

# ENROLMENT POLICY AND AGREEMENT



# ENROLMENT PROCESS

## MAKE YOUR ENQUIRY

Call us on 5623 5833 (Warragul) or 5175 0133 (Traralgon)

Email us at [enrolments@stpaulsags.vic.edu.au](mailto:enrolments@stpaulsags.vic.edu.au)

Enquire online at [stpaulsags.vic.edu.au/enrolment/](http://stpaulsags.vic.edu.au/enrolment/)

## TAKE A TOUR

Book a personal or scheduled School Tour at:  
[stpaulsags.vic.edu.au/school-tours-registration/](http://stpaulsags.vic.edu.au/school-tours-registration/)

Or visit [stpaulsags.vic.edu.au/enrolment/visit-us-for-a-tour/](http://stpaulsags.vic.edu.au/enrolment/visit-us-for-a-tour/) to view a range of videos that showcase our facilities.

## SUBMIT YOUR ENROLMENT FORM

You can complete the Online Application:  
[spags.digistormenrol.com.au/applications/enrolment](http://spags.digistormenrol.com.au/applications/enrolment)

Or submit your Enrolment Application Form via:  
email to [enrolments@stpaulsags.vic.edu.au](mailto:enrolments@stpaulsags.vic.edu.au)  
or by posting to our office.

If a place is available we will contact you with a conditional offer.

## OFFER AND INTERVIEW

Following the Return of Offer we will arrange an interview, in person or via videoconference, for you and your child to meet the relevant Head of School and begin to get to know each other.

Following the interview, we will confirm your child's place.

## TRANSITION PERIOD

We then keep you regularly updated with events including: Transition Sessions, Friendship Morning (Year 7), Orientation Day and Early Commencement for Year 8 through to Year 12.

## YOUR CHILD'S JOURNEY BEGINS

# ENROLMENT POLICY

Reviewed 19/05/2020

## 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 are required 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.

**Once a student has commenced at the School, their enrolment is considered continuous through to Year 12 unless the student is formally withdrawn.** 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.

It is assumed that:

1. Early Learning students graduating will automatically continue to the Junior School at their respective campus.
2. 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 at these transitional stages.

## 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 are known or anticipated behaviours that may compromise safety for students and/or staff; 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 in writing 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 on the School's website for more information.

## PRIORITY ORDER OF ENROLMENT

All applicants must submit the Enrolment Application Form fully signed, completed and witnessed. Enrolment Applications will only be recorded on the waiting list if the applicant has correctly submitted to the School the Enrolment Application Form and accompanying payment.

At the discretion of the School, and in accordance with this policy, applications may be given preference on the waiting list on the basis of criteria such as:

1. Students who are awarded a Scholarship at the School.
2. Siblings of current or past students of the School who have lodged an Enrolment Application Form 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.
3. Children of members of staff who have lodged an Enrolment Application Form before the end of Term 1 before their expected year of attendance. Exceptions may be made for children of staff who are moving to the area to take up their position where that position was not offered until after Term 1.
4. Children of alumni whose applications are received before the end of Term 1 before their expected year of attendance. Children of alumni whose application forms are received after this date will only have priority over other applicants enrolled at the same time or later.
5. 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.
6. Students who have previously attended the School.
7. Other places will be offered on the basis of the date of enrolment application (along with any fees payable).
8. 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

The enrolment procedure is as follows:

1. Parents wishing to enrol their child at St Paul's (Warragul or Traralgon) commence the process by completing an Enrolment Application Form, and returning it with a non-refundable application fee of \$100 per child, 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.
4. As part of the enrolment 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. Parents and/or guardians may be required to provide additional information before the enrolment process can continue.
5. A conditional Offer of a Place at the School may be made, once all required information has been provided.
6. Once an Acceptance of Place offer form and Enrolment Capital Contribution of \$1,000 (for the first and second child of a family only) is received, an interview with the respective Head of School (or their delegate) is arranged.
7. Once the interview has occurred, and any other conditions of the place offer have been met, the place is confirmed in writing.
8. The Enrolment Application Form fee and Enrolment Capital Contribution fee are non-refundable and non-transferable if the child does not enter the School on the requested start date.
9. If a place is not available, applicants will remain on a waiting list, and families on the waiting list will be asked to renew their interest each year.

## 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 to Year 12 above, with the following variation:

1. A full fee paying student is defined as a student whose visa status, under Australian Immigration law does not make them eligible to 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 video 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.

## 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.

## SCHOLARSHIPS

Please refer to the St Paul's scholarship information available on our website at: <https://stpaulsags.vic.edu.au/enrolment/scholarships>.

## YEAR LEVEL PROGRESSION

Students normally progress on an annual basis to the next year level with their peer group. If there are concerns about a child's development or social, welfare or academic needs, the School may exercise its professional expertise and judgment in relation to whether a child can or should progress to the next year level. Should this occur, the School will be in contact with the family to discuss this possibility.

Students are retained at their current year level only in exceptional circumstances where the School considers it is required for the long-term benefit of the student. The School will ensure that parents/guardians are fully advised of the options that St Paul's considers to best meet individual student needs.

# ENROLMENT AGREEMENT

**Once a student has commenced at the School, their enrolment is considered continuous through to Year 12 unless the student is formally withdrawn.** 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.

It is assumed that:

- Early Learning students graduating will automatically continue to the Junior School at their respective campus.
- 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.

## TERMS USED IN THIS AGREEMENT

**“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 Form to whose enrolment this Enrolment Agreement applies.

**“Enrolment Capital Contribution”:** A non-refundable contribution to the School's capital development program.

## APPLICATION FOR ENROLMENT AND ADMISSION

The School will comply with the Enrolment Policy prior to and during enrolment.

All applicants must submit the “Enrolment Application Form” signed and completed in full.

While an application is a pre-requisite to admission, it is not a guarantee of admission and the School reserves the right to offer a place to any applicant irrespective of date of application.

Payment of the “Enrolment Application Fee” at the current rate must accompany each application.

The “Enrolment Application Fee” is non-refundable.

Admission to the School is conditional upon the Principal (or nominated representative) being satisfied as to the suitability of the applicant.

An offer of a place will be made in accordance with the School's Enrolment Policy. Confirmation of a place may be made only

after the applicant has been interviewed and all enrolment conditions have been met. Such conditions may include the provision of additional documentation such as specialist reports.

Should a student, for whom a place at the School has been accepted and fees paid, subsequently be withdrawn from enrolment for a reason beyond the parents' control, the matter of refund will be at the discretion of the Business Manager.

Subject to the above, a student admitted to the School will remain enrolled as a student of the School until the completion of Term 4 of Year 12.

In signing this Agreement parents/guardians agree to the School's policies which may be changed during the period of enrolment at the discretion of the School. In particular, please refer to the School's website for a copy of the Parent Code of Conduct.

## DISCLOSURE

Parents and/or guardians acknowledge that the Enrolment Application Form has been completed honestly and correctly, and that parents and/or guardians have made full disclosure in response to the matters and questions raised in the Enrolment Application Form. The Enrolment Application Form forms part of this Agreement, and failure to complete this form honestly and correctly, or to make full disclosure, may result in the immediate termination of this Agreement by the School and the forfeiture of any enrolment fees paid in advance.

The School requires parents and/or guardians to provide full details of any significant learning/behavioural needs during the application process, this includes special needs, learning requirements, medical conditions and advice as to whether the student speaks English as a second language. Disclosure of this information assists us in identifying any reasonable adjustments that could be provided to enable the student to participate in and derive benefit from the educational program, prepare for the student's entry to the School, and discuss the steps that may need to be taken in relation to the prospective entry of the student.

The School reserves the right to obtain further information regarding the student including all academic information, school reports and all medical and other reports regarding the student, if applicable.

## ENROLMENT CAPITAL CONTRIBUTION (Non-refundable)

Each family is required to make an Enrolment Capital Contribution at the current rate to the School following acceptance of enrolment of the first and second students of that family at the School. The Enrolment Capital Contribution

is non-refundable and is payable again if enrolment is not continuous (ie should there be a period where a family does not have a child currently enrolled, upon the entry of a further child the Enrolment Capital Contribution is again payable. Similarly, when a child is withdrawn from the School and subsequently returns at a later date, when less than two siblings are currently at the School, the Enrolment Capital Contribution is again payable).

In the instance where a family leaves the School, and a previous Family Loan is refunded, a new Enrolment Capital Contribution is required should the family enrol another student at a later date.

Payment of the Enrolment Capital Contribution is designed to assist the School in funding its Capital Works Program.

## **DISCIPLINARY ACTION**

The School reserves the right to discipline any student, including for out of hours behaviour that may affect other students or staff or unduly damage the reputation or property of the School. Disciplinary action may be implemented against a student (including and up to expulsion from the School) if in the opinion of the Principal the student is found to have breached the Student Code of Conduct, the School's rules or standing orders, or is found to have engaged in behaviour prejudicial to the welfare of the School, its staff or students.

When the Principal suspends a student, the parents and/or guardians shall be notified to that effect and the period for which the suspension shall operate. A student who is suspended shall not enter upon any of the School grounds for any purpose during the period of suspension without the express permission of the Principal and shall be the sole responsibility of his/her parents and/or guardians during such period. Suspension shall debar a student from any entitlement express or implied to sit for public or any other examinations conducted by or at the School.

If, in the opinion of the Principal, it is in the interests of the School, its staff or students that a student should no longer remain enrolled, the student's name shall be removed from the School Roll, and the student shall be debarred from further attendance at the School for any purpose, and the Principal shall notify the parents and/or guardians to that effect. Any student so excluded shall not thereafter enter upon the School grounds or have any entitlement thereafter express or implied to sit for public or any other examinations conducted by or at the School.

Parents and guardians are responsible for avoidable breakages and damage to school property by their children.

Parents and/or guardians are expected to support the aims, objectives, ethos, rules and policies and discipline of the

School. School expectations and requirements in regard to hours, out of school hours activities, student behaviour and parent conduct are contained in school policies. Disciplinary action may be implemented against a parent and/or guardian if in the opinion of the Principal a parent and/or guardian is found to have breached the Parent Code of Conduct or the School's Social Media Policy. Disciplinary action may include the cancellation of student enrolment.

## **HEALTH AND MEDICAL TREATMENT**

The School will notify parents/guardians of any injury or illness their child may suffer at school, which warrants staff intervention or a visit to the School Sick Bay.

If, during the period of enrolment, the physical and/or mental health of the student changes at any time, the parents and/or guardians will notify the School and provide any relevant medical information or reports in a timely manner. The School reserves the right to assess and determine its ability to provide ongoing education to a student, and reserves the right to require parents and/or guardians to provide the School with information as requested.

In the event a student is involved in a medical emergency and the parents and/or guardians or nominated contact person cannot be reached, the School can take action and incur expenditure as it considers necessary in the best interests of the student.

The student is permitted to access school specialists. The parents and/or guardians consent to those services being provided to the student and understand there is confidentiality between the student and specialist (if the specialist deems that to be appropriate in accordance with his or her obligations).

## **PERSONAL POSSESSIONS**

It is the responsibility of the student and parents and/or guardians to take care of any personal possessions including musical instruments, sporting equipment, electronic devices and clothing, and the School is not liable for any loss or damage to this property. Other than those items listed above, the student is not permitted to bring to the School environment any valuable items except for the minimum of jewellery permitted under the Uniform Policy.

## **ATTENDANCE**

The student must attend the School on the dates and between the hours advised by the School. In addition, the student, and the parents and/or guardians if required, must attend and participate in all co-curricular activities including sporting activities, camps, excursions and assemblies which may be held on the weekend or before or after normal school hours.

It is expected that students returning to the School after holidays will join their classes on the dates fixed for resuming unless permission is obtained from their Head of School.

Students are not permitted to leave school at the end of term until the published closing date unless permission is obtained from their Head of School.

A student who fails to join his or her class by or leaves before the date stipulated unless such absence is approved in writing by the Principal (or a delegate) or due to illness notified according to the Handbook, may jeopardise entitlement to continued enrolment in the School. The parents and/or guardians will encourage the student to take full advantage of the curricular and co-curricular opportunities provided to further their education.

## COMMUNICATION AND PRIVACY

It is the School's expectation that students over the age of consent (over 14 years of age for health purposes) have the right to confidentiality in regard to their discussions with school counsellors, psychologists or chaplains. However, if a student's immediate safety is considered to be at risk, their parents or guardians (or DHS) may be notified, based on professional advice.

Parents/guardians are required to provide copies of all existing court or parenting orders at the time of enrolment and during the course of the child's enrolment at the School.

Upon enrolment, and at regular intervals thereafter, parents/guardians are required to complete a permissions form in regard to student transport and photo permissions. Parents are required to abide by the School's Photo/Video Policy in regard to photographing or videoing other people's children at school events and the use of such photos/videos.

The School will not disclose any information in relation to the student to any party other than the parents and/or guardians, subject to the Privacy Policy and its other legislative obligations (ie Disclosure may be required under the mandatory reporting requirements of the Children Youth and Families Act, and under the Crimes Act). In the event the parents and/or guardians are not the natural parents, copies of supporting documentation evidencing legal guardianship of a student must be supplied to the School on enrolment.

The parents and/or guardians represent to the School that they are the sole legal guardians of the student and are authorised to enrol the student at the School. If this situation changes, the parents and/or guardians will immediately provide sufficient evidence detailing the change. The provision of misleading representation in relation to the guardianship of the student may result in the School refusing to enrol the student; or suspending or terminating the enrolment of the student.

All information pertaining to the student and the School will be provided to the parents and/or guardians in accordance with the Privacy Policy which is available on the School's website.

In order to ensure the ongoing health, wellbeing and enrolment of the student at the School, the parents and/or guardians agree to keep the School informed and maintain open communication in regard to all relevant information and issues relating to the student. The parents and/or guardians agree to the terms and conditions as set out in the Privacy Policy.

## SCHOLARSHIPS

The School offers scholarships annually, details of which may be obtained from our website. The School reserves the right to vary the number and type of scholarships offered. Terms and conditions of any Scholarship are confidential between the School and the family.





# St Paul's

ANGELICAN GRAMMAR SCHOOL

Wisdom | Integrity | Compassion | Respect

#### WARRAGUL CAMPUS

150 Bowen Street  
Warragul VIC 3820  
p 03 5623 5833

#### TRARALGON CAMPUS

46 Cross's Road  
Traralgon VIC 3844  
p 03 5175 0133

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