

Enrolment Policy

Introduction

Gippsland Grammar (the **School**) is an Anglican Co-Educational Day and Boarding School. Students at the School come from a range of different social, cultural and economic backgrounds, as well as from different locations in Australia and overseas. The diverse nature of the student body and the students' many individual talents, interests, and skills enrich and benefit the entire School community.

Gippsland Grammar is an Anglican school community committed to opportunity and excellence.

Our vision is to develop the cognitive, socio-emotional and learning dispositions of our students to enable them to take their place as global citizens and leaders within a digital world.

Purpose of this Policy

- 1.1 The School is committed to endeavours to ensure that students are enrolled in the School in a manner that is fair and transparent.
- 1.2 The School endeavours to maintain accurate records that comply with the School's legal obligations in relation to school enrolment.
- 1.3 The Enrolment Policy (**Policy**) sets out the principles and framework governing the basis on which students are admitted to the School. The Policy, together with the policy implementation documents listed appendix, should be read and understood by parents and those responsible for implementing the Policy.

Aims of the Policy

- 2.1 To ensure admission to the School is fair, transparent and not unlawfully discriminatory.
- 2.2 To explain clearly the basis on which offers of admission are made.
- 2.3 To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- 2.4 The School has an open entry policy. However, the School may:
 - 2.4.1 Offer scholarships to specific groups of students, usually by academic ability, musical ability, hardship or general excellence, though the School also makes some scholarships available to students of indigenous origin or refugee backgrounds; and/or
 - 2.4.2 Determine enrolments based on its ability to provide educational services to the particular student.

Legal and Regulatory Basis for Compliance

Education and Training Reform Act 2006 (Vic.)

Education and Training Reform Regulations 2007 (Vic.)

Victorian Registration and Qualifications Authority (VRQA) Minimum Standards

Equal Opportunity Act (Vic.) 2010

Disability Discrimination Act 1992 (Cth.)

Disability Standards for Education 2005 (Cth.)

Australian Education Act 2013 (Cth.)

Australian Education Regulation 2013 (Cth.).

Related Policies and Procedures/Protocols

Behaviour Management Policy
Gippsland Grammar Code of Conduct
Respectful Relationships Policy
Gippsland Grammar Parent Charter

Key definitions

- 3.1 Family – This Policy refers to **families** as traditional, blended and foster families.
- 3.2 Siblings – A **sibling** is one of two or more individuals having one or both parents in common. This includes blended families where siblings are a step or half brother or sister.
- 3.3 Old Scholar – An **Old Scholar** is any past student of the School or St Anne's and Gippsland Grammar School (**STAGGS**) who attended the Senior School for at least three consecutive years.
- 3.4 Family Holding Deposit (FHD) – The **Family Holding Deposit** is a payment that is payable upon enrolment of the first child of a family at the School. Families are invited to pay the FHD upon submitting an Application for Enrolment for the student, and this offers priority of a place for a student at Gippsland Grammar. The FHD is \$695 and is paid once for the first child in the family and is non-refundable, except in the event that a waitlist exists for a year level that is oversubscribed and a place cannot be offered. This payment is not applied to a tuition account.
- 3.5 **Indicative Class sizes** – refers to the maximum number of students per class, unless in extreme circumstances, these class sizes will be adhered to.
- 3.6 A school that is oversubscribed in one or more age groups may choose to maintain a **waiting list**. Where places are not immediately available on the basis of the application of these priority rules, the 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.
- 3.7 Children of **compulsory school age** (six years and up to the age of seventeen years) residing in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a **minimum age** or a **maximum age** at the point of enrolment.
- 3.8 Within the meaning of the Equal Opportunity Act 2010 (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to **discriminate** on the grounds of disability. In particular circumstances, the legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
- 3.8.1 Schools, amongst other organisations, have a **positive duty** to take reasonable and proportionate measures to eliminate discrimination.
- 3.8.2 When enrolling a student with a disability, schools are required to consider what **reasonable adjustments** need to be made to the learning environment or to the delivery of learning to assist that student.
- 3.9 Schools are advised to require **proof of age and enrolment name** for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 3.10 Under the Australian Education Act 2013 (Cwth.) schools are required to collect **Student Background Characteristics Data** as part of the school enrolment process and report the data to the VCAA or other testing agent when requested.

- 3.11 The **Annual Report to the School Community**¹ must include a report on the characteristics of students at the school.
- 3.12 The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be **retained** for 7 years² after the end of school year in which the last entry was made. Student enrolment records may be **audited** by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 3.13 Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools³ under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- 3.14 Legislative privacy requirements⁴ govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. A **privacy notice** must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them.
- 3.15 Schools are required to request and record the immunisation status, called the **Child History Statement**, for each ELC and primary student prior to enrolment. [Schools should also request this information for secondary enrolments]
- 3.16 Schools are required to request and record the visa status when enrolling a **student on a visa** that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
- Schools are also required to request and record the visa status when enrolling **overseas students** (formerly known as full fee paying overseas students (FFPOS))⁵ who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
 - Non-government schools cannot enrol overseas students travelling on a student visa subclass 500 (formerly 570 or 571) unless the school is registered on the **Commonwealth Register of Institutions and Courses for Overseas Students** (CRICOS).⁶
- 3.17 **Exchange students** enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the School. In order to run student exchange programs, schools must be registered as a **student exchange organisation** (SEO) with the VRQA or use an SEO that has been registered with the VRQA.

Students attending the School on a cultural visit enter Australia on a tourist visa, are visitors to the School and are not enrolled students.

Scope

¹ As required to meet Commonwealth and State legislative requirements.

² <https://www.legislation.gov.au/Details/F2013L01476> (Accessed 22 July 2017)

³ https://ssphelp.education.gov.au/sites/ssphelp/files/files/final_2016_census_guidelines_1.pdf (accessed 22 July 2017)

⁴ Privacy Act (Cth) 1988.

⁵ Australian Education Act 2013, s.6.

⁶ Advice and information is provided by ISCA: <http://isca.edu.au/information-for-schools/esos-act-2000/> (Accessed 22 July 2017)

- 4.1 The application of the Policy is relevant to the governing board, the Principal, to school staff and parents/ guardians.

Roles and Responsibilities

- 5.1 The governing board is responsible for authorising the Policy and for approving the criteria for admission.
- 5.2 The Principal is responsible for ensuring that, so far as is reasonably practicable, the implementation of the Policy is fair, transparent and not unlawfully discriminatory.
- 5.3 The Principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- 5.4 The Principal is responsible for ensuring this Policy is implemented in accordance with relevant privacy legislation.
- 5.5 The Principal is responsible for:
- ensuring that procedures are implemented so that parents/ guardians are guided through the enrolment process from enquiry to admissions
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. Visa status.
- 5.6 The Principal is responsible for ensuring that the School reports data relating to the characteristics of students at the School to the School community at least once a year.⁷

Communication of the policy

- 6.1 The School publishes the Policy and admissions criteria on its website and by application to the School office.
- 6.2 The School publishes for parents/ guardians the procedures by which a student is admitted to the School on its website and by application to the School office.

Policy implementation documents

- 7.1 The documents⁸ setting out the School's proposed strategies and actions required to implement this Policy are:
- a. outlined in the appendix to this Policy setting out the criteria that will be used as the basis on which offers of admission are made
 - b. detailed procedures for managing the process of enquiries and enrolments
 - c. detailed procedures for recording enrolments

⁷ Australian Education Regulations 2013 s.60 <http://bit.ly/2pfvyDw>

⁸ Each school must develop its own implementation strategies and associated documentation. This list is for guidance only.

d. [Detailed procedures for managing the waiting list].

7.2 The School reserves the right, where necessary in its view, to deviate from the policies and procedures outlined above.

Policy review

The Executive will review the Enrolment Policy when required

Version	Authorised by	Approval Date	Effective Date	Sections modified
1	Mike Clapper	2011		
2	Jie Van Berkel	May 2019	May 2019	All
3	D.J Baker	Dec 2019	Jan 2020	Payment details

Appendix

Payments

- 1.1 Enrolment Fee** - \$110 payable per enrolment (\$100 paid to Old Scholars/Membership to Old Scholars). The Enrolment Fee is non-refundable and payable at the time of submitting an Application for Enrolment.
- 1.2 Family Holding Deposit (FHD)** - \$695 payable on enrolment of first child, not refundable if you do not take a place as offered
- 1.3 School tuition fees** shall be for such amounts and shall be rendered at such time or times as determined by the Board of the School ("the Board")
- 1.4 Applications for enrolment** of a student at the School must be:
- (a) On the required form; and
 - (b) Accompanied by all required supporting documents as listed on the application
- 1.5 Offers of places** are made at the discretion of the Principal. There are four main entry points for student admission to the School: Early Learning Centre, Foundation, Year 7 and Year 11. Places may be offered at other levels where vacancies arise.
- 1.6** If students **do not proceed into Foundation**, the FHD is not refunded unless families move away from the Gippsland region. However, if no places are available for families who have paid the FHD, it will be refunded entirely.
- 1.7 The Outdoor Education and Camps Program** is compulsory for all students from Years 3 to 9, with a compulsory leadership program for Year 10 students.
- 1.8 Priority of Enrolment**
All enrolments once received are entered onto a waitlist. The School generally observes the following order concerning the priority of enrolment:
- 1. Current Students
 - 2. Siblings of students currently attending the School.
 - 3. Children of new families who have paid the \$695 Family Holding Deposit.
 - 4. Children of staff members of the School.
 - 5. Children of Old Scholars.
 - 6. Children remaining on the waitlist after these places are allocated.

This priority is applied at 30 April prior to the student's year of entry.

All admissions are subject to a satisfactory interview with the Principal, Deputy Principal or Head of Junior School of the proposed student and parent/guardian. The Principal, Deputy Principal or Head of Junior School will determine the student's suitability for admission.

1.10 Withdrawal of Enrolment

If a student is withdrawn from the School, one term's notice in writing of the withdrawal must be given to the Registrar. If such notice is not given, one-half term's tuition fees shall be payable

1.11 Basis of Discretion and termination of enrolment

Enrolments and exclusions are at the Principal's discretion.

The School reserves the right to refuse the offer of a place in the School where a parent/guardian is not meeting the current commitments with the payment of School fees for siblings currently attending the school.

The School reserves the right to terminate or suspend the enrolment of any student in circumstances including, but not limited to, the following:

- a. Unsatisfactory conduct- students who act in a manner that is deemed by the Principal to be in breach of the School's Mission, Values and the Student Behaviour Management Policy may be suspended or have their enrolment at the School terminated... In particular, this applies to student behaviour that involves wilfully or recklessly hurting another student(s), wilfully or recklessly damaging School property, displaying gross disrespect towards a member of staff or the School values or displaying gross disrespect towards another student.
- b. Persistent failure to obey School rules- persistent and consistently disobeying School rules may result in suspension or their enrolment at the School being terminated.
- c. Non-payment of School fees.

Where a parent(s)/guardian(s) acts in a manner that is contrary to the Parent Charter (as outlined in this Policy) and/or poses a threat to members of our School community, the enrolment of all children of those parent(s)/guardian(s) may be terminated. The School will act in the best interest of preserving the safety of the community.

1.12 Indicative Class Sizes

The School does not operate by maximum class sizes. Instead, it has an indicative class size for each Year level. This is the number we would prefer to operate with per class at that year level. This gives the school flexibility to deal with issues such as families relocating from overseas, enrolments received late in the year or students repeating a year level.

However, the School may, in its absolute discretion, amend the class sizes as necessary.

Gippsland Grammar Parent Charter

At Gippsland Grammar (the **School**), we believe that a successful education is based upon a shared understanding and responsibility between the School and the family. The School hopes/ or expects that all parents and guardians will engage positively with the School as partners in the student's education and growth.

The School undertakes to provide a wide range of programs and services for its students. This document outlines some specific things that parent(s)/guardian(s), in return, can do to assist the School in educating their child.

It also outlines the School's key expectations of parent(s)/guardian(s) and our agreed understandings with respect to key matters such as discipline, pastoral care and conflict resolution.

Parent(s)/Guardian(s):

1. must have read and understood the School's Mission, and Key values , especially:
 - the School's commitment to developing students' initiative, independence, and a sense of responsibility for their own lives and their own actions
 - the importance of respect for the individual and his/her rights, including the right to confidentiality.
2. must treat others with fairness, courtesy and respect at all times. Parent(s)/Guardian(s) must use courteous and acceptable written and verbal language in all communication with students, staff, and other parents and members of the School community. It is never appropriate to use aggressive or provocative language, ironic or cynical comments, angry or uncontrolled tone, nor insulting, harassing or profane language.
3. are expected, whenever possible, to attend key School functions and involve themselves in the School community. (Key School functions include: Information Nights, Parent/ Teacher Interviews, other parent information evenings from time to time.)
4. must communicate any concerns directly with the School to the appropriate staff member. Parent(s)/guardian(s) will recognise the damage that gossip can do within a community and avoid uninformed speculation. If concerned, parent(s)/guardian(s) will clarify the matter directly with the School.
5. must not make vexatious complaints. Complaints that are held to be vexatious take up considerable time and resources. Parent(s)/guardian(s) may be asked to fund the legal costs associated with the School investigating or attempting to resolve a complaint held to be vexatious.
6. acknowledge that they understand that the School's Program is an integral part of the educational offering (and not optional). Special requests for a child to be withdrawn for sound educational or personal reasons will of course be considered, but such requests need to be timely – i.e. well in advance of the activity. The general expectation; however, is that all students will attend.
7. acknowledge that they understand the priority of class time and will minimise any student absences and give the School appropriate explanations for any absences, especially if extended. Parent(s)/guardian(s) will also provide adequate advance notice of any planned

absences, permission for which should be applied for in writing to the Principal well in advance.

8. must, in order for the School to provide effective and suitable programs for students, provide the School with timely, appropriate, and relevant personal information about their child. This includes information about special needs (educational, health), family developments (e.g. separation, divorce, illness impacting on the child, etc.), specific emotional concerns of the child and contact details. (This information will be dealt with sensitively according to the School's privacy policy.)
9. acknowledge and agree that disciplinary matters involving children are often complex. The School strives to make students aware that poor behaviour affects others and make them aware of their responsibility to their School community. Thus the School's primary aim in any disciplinary situation is resolution of the problem, restitution of harmonious relationships, and growth of the individual. The School's approach to conflict resolution involves the principles of restorative practices. Through this, the School attempts to bring about repair and restoration of relationships. Furthermore, the School's approach is flexible: it will take into account the individuals involved and the circumstances. We will not discuss publicly the details of discipline incidents involving children and will only talk with the parties directly involved. Parent(s)/guardian(s) must support the School with respect to these approaches and any disciplinary action taken in relation to a student.
10. acknowledge and agree that, generally, resolving conflict between students of the School should be managed through the School and not between parent(s)/guardian(s), although the conflict may arise outside of school hours or online. This is particularly important where the issue is suspected bullying, either in person or online. Due to social media in particular, the School may be involved in conflicts and behaviour that occur outside school hours where the effects of this behaviour play out at School.
11. must assist the School in modelling appropriate behaviours for their children. These include:
 - calm and rational dispute resolution
 - a respectful manner in dealing with others (staff and other parent(s)/guardian(s)), including the avoidance of hostile confrontation, intimidating/ bullying behaviour, abuse, or aggression
 - respect for appropriate ways to raise such issues e.g. face to face where possible (or at least person to person on the phone); with appropriate notice (e.g. make an appointment before coming in and let the staff member know something of the matter you wish to discuss); via the appropriate channels.
12. must not attempt to involve the School in disputes between the two parent(s)/guardian(s) where they are not related to the education of the student at the School, especially in situations involving marital disharmony, separation, or divorce. The School will provide equal access to and information about children to both parent(s)/guardian(s) as required under family law legislation unless provided with valid Family Court orders to the contrary. Parent(s)/guardian(s) should speak to the School with one voice about their child whenever possible.
13. acknowledge and understand the need to give the School adequate notice of any intention to withdraw their child (i.e. one full term, as signed in the application for enrolment form) and furthermore understand that the application form for enrolment they have signed is legally binding.

14. are required to assist the School in discharging its obligations under the reportable conduct scheme, by participating in investigations, if requested to do so by the College. The School has obligations under the *Child Wellbeing and Safety Act 2005* (Vic) to conduct investigations where allegations of "reportable conduct" or misconduct involving children are made against employees at the School.
15. must, when using social media:
 - a. not discuss or mention the School, its staff or any members of the School community in a negative or defamatory way;
 - b. be respectful to staff, contractors, volunteers, other parent(s)/guardian(s), and/or students;
 - c. not use it as a means to voice grievances about the School;
 - d. post photographs of students in school uniform representing the School and its students if they have the potential to bring negative connotations towards the School and its staff and students;
 - e. never disclose any confidential information of parents, staff, contractors, volunteers, and/or students to third parties without the individual's express consent;
 - f. make contact with students (other than their own) using any form of social media without the express consent of the student's parents;
 - g. never post sexually inappropriate other material that may damage the reputation of the School.
 - h.