

## 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 Application for Enrolment to whom this enrolment policy applies.

**Primary place of residence:** the address where the student permanently resides at the time of seeking enrolment. If a student resides at multiple addresses, their 'primary place of residence' is the address at which they spend the majority of their weekdays.

### 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 wisdom, integrity, 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has commenced at the School, their enrolment is considered continuous through to Year 12 unless the student is formally withdrawn.** If a student is being withdrawn, the family will need to notify the School.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 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 Secondary School at their respective campus, if offered at that Campus.
3. If a subsequent year level/s is not available at their current campus, students will be guaranteed a place at that year level at an alternate campus.

### 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 of 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 an Application for Enrolment fully signed, completed and witnessed. Applications for Enrolment will only be recorded on the waiting list if the applicant has correctly submitted to the School the Application for Enrolment 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. Proximity of the student's primary place of residence. Places at a more distant campus may be offered if the closest campus is full and vacancy exists at an alternative campus. Siblings of students attending any campus may apply for consideration to attend the same campus.
3. Siblings of current students of the School.
4. Children of alumni.
5. Children of members of staff.

Should your preferred year level of entry or campus of future enrolment change, your position on the waitlist will be transferred as at the date of the request for the change, to the waitlist for the new year level or campus requested.

Other places will be offered based on the date of receipt of the Application for Enrolment (along with any fees payable).

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.

### Transfer Between Campus

Families who relocate may request a transfer to an alternative campus. Any transfer of enrolment between campuses is only possible where a vacancy exists and must be approved by the Principal.

### Allocation of Places

The enrolment procedure is as follows:

1. Parents wishing to enrol their child at any campus of St Paul's commence the process by completing an Application for Enrolment, 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, along with copies of any relevant visa or passport information.
2. Applications are received and recorded on a wait list according to the date of lodgement.
3. If a place is not available, applicants will remain on a wait list until such time as a place becomes available. A place may also be offered at an alternate Campus.
4. The School will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.
5. 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.
6. A conditional Offer of a Place at the School may be made, once all required information has been provided.
7. 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.

8. Once the interview has occurred, and any other conditions of the place offer have been met, the place is confirmed.
9. The Application Fee for Enrolment and Enrolment Capital Contribution fee are non-refundable and non-transferable if the child does not enter the School on the requested start date.

## 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.

From 1 January 2024, the School will no longer be registered to accept Overseas Students.

## Waiting Lists

Where places are not immediately available on the basis of the application of priority order, a wait 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. Places are generally allocated up to 10 months prior to proposed entry. Places not taken up by the due date will then be offered to the next application based on priority order.

## 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.

Date Reviewed: 26/04/23