

Enrolment Policy

Audience: School Community

Definitions

Parents and/or guardians: the person/s legally responsible for the care, welfare and development of the student including, but is/are not limited to, a parent or guardian or foster parent.

Student: the student named in the enrolment application to whose enrolment this agreement applies.

ELC: Early Learning Centre/s

Pre-Kinder: an Early Learning Program for those turning 3 years old before 30 April. NB: students must be 3 years old before they can commence, independently, in the pre-kinder program.

Pre-Prep: an Early Learning Program for those turning 4 years old before 30 April.

Rationale

St Paul's Anglican Grammar School ("the School") is a co-educational and multi-campus School that provides an extensive and integrated range of academic, cultural, sporting and social programs from Early Learning to Year 12. Our mission is to provide opportunities for young people to grow, thrive, fulfil their potential and contribute to the world around them.

Founded by local families and built on the ethos of the Anglican Church, St Paul's Anglican Grammar School is a community that values learning in all its forms. Students at the School come from a range of different social, cultural and economic backgrounds. The diverse nature of the student body enriches and benefits the entire School community.

St Paul's is an Anglican School and, as such, respect for the Christian faith and student participation in Christian Studies classes, Chapel or Church Services is required. Neither students nor parents/guardians are expected to have an Anglican or Christian faith, but to respect the fact that the school ethos is such. Equally, the School respects the diversity of faiths and beliefs of our entire school community.

Our School values of integrity, wisdom, compassion and respect are the basis upon which we seek to conduct ourselves in all of our undertakings.

General principles

All families are expected to support the ethos, culture and policies of the School.

Parents and students are expected to abide by all School policies.

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:

- the physical numbers of currently enrolled students;
- the resources available to cater for the educational needs of students;
- the willingness of the student and the student's family (where applicable) to comply with the School's policies and procedures.

An enrolment offer may be withdrawn, prior to commencement, regardless of the availability of places, in situations where:

- relevant information is withheld or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of a family and/or student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the family involved.

If a student is to be withdrawn, one full school term's notice is required. Failure to comply with the above will incur a fee equivalent to one quarter the annual tuition fees and charges. In addition, a term's notice, in writing to the Head of the activity, is required of the intended removal of a student from a co-curricular activity for which he or she has been enrolled.

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.

Priority Order of Enrolment

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.

From Prep onwards, once a student has commenced at the School, their enrolment is continuous through to Year 12 unless the student is formally withdrawn. At the discretion of the School, some applications may be given preference on the waiting list on the basis of criteria such as:

1. Siblings of current or past students of the School. However, in order to benefit from this priority, siblings should be enrolled before the end of Term 1 of the year before their expected year of attendance. Siblings whose application forms are received after this date will only have priority over other applicants enrolled at the same time or later.
2. Children of members of staff. Similarly, to benefit from this priority, applications should be received before the end of Term 1. However, exceptions may be made for children of staff who are moving to the area to take up their position and whose position was not offered until later in the year.
3. Children of alumni whose applications are received before the end of Term 1.

4. Students wishing to change campus. However, if the family is moving to the area the students will be given a higher priority than if the family is not.
5. Other places will be offered on the basis of the date of enrolment application (along with any fees payable).
6. Places will not normally be offered to children of families with any substantial debts to the School.

The School reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

Allocation of Places – Early Learning Centre (ELCs)

The enrolment procedure is as follows:

1. Parents wishing to enrol their child in the ELC (Warragul and Traralgon) commence the process by completing an Application for Enrolment Form, and returning it with a non refundable application fee of \$100 (with \$50 for each additional lodgement), a copy of their child's Immunisation History Statement and a copy of their child's birth certificate or passport.
2. Applications are received and recorded on the ELC waiting list according to the date of lodgement. Places are offered for the start of each year from May of the previous year; however, places may be offered during the year if a vacancy occurs.
3. The School will send a letter to the parent/guardian acknowledging their receipt of the application and advising them of the enrolment procedures. Priority is given in the following order:
 - a. Priority of places in the Pre-Kinder program will be given:
 - i. to children for whom a Prep application has been received, and a commitment is shown by paying the Prep holding deposit of \$500 within the first 6 months of attending. (NB: teacher recommendation in regard to school readiness will be considered.)
 - b. Priority for places in the Pre-Prep program will be given:
 - i. to children for whom a Prep application has been received, together with the Prep holding deposit (NB: teacher recommendation in regard to school readiness will also be considered.
 - ii. To children who have attended the Pre-Kinder program (after timely sibling and staff places have been assigned)
4. As part of the assessment and interview process the School may ask the parents to provide more information about the student. Where a student has a disability the School will endeavour to support the student's needs in accordance with this Policy and its legislative obligations.
5. Places in the ELC are not offered on an ongoing basis. All places are offered on an annual basis only. The priority status for each child is reviewed annually according to the enrolment priority categories as stipulated above.
6. If a place is available, parents will be contacted and asked to meet with the Head of ELC to discuss their family's requirements.
7. Places may be offered following this meeting/interview.
8. A signed acceptance form must be returned to the School within two weeks to secure a child's place.

9. The School will not provide written notification if a place is not available. All applicants will remain on a waiting list, and families on the waiting list will be asked to renew their interest each April/May.

Allocation of Places – Prep to Year 12

The enrolment procedure is as follows:

1. Parents wishing to enrol their child in the Junior or Secondary Schools (Warragul or Traralgon) commence the process by completing an Application for Enrolment Form, and returning it with a non-refundable application fee of \$100 (with \$50 for each additional lodgement), a copy of their child's most recent school report and NAPLAN testing (if applicable) and a copy of their child's birth certificate or passport.
2. Applications are received and recorded on the waiting list according to the date of lodgement.
3. The School will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.

Upon receipt of an application form:

1. An interview with the respective Head of School (or their nominee) is arranged.
2. Any special needs are noted and discussed with parents at the interview. Parents and/or guardians may be required to provide additional information before the process can continue. Where a student has a disability the School will endeavour to support the student's needs in accordance with its Policy and its legislative obligations.
3. A formal offer of a place in the School may be made, once all required information has been provided.
4. Once an Acceptance of Place offer form and non-refundable and enrolment 'fee in advance' of \$500 is received, and any other conditions of the place offer have been met, the place is secured.
5. The enrolment fee is non-refundable and non-transferable if the child does not enter the School on the agreed start date.

It is assumed that Year 6 students graduating from the Junior School will automatically continue to the Secondary School at their respective campus. Similarly, it is assumed that Traralgon Campus Year 10 students will automatically continue on to Year 11 at the Warragul Campus. No re-enrolment is required. If a student is being withdrawn, the family will need to notify the school. As per the Enrolment Policy and Agreement, a term's notice is required where parents intend to withdraw their child.

Overseas Students

Australian law requires students who are not Australian citizens or permanent residents to obtain an Australian student visa prior to entering Australia.

Enrolments for full fee paying overseas students (FFPOS) are conducted as for Prep-12 above, with the following variation:

1. A full fee paying students is defined as a student whose visa status, under Australian Immigration law does not make them eligible for be charged Australian domestic educational tuition fees.
2. All FFPOS applications must be accompanied by the following documentation:
 - A copy of an Australian English Assessment Standard (AEAS) test report;

- A copy of the passport/visa;
 - A copy of the most recent school report (certified English translation required);
 - Full details of welfare guardian, if the family is not residing locally.
3. The family attends an enrolment interview with the respective Head of School or their delegate (one or both parents, the welfare guardian and the student are required). A telephone or Skype interview may be arranged if the family is not located locally at the time of the interview.
 4. The Head of Careers is consulted in regard to post school options and the necessary VISA requirements.
 5. The applicant may also be required to complete St Paul's English language testing.
 6. 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, (two term's tuition fees and the health insurance levy).
 7. If an enrolment is deferred after the enrolment interview, there is no guarantee of a place at another year level, unless a holding fee for that level 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.

Scholarships

Please refer to the St Paul's Scholarship Information. This is available from the Scholarships Officer.

Waiting Lists

Where places are not immediately available on the basis of the application of these priority rules, a waiting list is maintained by the School. Every effort will be made to give parents realistic advice on their child's likelihood of obtaining a place at the School. In general, places are allocated in the middle of the preceding year. Places not taken up will then be offered according to the priority position on the waiting list.

Version 1

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