

Enrolment Policy and Procedures (For Local Students)

1. PURPOSE

Kingswood College welcomes families of any cultural background; of many faiths and no faith. Kingswood College believes all students have a right to quality education and the diverse nature of the student body and the students' individual talents, interests and skills enrich and benefit the entire College community.

2. SCOPE

This policy applies to all current and future members of the Kingswood College community who:

- Are an Australian citizen; or
- Have Australian residency status; or
- Have a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

3. KEY RESPONSIBILITIES

Position/Roles	Responsibilities
Council	<ul style="list-style-type: none"> • Ensure the College meets its legal and regulatory responsibilities • Review and endorse the College Enrolment Policy
Principal and Executive Team	<ul style="list-style-type: none"> • Establish and approve an Enrolments policy and procedure that is open, fair and complies with school registration and other applicable legislation
Registrar	<ul style="list-style-type: none"> • Ensure compliance with this Enrolment policy and procedure. • Provide prospective parents with the necessary information for the enrolment and admission processes
Parents / Guardians	<ul style="list-style-type: none"> • Read and complete the Application for Enrolment and related Terms and Conditions of Enrolment (On the College website) • Disclose matters relating to the learning, emotional or physical needs of the applicant that may affect their education.

4. KEY ELEMENTS OF THE POLICY

4.1 Policy

Through this Enrolment Policy and Procedures, Kingswood College aims to:

- Maintain an open and fair procedure for the enrolment of students seeking admission to the College;
- Maintain a diverse, balanced and beneficial blend of students including those of diverse cultural backgrounds and faiths;
- Provide prospective parents with the necessary information for the enrolment and admission processes;
- Ensure that the College can provide for the educational needs of all its students;
- Ensure the College maintains its core values; and
- Ensure the College complies with applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

4.2 The Application Process

Admission to Kingswood College is at the discretion of the Principal.

An application for enrolment does not constitute an enrolment and applications are processed on an individual basis. In general, applications for admission are placed on a waiting list in order of receipt of the application.

Priority for admission is at the discretion of the College and may be given if the applicant is/has:

- a sibling currently or previously enrolled at the College;
- a son/daughter or grandson/granddaughter of a former student of the College;
- one of a number of applicants from the same immediate family;
- a son/daughter of permanent staff at the College;
- a returning student who has been offered a priority at the time of departure;
- seeking enrolment in the Early Learning Centre (ELC) and intends to continue their education at the College;
- ELC applicants who have not previously received a government funded year of kindergarten;
- son/daughter of a minister of the Uniting Church; or
- relocating from interstate or overseas.

A number of places are reserved each year for scholarship recipients. Places may also be reserved and made available to students whose economic circumstances would normally preclude them from admission to the College. These places are offered as bursaries at the Principal's discretion.

Kingswood College is proudly coeducational, and as such, we seek to enrol a balance of girls and boys at each year level. In general, the College will reserve 40% of places for boys, and 40% of places for girls, with the remaining places being offered, subject to its legal obligations, at the discretion of the Principal.

An application must be submitted through the College's official **Application for Enrolment**, accompanied by payment of the non-refundable application fee. A copy of the applicant's birth certificate, residency status (if not born in Australia), any court or parenting orders, most recent school reports, where applicable, and any other diagnostic test results, should be provided with the application. An application is a prerequisite for admission but not a guarantee of admission.

Up to two years prior to the nominated date of entry applicants may be invited, with their parents, to an interview with the Principal and/or relevant Head of School, or their delegate. If possible, both parents should attend this interview.

To ensure that Kingswood College, as far as is practicable, can provide an appropriate program and supports for the applicant, parents/guardian's must, before or at the time of interview;

- advise Kingswood College of any matters relating to the learning, emotional or physical needs of your child; and
- provide school reports or other diagnostic test results not provided at the time of application.

Note that the scheduling or occurrence of an interview is not an offer of a place and does not guarantee enrolment at the College.

Admission to the College is conditional upon the Principal being satisfied as to the suitability of the applicant and is subject to the availability of places, gender balance, satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child and acceptance of Kingswood College's

Terms and Conditions of Enrolment and all College Policies and Procedures in force at the time.

As required by law where a Student has or will have a disability, the College must give consideration to how it can, in the context of its limited resources, provide support for students with special needs or disabilities by making reasonable adjustments.

Parents/guardians need to disclose to the College all information about the physical, learning or other disabilities of the Student so that the College can consider how it can support students consistent with its legal obligations.

Parents/guardians will be notified, in writing, after the interview if a place at the College is to be offered. If a place is offered, a formal letter of offer and acceptance form, together with a copy of the *Terms and Conditions of Enrolment*, will be issued. To accept the offer of enrolment, both parents must sign and return the acceptance form together with an Enrolment Fee (non-refundable) by the due date.

If, after acceptance, an enrolment is deferred to another year and year level, the Enrolment Fee is carried forward. This deferment is subject to availability of a place at that year level and year. If the deferment is for two years or more, a second interview will be required.

If, after acceptance, an enrolment is discontinued a new application must be submitted for an applicant to be reconsidered for admission.

If, an application is discontinued prior to acceptance, a new application must be submitted for an applicant to be reconsidered for admission.

Change of address or contact details should be supplied promptly. Failure to do so may result in the College being unable to make contact and result in a student's application being discontinued.

4.3 Junior School and ELC Enrolments

Enrolments are conducted as stated in the above enrolment process with the following variations:

- Students entering at ELC level must be three years of age by 1 February in the year of entry.
- Students enrolling in the ELC must be:
 - fully vaccinated for their age
 - on a vaccination, catch-up program OR
 - have a medical reason for not being vaccinated
- The College must receive an acceptable copy of a child's immunisation history statement and medical condition information forms before they can commence at the ELC or Junior School.
- Students entering at Prep level must be five years of age by 30 April in the year of entry.
- Refer to the ELC Enrolment Policy for further details on ELC enrolments.

4.4 Operations

To comply with the Victorian school registration requirements please note that the funds raised and fees collected by the school are used to support the operations of the Early Learning Centre, Junior school and Secondary school.

5. RELATED COLLEGE POLICIES AND FORMS

- Application for Enrolment
- Behaviour Management Policy
- Child Safe Policy
- Complaints and Grievances Policy
- Privacy Policy
- Respectful and Safe School Policy and Guidelines

POLICY NUMBER: POL - 050

VERSION: 2.5

APPROVED BY EXECUTIVE: November 2020

APPROVED BY COUNCIL: December 2020



- Terms and Conditions of Enrolment (POL-050a)

6. REFERENCES

- *Education and Training Reform Regulations 2007 (Vic)*
- *Disability Standards for Education pursuant to the Disability Discrimination Act 1992.*
- *Australian Childhood Immunisation Register (ACIR)*
- *Privacy Act 1988(Cwth) and the Australian Privacy Principles*

¹ In accordance with the government 'No Jab, No Play' policy. Further information is available on the State Government's Better Health Channel at www.betterhealth.vic.gov.au/campaigns/no-jab-no-play