
Enrolment Policy

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 Students 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/Parent Liaisons, Students, prospective Parents/Parent Liaisons 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, Fee Schedules and all other relevant policies, as 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 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/Parent Liaisons are in a position to make fully informed choices when entering into an enrolment agreement with the School.
- 3.3. The School values diversity and this principle shapes the way in which the School's admissions criteria are applied.
- 3.4. The School requires, prepares and retains accurate records of School enrolments that comply with its State and Commonwealth legal and regulatory requirements.
- 3.5. 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. Entry Points

- 5.1. The main entry points into the School are:
- Three-year-old kindergarten (first year in our Early Learning Centre)
 - Four-year-old kindergarten (second year in our Early Learning Centre)
 - Prep
 - Year 5
 - Year 7
- 5.2. Entry into other year levels is subject to the availability of places and is determined at the discretion of the Principal.
- 5.3. The School does not offer entry into Year 12.

6. Prep to Year 11 Enrolment Eligibility:

- 6.1. Children must be:
- Five (5) years old by 30th April in the year they enter Prep.
- 6.2. To enrol as a domestic Student, Students must 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.
- 6.3. For overseas Students, refer to the Overseas Student Enrolment Checklist and Overseas Additional Terms & Conditions of Enrolment available on the School's website.

7. Early Learning Centre Enrolment Eligibility & Criteria

- 7.1. Alphington Grammar School Early Learning Centre is a co-educational facility offering places for children in 3-Year-Old ELC & 4-Year-Old ELC, operating Monday to Friday 08.30am – 3.00pm. 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'.
- 7.2. 3-Year-Old ELC is a three (3) days per week program, with families choosing preference of days from Monday to Friday (where available).
- 7.3. 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).
- 7.4. Any variation to the days of attendance is at the discretion of the ELC Coordinator and Principal and is subject to the availability of places.
- 7.5. 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 30th April in the year they enter 4-Year-Old ELC.
 - Fully toilet trained prior to the commencement of ELC
 - Up to date with their immunisations, as required by the 'No Jab, No Play' legislation which came into effect on 1 January 2016. Information regarding the legislation can be found online.
- 7.6. Children must 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.
- 7.7. 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.
- 7.8. Alphington Grammar School ELC does not take part in any Government Kindergarten Fee Rebate Scheme. All fees and charges are fully payable.
- 7.9. A child's readiness for admission into the ELC will be determined by the ELC Coordinator at time of the Enrolment Interview. Examples of factors that will be considered can include and are not limited to:
- Physical Independence
 - Social Maturity
 - Language and communication
 - Separation readiness
- 7.10. Child-Educator ratios will be maintained across the service and maximum daily attendance will not exceed the approved number of places of the service (22 children each day) as per Government guidelines.

8. Application Process:

- 8.1. Before submitting an Application for Enrolment form, families of prospective Students are encouraged to:
- Browse the School's website: www.alphington.vic.edu.au
 - Review all relevant policies and procedures available on the website.
 - Attend School Tours and Open Days, as advertised on the School's website, to gain an understanding of the School's curriculum, mission and values.
- 8.2. It is recommended that Parents/Parents Liaisons submit an Application for Enrolment Form as early as possible. 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;
 - Child Immunisation History Statement from the Australian Immunisation Register.
 - 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/Parent Liaisons/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;
- 8.3. 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 only.

9. Discretion to Proceed and Priority of Progression:

- 9.1. 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.
- 9.2. Due to the limited number of places available, not all Students will be offered an interview and/or a place.
- 9.3. At the discretion of Alphington Grammar School, some Students may be given preference after taking into account a range of criteria, including but not limited to the following:
 - if they are a sibling of a current Student at the School or have another connection to AGS (ie. family association to the School, they are a sibling or child of alumni, 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 for Enrolment Form was submitted;
 - family with multiple applications submitted for the same year of entry or future years of entry;
 - 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, attendance and behavioural records;
 - whether reasonable adjustments can be made by the School to meet the educational needs of a Student;
- 9.4. Progression through the Enrolment Process and offers of places are made at the discretion of Alphington Grammar School. The School reserves the right to lawfully refuse any application for enrolment without providing a reason and to offer an interview or place to any Student, irrespective of the date of submission of the Application for Enrolment Form.
- 9.5. The School does not disclose placement of a prospective Student on the waiting list, nor will it provide specific feedback regarding the timing of an interview or offer of enrolment.

10. Enrolment Process

- 10.1. 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 commences one year prior. Request for additional information at this stage does not guarantee an interview or offer of enrolment.
- 10.2. The Registrar will request the following documents/information in order to complete a Student's file (if applicable):
 - 2 x most recent School Reports (and if applicable, provision of a certified English translation);
 - Most recent NAPLAN results
 - 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 (Primary)/Year Level Coordinator (Secondary) 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 Student Reference Form covers topics such as Student attendance and behaviour, details regarding any suspensions and attitudes towards schoolwork and peers.
- 10.3. Files must be completed as per above in order to proceed.
 - 10.4. Families are asked to ensure contact details are kept up to date with the School. An application may be removed from the waiting list if after repeated attempts, the Applicant is unable to be contacted or relevant information is not provided as per 10.2.
 - 10.5. During the application and enrolment process, Alphington Grammar School collects personal information. The collection, use, storage, and disclosure of this information is managed in accordance with the School's Privacy Policy, available on the School's website.
 - 10.6. The disclosure of all medical, physical, psychological/psychometric and educational testing information relating to a Student'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.
 - 10.7. It is important that any additional needs of the Student 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.
 - 10.8. All communication should follow the established guidelines to help maintain a respectful and effective partnership between Parents/Parent Liaisons and the School.

11. Interview:

- 11.1. After completed applications have been assessed, Students may be invited to attend an interview with their Parents/Parent Liaisons.
- 11.2. 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/Parent Liaisons the opportunity to discuss the potential enrolment at Alphington Grammar School.
- 11.3. 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. During this time, the ELC Coordinator will determine school readiness as outlined in 7.9. Families will be invited to ask any questions they may



have.

- 11.4. 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/Parent Liaisons to find out more about the School and ensure they are willing to commit to its values, policies and procedures.
- 11.5. Attending a pre-enrolment interview does not guarantee a place at the School and is not an Offer of Enrolment.

12. Formal Offers and Acceptance of Placement:

- 12.1. If an Offer of Enrolment is received, Applicants must confirm their Acceptance of Placement and agree to the attached Enrolment Agreement which include these Terms and Conditions of Enrolment (as varied from time to time) by:
 - signing and returning the Acceptance of Placement form by the specified due date; and
 - paying a non-refundable, non-transferable Acceptance of Placement Fee of AUD\$1250 per Student by the specified due date. This sum may vary from time to time at the discretion of Alphington Grammar School.
- 12.2. In signing the Acceptance of Placement, Applicants agree to the Terms & Conditions of Enrolment and the School's Rules, Policies and Procedures, which may be changed during the period of enrolment at the discretion of the School.
- 12.3. In accepting a formal offer for ELC, Applicants also agree to the ELC Orientation Program and Toileting Policy and to provide Alphington Grammar School with an updated Immunisation History Statement within two months of the child's commencement in the ELC.
- 12.4. In accepting a formal offer, Applicants agree to provide updated contact details when applicable, notify the School of any changes in custody arrangements and to notify the School of any changes in medical or additional learning needs.
- 12.5. 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.
- 12.6. In accepting a formal offer, Applicants 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>.
- 12.7. 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.
- 12.8. 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.

13. Cancellation or Deferral of Enrolment:

- 13.1. 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.
- 13.2. A request to defer an accepted placement to another year of entry can only be made once and to a year level no later than Year 9. The School 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.

14. Withdrawals:

- 14.1. If the Applicants wish to withdraw the Student from the School, the Applicants must provide the School with at least one (1) full term's notice in writing and pay the School any wasted costs, including non-refundable amounts for pre-booked trips. One term's notice is considered to be notice given prior to the commencement of the first day of the Student's final term.
- 14.2. 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. Parents/Parent Liaisons will also be liable for the full cost of any experiential programs, such as the Global Gateways Program.
- 14.3. If a Student leaves during the term without the appropriate notice, no refund will be made for the remainder of the Fees and Charges for that term.
- 14.4. Students who hold fee concessions for Scholarships and bursaries must complete the full years of the award otherwise the Applicants must make full reimbursement of the concession.
- 14.5. An individual accepts responsibility for payment of fees by signing the Enrolment Agreement, a Fee Payment form or a Fee Payment Variation form.
- 14.6. Alphington Grammar School does not allow for the readmission of a Student once exited. Upon withdrawal, Students and families will not be entitled to the services and privileges provided by the School.

15. Alphington Grammar School's Discretion to Remove a Student:

- 15.1. All Students and, where applicable, their Parents/Parent Liaisons, are required to abide by the School rules and policies, as published on the School website and Learning Management System, or otherwise communicated.
- 15.2. Failure to abide by the School rules and policies may result in disciplinary action for the Student.
- 15.3. A Student may be asked to leave Alphington Grammar School if their conduct or performance is unsatisfactory, if 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).
- 15.4. A Student may also be asked to leave the School if their Parents/Parent Liaisons breach the School Parent Code of Conduct or their conduct is otherwise unsatisfactory.
- 15.5. Any decision to suspend or expel a Student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.
- 15.6. Applicants should refer to Termination of Enrolment section in the Terms and Conditions of Enrolment.

16. Australian Consumer Law Protections:

- 16.1. 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.

17. Related Policies and Documents:

- 17.1. Application Form.
- 17.2. Acceptance of Placement Form.
- 17.3. Fee Schedules.
- 17.4. Terms and Conditions of Enrolment and Business Terms
- 17.5. Overseas Student Additional Terms and Condition of Enrolment
- 17.6. Deferring, Suspending or Cancelling an Overseas Student's Enrolment Policy
- 17.7. Letter of Offer.
- 17.8. Student Handbook.
- 17.9. Behaviour for Learning Policy.
- 17.10. Privacy Policy.
- 17.11. Complaints Policy.
- 17.12. Child Safety Policy.
- 17.13. Anti-Bullying Policy.
- 17.14. Attendance Policy.
- 17.15. Uniform Policy.
- 17.16. Parent Code of Conduct Policy.
- 17.17. ELC Orientation Policy
- 17.18. ELC Inclusion and Equity Policy

18. Definitions

Term	Definition
Individual/Applicant	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.
Student/Child(ren)	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 Enrolment Agreement, 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.