below). Failure to provide all required information, or the provision of misleading information, may result in the School declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the School.
- 7.7. The Registrar/Admissions Department will contact families when the enrolment process for their child's year of entry commences. For students seeking Year 7 entry, enrolment starts two years prior, for all other year levels, it is one year prior.
- 7.8. At this time, the Registrar will request the following documents/information in order to complete a student's file:
  - 2 x most recent School Reports (and if applicable, provision of a certified English translation);
  - Most recent NAPLAN results (if applicable)
  - Any new or updated diagnostic reports not provided at the time of Application



- Any other information such as Individual Education Plans etc.
  - Any new or updated information pertaining to Court Orders or Parental Agreements
  - Students seeking entry into Years 5, 6, 8, 9, 10 or 11 will be asked to provide the email address of a Teacher/Coordinator at their current school to complete a Student Reference Form. This is a requirement of entry into the year levels above and a student's file is not considered complete until this has been returned to the school. The Reference Form covers topics such as student attendance and behaviour, details regarding any suspensions and attitudes towards school work and peers.
- 7.9. All communication should follow the established guidelines to help maintain a respectful and effective partnership between parents and the School.

## **8. Alphington Grammar School's Discretion to Accept:**

- 8.1. Alphington Grammar School has limited places that can be offered each year with waiting lists across year levels. The exact number of positions available will vary each year at the discretion of the School.
- 8.2. Due to the limited number of places available, applicants may not be offered an interview and/or a place.
- 8.3. Offers of places are made at the discretion of Alphington Grammar School and the School reserves the right to lawfully refuse any application for enrolment without providing a reason.
- 8.4. At the discretion of Alphington Grammar School, some applicants may be given preference after taking into account the following factors:
  - if they are a sibling of a current student at the school or have another connection to AGS (ie. family association to the school, child of alumnae, children of staff etc);
  - if they are enrolling in ELC with the intention of continuing their education into Prep at Alphington Grammar School;
  - date the Application of Enrolment Form was submitted;
  - student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student);
  - academic record;
  - whether reasonable adjustments can be made by the School to meet the educational needs of a student;

## **9. Interview:**

- 9.1. After completed applications have been assessed, applicants may be invited to attend an interview with their parents.
- 9.2. Interviews for students entering Primary or Secondary School will be conducted by the Principal or a senior employee nominated by the Principal (Principal's delegate) and allows Alphington Grammar School to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment at Alphington Grammar School.
- 9.3. ELC interviews will be conducted by the ELC Coordinator and will provide the family with information about the service including, but not limited to,



programming methods, meals, incursion/excursions, inclusion, policies, procedures, signing in and out procedure, the National Quality Framework, room routines and teachers in the ELC. Families will be invited to ask any questions they may have.

- 9.4. These interviews are fundamental to the enrolment process and require students to articulate how they will benefit from the education the School provides. Equally, they provide an opportunity for parents to find out more about the School and ensure they are willing to commit to its values, policies and procedures.

#### **10. Formal Offers:**

- 10.1. When an applicant is accepted, parents will be sent a Letter of Offer with a Confirmation of Enrolment Form, Terms and Conditions of Enrolment and Current Fee Schedule.
- 10.2. Upon receiving this letter, parents are required to complete, sign and return the forms to the Registrar by the due date, together with a payment of a non-refundable Confirmation of Enrolment Fee of \$1,250 (per child). This sum may vary from time to time at the discretion of Alphington Grammar School.
- 10.3. In accepting a formal offer, you agree to the Terms and Conditions of Enrolment, the School Enrolment Policy and its rules, policies and procedures, the Behaviour for Learning Policy, Parent Code of Conduct and all other Policies as outlined on the School Website.
- 10.4. In accepting a formal offer for ELC, parents and parent liaisons also agree to providing Alphington Grammar School with an updated Immunisation History Statement within two months of the child's commencement in the ELC.
- 10.5. In accepting a formal offer, you agree to use the Edstart service for the payment of school fees. More information and registration information can be found here: <https://edstart.com.au/alphington>.
- 10.6. Fees and Charges are set by the School Board. Fees are reviewed annually and are subject to change from year to year. Fees Schedules will be made available to current families and Applicants (who will be bound by its terms) in Term 3 each year for the subsequent year. Fee Schedules will be available on the school website.
- 10.7. Once a student has commenced, their enrolment is continuous through to Year 12 unless the Student is withdrawn at the initiative of the Applicant or the School.

#### **11. Cancellation or Deferral of Enrolment:**

- 11.1. Where a place is accepted but is not subsequently taken up, the place and the enrolment fee will be forfeited to the School. Enrolment Acceptance Fees cannot be transferred to another student.
- 11.2. A request to defer an accepted placement to another year of entry can only be made once. AGS cannot guarantee the placement will be available at that time, especially if the deferred year of entry is not a main intake year level. In the case of a new placement not being available to the student, the Acceptance Fee will be forfeited to the School.

#### **12. Withdrawals:**

- 12.1. Any individual who has accepted responsibility for the payment of fees must give one (1) full term's notice in writing to the Principal of the intended removal of a student from the School. One term notice is considered to be notice given prior to the commencement of the first day of the student's final term. Failure to comply will incur a





fee equivalent to 25% of the Annual Fees and Charges applicable for the Student's year level plus any wasted costs incurred for pre-booked trips, and the reimbursement of any scholarship benefits already received. Parents will also be liable for the full cost of any experiential programs, such as the Global Gateways Program.

- 12.2. If a student leaves during the term without the appropriate notice, no refund will be made for the remainder of the term.
- 12.3. An individual accepts responsibility for payment of fees by signing the Enrolment Agreement, a Fee Payment form or a Fee Payment Variation form.

### **13. Alphington Grammar School's Discretion to Remove a Student:**

- 13.1. All students and, where applicable, their parents, are required to abide by the School rules and policies, as published on the School website and Learning Management System, or otherwise communicated.
- 13.2. Failure to abide by the School rules and policies may result in disciplinary action for the student.
- 13.3. A student may be asked to leave Alphington Grammar School if their conduct or performance is unsatisfactory, they breach the Student's Behaviour for Learning Policy, or if they fail to obey Alphington Grammar School's rules and policies, or an appropriate direction of the Principal (or delegate).
- 13.4. A student may also be asked to leave the School if their parents breach the School Parent Code of Conduct or their conduct is otherwise unsatisfactory.
- 13.5. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

### **14. Australian Consumer Law Protections:**

- 14.1. The School ensures we abide by the provisions of the Australian Consumer Law. The School ensures that we do not:
  - engage in conduct that is misleading or deceptive or is likely to mislead or deceive;
  - engage in unacceptable conduct;
  - have unfair contract terms within our contracts with students; and
  - provide false or misleading representations about goods or services provided by the School.

### **15. Related Policies and Documents:**

- 15.1. Application Form.
- 15.2. Confirmation of Enrolment Form.
- 15.3. Fee Schedules.
- 15.4. Terms and Conditions of Enrolment
- 15.5. International Student Additional Terms and Condition of Enrolment
- 15.6. Deferring, Suspending or Cancelling an International Student's Enrolment Policy
- 15.7. Letter of Offer.
- 15.8. Student Handbook.
- 15.9. Behaviour for Learning Policy.
- 15.10. Privacy Policy.
- 15.11. Complaints Policy.
- 15.12. Child Safety Policy.

- 15.13. Anti-Bullying Policy.
- 15.14. Attendance Policy.
- 15.15. Uniform Policy.
- 15.16. Parent Code of Conduct Policy.
- 15.17. ELC Orientation Policy
- 15.18. ELC Inclusion and Equity Policy

## 16. Definitions

Term	Definition
Individual	any person who wishes to enrol their children at the School and who signs an enrolment agreement with the School agreeing to abide by the Conditions of Enrolment and be responsible for the payment of fees.
Applicant	any student wishing to gain a position at the School.
Parents/Parent Liaisons	means and includes the natural and/or adoptive parents of the student and/or the guardians of the student whether appointed guardians by order of any court or otherwise and, where relevant, includes a person/s who have agreed to be responsible for payments of fees and sundry charges.
the School	means Alphington Grammar School.
School Rules and Policies	means a collective description for any and all policies, rules, regulations and guidelines of the School that may be detailed in the Confirmation of Enrolment, the annual Business Regulations, the annual Fee Schedule, the School newsletter and or otherwise published on the School website. The School Rules and Policies may be varied, amended, and or withdrawn from time to time without notice. Where appropriate, revisions will be published on the website unless withdrawn entirely.