

Enrolment Policy

1.0 Purpose

The purpose of this policy is to establish a framework to enable the enrolment of students at St Michael's Grammar School (St Michael's). While the policy aims to be comprehensive, there will inevitably be some situations, which are not specifically covered. In such instances, it is the Head of the School's responsibility to decide the appropriate course to take in the circumstances.

This policy applies to applications for enrolment at the School, along with the maintaining of a student's enrolment throughout their education at St Michael's Grammar School.

Students and parents/guardians are required to comply with the obligations as contained in this policy at all times. Students and parents/guardians who do not comply with this policy may be subject to immediate termination of enrolment.

This policy provides information on the guiding principles of the School, and the obligations of parents/guardians and students in the enrolment process. It does not however create any rights or procedural obligations enforceable by a parent/guardian or student against the School. To the extent there is any inconsistency between terms and conditions of enrolment and this policy, the terms will prevail. In this regard, parents/guardians and students should remain mindful that the School has an unfettered discretion to accept, manage and immediately terminate enrolments as it sees fit in the circumstances.

2.0 Scope

The following policy and procedure applies to all students who apply for entry into St Michael's Grammar School.

3.0 Definitions

The School	St Michael's Grammar School
Parent/guardian	Parent/guardian includes adult family members and guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.
Students	Any existing or prospective student of the School, including both applicants for enrolment and students already enrolled and who have commenced their education at the School.
Disability	Disability, in relation to a student, means the following conditions that presently exist or may in the future exist (on the basis of genetic disposition, symptoms consistent with that condition developing or medical advice that has or ought to have been obtained): <ul style="list-style-type: none"> • total or partial loss of the student's bodily or mental functions; or • total or partial loss of a part of the body; or

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	<ul style="list-style-type: none"> • the presence in the body of organisms causing disease or illness; or • the presence in the body of organisms capable of causing disease or illness; or • the malfunction, malformation or disfigurement of a part of the student's body; or • a disorder, malfunction or other condition that results in the student learning differently from a student without the disorder, malfunction or condition; or • a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour
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4.0 Guiding principles

St Michael's Grammar School is a caring and creative school, which strives for educational excellence and celebrates the diversity of its community.

The School comprises a community that values diversity, dignity, care and compassion, respect for one's self and others. Support, care and understanding are considered essential in ensuring students are happy and successful.

St Michael's Grammar School actively pursues diversity in the School community in both staff and students, with a commitment to ensure that diversity is maintained including:

- gender
- academic ability
- cultural or ethnic origin
- religion
- economic status
- skills and interests
- learning needs

St Michael's Grammar School is an Anglican school, which teaches the fundamentals of many religions. Its community is multicultural and multi-faith. The School insists on respect for the beliefs of all, and treats all members of its community with dignity.

St Michael's Grammar School is committed to supporting and promoting the principles and practices of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Enrolment procedures aim to facilitate authentic experiences of the School and its programs and provide opportunities for open consultations for prospective families.

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There are five main entry points for student admission to St Michael's Grammar School: 3 Year Old Kindergarten, Preparatory, Year 4, Year 5 and Year 7.

Offers of enrolment are made at the discretion of the Head of the School or their delegate.

The framing of this policy takes into account the requirements of State and Federal Laws pertaining to privacy, discrimination, equal opportunity and immunisation.

This policy and procedure is subject to regular review, and may be updated from time to time. Any updates to this will be available to parents/guardians and students via the intranet, and will take effect from the time any revised policy is made available.

5.0 Procedural guidelines for admission

5.1 An application form must be made on the School's official Application for Waitlist form and supplied to the School with a non-refundable Application Fee and a copy of the child's birth certificate. Note: An application for entry does not itself constitute an enrolment.

5.2 Applications are placed on a waitlist in order of the date the application was received. However, at the discretion of the School, applications may be given preference on the waitlist if the applicant:

- has a sibling whose enrolment has been confirmed at the School, or is a current or former student
- is a former student of the School, or is a child/grandchild of a former student
- is a child of a current full-time staff member of the School
- for other reason(s) as seen fit by the Head of the School, including (but not limited to) in the maintenance of its guiding principles.

The School also specifically reserves the right to promote for and enrol students which enable a balanced gender ratio within any class group and year level (exemption from provisions of the Equal Opportunity Act 2010 was granted effective 21 April 2019, Application Number H347/2018).

5.3 Parents will be asked to complete a Pre-Enrolment Form for their child. This form is designed to assist the School plan for the student's educational program, should they proceed to enrolment. Documentation including but not limited to a copy of the most recent school report must be supplied with this form.

5.4 As part of the assessment and interview process the School may ask the parents/guardians to provide and/or procure more information about the student.

Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Head of the School or their delegate may:

- require the parents/guardians to provide medical, psychological or other reports from specialists outside the School;
- obtain an independent assessment of the student.

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Any assessments or reports required from non-School personnel will be at the parents/guardians' expense.

In considering all prospective enrolments (or the maintaining of a student's enrolment after such relevant information is declared or comes to light), the School may ask parents/guardians to authorise the Head of the School or their delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

The extent to which parent/guardians effectively and willingly communicate such information may be a factor in the School's decision to proceed with an enrolment.

For further information on the School's management on the enrolment of students with additional learning needs, please refer to the School's Additional Learning Needs (ALN) Policy - Students.

- 5.5 Should a vacancy exist or be pending, the School will organise a suitable time for the student to attend an interview and, if requested by the School, an educational assessment with the relevant staff and the family to attend interviews with relevant senior staff member/s. The Head of the School may exercise full discretion in varying the procedures relating to the interview process, particularly in the case of overseas students.
- 5.6 Admission to the School is conditional upon the Head of the School or their delegate being satisfied as to the suitability of the applicant.
- 5.7 At the satisfactory conclusion of the assessment/ interview process, the School may make an offer to the parents/guardians to enrol the student. The Head of the School authorises enrolment of all students into the School after considering recommendations by their delegate/s and consideration of available resources. If a place is offered, a formal letter of offer, including an acceptance of enrolment form, will be forwarded to the parents/guardians. The offer will be accepted if the School receives the signed acceptance form with the non-refundable Confirmation of Enrolment Fee and Advancement of School Fees by the due date.
- 5.8 Where information obtained by the School suggests that the student's enrolment at the School is likely to be inconsistent with its guiding principles, or detrimental to other students or staff of the School (for example a profile of wilful misconduct, illegal activities or strong anti-social behaviours), notwithstanding that the student is the sibling of a current student, the Head of the School may decline to proceed any further with the enrolment process.
- 5.9 Enrolment at the School is also conditional upon a relationship of good faith between the School and a student's parents/guardians. The School reserves the right not to offer any student a place at the School (or to defer the offer of a place to any student) in its absolute discretion including when the parents/guardians,

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having been aware (or where they ought to have been aware) of their student's specific educational needs, decline to declare those needs, withhold relevant information pertaining to their child, or fail to supply the School with the relevant information in a timely fashion.

The School also reserves the right to cancel an enrolment where the late disclosure of any circumstances relevant to the student's enrolment means there is insufficient time for the School to determine if those needs can be reasonably accommodated.

- 5.10 It is the responsibility of the parent/guardian to ensure the School has accurate contact details. Change of address, email and telephone contact details should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a child's application may result.
- 5.11 In accordance with the St Michael's Grammar School Enrolment Terms and Conditions, the School reserves the right not to offer any student a place at the School (or to defer the offer of a place to any student) in its absolute discretion.

6.0 Kindergarten to Year 6 admission

- 6.1 A student must be 5 years of age by 30 April of the year they start Preparatory. Therefore all preceding years must meet this criteria.
- 6.2 Kindergarten to Year 6 enrolments are conducted as stated in Section 5 with one variation; parents/guardians will be asked to submit a copy of their child's Immunisation History Statement to the School before the commencement of the school year.

7.0 Overseas Student admission (Full-Fee Paying)

- 7.1 St Michael's Grammar School is registered on the Commonwealth Register of Courses and Institutions for Overseas Students under CRICOS Provider Code 00345G to provide courses for primary years (016053M) and secondary years (016054K).
- 7.2 Overseas Student enrolments are conducted as stated in Section 5 with the following variations:
- 7.2.1 If, based on the student's visa type, the School is not eligible to receive government funding for the student's place, the student will be treated as an Overseas Student and the School's international student fee schedule will apply.
- 7.2.2 All Overseas Students will be required to submit the following documentation with their Application for Entry:
- a copy of their passport and visa (if issued)

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- a copy of their most recent school report
 - full details of their guardian arrangements if the family is not residing in Melbourne. Guardian arrangements will need to be approved by the School prior to finalising enrolment
 - full details of the Student's accommodation arrangements. Student arrangements will need to be approved by the School prior to finalising enrolment.
- 7.3 In addition, all Overseas Students whose first language is not English, and who are applying for Year 4 or above, will be required to submit with their Application for Entry a copy of an Australian English Assessment Standard (AEAS) test report taken within the last 6 months. In the case of applicants in Prep to Year 3, an interview to assess the student's English level will be arranged.
- 7.4 Without limiting its discretion, St Michael's Grammar School considers the following criteria when assessing the suitability of Overseas Student applicants:
- Age relative to year group. Overseas Students must be of the appropriate age to enter the year level for which they are applying. A student cannot be admitted if they will be more than 12 months older or six months younger than a local student in the same year level. The School will not offer a place to an Overseas Student who is younger than 13 years of age at time of entry to the School, unless the student will be living with their parents/guardians or approved relative while studying in Australia.
 - English language competency. As a general guide, students studying English as an additional language should achieve an overall score of 80 or above in their AEAS test. This information enables the School to evaluate the English capabilities of the student and whether they have sufficient skills to reach their potential at St Michael's Grammar School.
 - Academic performance: Students must show consistent performance in their academic studies and achieve an attendance of at least 80% for all subjects assessed.
 - A willingness to contribute fully to the life of the School. Further, students must demonstrate a willingness to embrace fully the opportunities provided through the School's educational program and participate as a contributing citizen of the School, including all compulsory programs.
- 7.5 The family will be invited to attend an interview with the Head of the School or nominated representative(s) if they are located in Melbourne. A tele or video-conference may be arranged if the family is not located in Melbourne at the time of the interview.
- 7.6 A formal letter of offer outlining the conditions of enrolment will be sent to the family/agent. Acceptance of all terms will be required in writing, along with payment of a non-refundable enrolment confirmation fee. If written acceptance and payment

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is not received by the date specified, the place is forfeited. In the event the visa is denied, the tuition fee and health cover payment (only) will be refunded.

8.0 Conditions of ongoing enrolment

- 8.1 Ongoing enrolment is subject to parent and student adherence to the rules and regulations of the School, the policies and any codes of conduct of St Michael's Grammar School and the Enrolment Terms and Conditions.
- 8.2 The School may amend its policies and procedures including the Enrolment Terms and Conditions at any time, in part or in full at St Michael's Grammar School discretion.

9.0 Student Suspension or Dismissal

- 9.1 In accordance with the St Michael's Grammar School Enrolment Terms and Conditions, the School is entitled to suspend or cancel the enrolment of a student at its absolute discretion at any time. Reasons for dismissal or suspension may include, but is not limited to, unacceptable academic performance or progress; unsatisfactory conduct by the student; failure by the student or parent/guardian to obey any rules, policies, procedures or codes of conduct of the School; failure to pay any account or fees payable by the parents/guardians within the terms of any agreement with the School and the parents/guardians; and in circumstances of unacceptable parents/guardian behaviour or lack of collaboration with the School.
- 9.2 A student's enrolment may be terminated if the Head of the School considers that a mutually beneficial relationship of the trust and cooperation between the parent/guardian and the School has broken down to the extent that it adversely impacts upon that relationship.
- 9.3 Suspension on the grounds of misbehaviour will occur as the result of any behaviour identified as resulting in suspension in the Behavioural Expectations Policy/Code of Conduct.
- 9.4 Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Head of the School or their delegate.
- 9.5 Suspensions will be recorded on the School's Record of Communication (ROC) System.
- 9.6 Students will not return from suspension until after a satisfactory interview between the parents/guardians and the Head of the School or their delegate.
- 9.7 A student may request to suspend their studies subject to the School approving a written request outlining the basis of application. The School may approve the request based on compassionate or compelling circumstances.

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10.0 Leave of Absence and Past Students re-entry to the School

- 10.1 The School's grant of a Leave of Absence (LOA) and guarantee of a place on return is at its discretion, including (but not limited to) the guidelines below:
- 10.1.1. All requests for LOA must be made in writing to and approved by the Head of the School.
 - 10.1.2. It is the responsibility of the family to maintain contact with the School. The School will endeavour to make contact with the parents/guardians six months prior to the student's expected return. If the School is unable to make contact, the enrolment will be cancelled.
 - 10.1.3. Students deemed on LOA will have School fees suspended for the time of their absence.
 - 10.1.4. If a student leaves the School or a place is no longer held for that student, the family will need to re-apply for entry into the School. These students will be placed back on the waiting list based on the original application date, and may be eligible to receive an Old Michaelian priority. A place will be subject to availability. In the event they are offered another place, the Application Fee will be waived, however, payment of a Confirmation of Enrolment Fee and an Advancement of School Fees will be required to accept the offer.
 - 10.1.5. A LOA place will not be held for longer than two years. Families wishing to withdraw their children from the School, with a view to returning at a later date (eg. Withdraw after completing Kindergarten and returning in Year 4 or Year 7), will not have the place/s held.
 - 10.1.6. Parents/guardians will only be able to change the nominated return to school date once, as long as it falls within the two year period. Should the LOA need to be extended again, the place will no longer be held.
 - 10.1.7. A Bond payment of \$3,000 is payable to hold a place during the time of LOA. This Bond will be credited towards the School fees upon return. Should the offer lapse for any reason identified above, the Bond is forfeited and is non-refundable.
 - 10.1.8. In order for the place to be held, the School fees must be paid in full up to the relevant term. If the account is not current, the place will be forfeited and the student will need to re-apply for entry into the School.
 - 10.1.9. Any student wishing to embark on an overseas study program for a period of one term to one year will need to notify the Head of the School in writing. A place will be held for the student upon return with a Bond payable.
 - 10.1.10. If a student's leave falls within a time where a student is completing or will be starting VCE, it is the parents/guardians' responsibility to make

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themselves aware of the rules and regulations in terms of meeting VCE requirements.

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