



# ENROLMENT POLICY

## 1. DEFINITIONS

- 1.1 “Applicant” means the person/s completing this Enrolment Application.
- 1.2 “Disability”, in relation to a student, means:
  - (a) total or partial loss of the student’s bodily or mental functions; or
  - (b) total or partial loss of a part of the body; or
  - (c) the presence in the body of organisms causing disease or illness; or
  - (d) the presence in the body of organisms capable of causing disease or illness; or
  - (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
  - (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
  - (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 1.3 “Enrolment Application” means the application for enrolment at the School. “Student” means the student named in the Enrolment Application.
- 1.4 “The Principal” means the Principal of the School, or the Principal’s authorised representative.
- 1.5 “The School” means Tintern Grammar.
- 1.6 “Student” means the Student subject to the Enrolment Application.

## 2. RATIONALE

- 2.1 School endeavours to deliver all school experiences in accordance with its strong commitment to the learning, lives and development of each child under our care. The School is guided by the Compass values: commitment, integrity, independence, compassion, fulfilment, respect, confidence and responsibility.
- 2.2 The School welcomes applications from prospective students whose families are supportive of the aims and methods of the School, and whose educational and vocational aspirations the School’s existing programs are reasonably able to meet.

## 3. GENERAL

- 3.1 Applicants are expected to support the ethos, culture and policies of the School.
- 3.2 Following completion of an Enrolment Application, 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:
  - (a) the physical number of currently enrolled students;
  - (b) the resources available to cater for the educational needs of students; and
  - (c) the willingness of the Student and the Student’s family (where applicable) to comply with the School’s policies and procedures.
- 3.3 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
  - (a) relevant information is withheld or information provided is found to be inaccurate; or
  - (b) 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 Student and family involved.
- 3.4 A proportion of funds raised or fees collected on behalf of the School may be applied to the conduct of the School’s Early Learning Centre.

## 4. PRIORITY ORDER OF ENROLMENT

- 4.1 All Applicants must submit the Enrolment Application fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the School the Enrolment Application form in the form required and with all relevant fees.
  - 4.2 Once a student has commenced in Prep at the School, their enrolment is continuous through to Year 12, unless the Student is formally withdrawn or the family gives formal notice of intention to leave the School.
  - 4.3 At the discretion of the School, some applications may be given preference on the waiting list on the basis of criteria such as:
    - (a) Applicants who have members of their immediate families as present or past students of the School; or
    - (b) Applicants who are current permanent employees of the School seeking to enrol their child; or
    - (c) The School provides an early option to secure a place in Prep for those who are already enrolled in the School’s Early Learning Centre. A Prep Security Deposit, paid upon enrolment into the Early Learning Centre, will guarantee placement into Prep (subject to school readiness and available places) and will be offset against first year Prep tuition fees. However, if the place is not taken, the deposit will not be refunded. Placement into Prep for families that do not pay the Prep Security Deposit is subject to availability and will be considered as per a regular application under this Enrolment Policy.
  - 4.4 A Student who has previously concluded his or her enrolment at the School because of dissatisfaction on the part of the Student, parents or the School, would not normally be considered for re-enrolment.
  - 4.5 Overseas Students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, prerequisite minimum English language standards have been formally verified, and the required fees have been received by the School.
  - 4.6 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.
- ## 5. ENROLMENT PROCEDURE
- 5.1 Enrolment applications are considered at any time, but are preferred before the February prior to the year of proposed commencement. Outside this timeframe, offers are made on places-available basis.
  - 5.2 The enrolment procedure is as follows:
    - (a) Complete Enrolment Application form and return to the School, either in hard copy or online, with:
      - (i) the Application Fee; and
      - (ii) any accompanying documents as specified in the Enrolment Application, as applicable.
    - (b) Applications are received and recorded on the waiting list according to the date of lodgement.
    - (c) Upon receipt of an Enrolment Application form:
      - (i) The student’s name is registered on the future list for the year and the year level nominated.
      - (ii) An interview with the respective Head of School (or their nominee) is arranged to establish that the expectations and commitments of the Applicant are consistent with the vision, values, goals, policies and resources of the School (if the School, at its sole discretion, deems this necessary).
      - (iii) Any special needs are noted and discussed with parents/guardians at the interview. The Applicant may be required to provide additional information before the process can continue.

- (d) A formal offer of a place in the School may be made, once all required information has been provided.
- 5.3 The place in the School is not confirmed until all applicable forms and fees as requested by the School have been received. Failure to reply within the time specified within the offer may result in the offer being withdrawn.
- 5.4 Enquiries and visits are always welcome and can be arranged by contacting the School.
- 5.5 To assist the Principal in making a determination regarding enrolment, the School may request:
- a reference on the Applicant's or Student's general character and maturity and/or other matters that would be relevant to consideration of the application; and
  - evidence to show that the prospective Student and the family would be supportive of the mission of the School and its expectations for its students and parents, and capable of paying fees.
- 5.6 Applicants may make a request to change the year of entry for the Student. These requests must be submitted in writing. If a change of year of entry is requested, the Student's name returns to the waiting list for the new year of entry, retaining the initial application date. The assessment process, including the interview, will recommence. If the Confirmation Fee has been paid, it does not need to be paid again.
- 5.7 Children are eligible for enrolment into the School's Early Learning Centre once they have turned three years of age and are preferably toilet-trained.
- 5.8 Children need to turn four years of age on or before 30 April of the year they enter into Pre-Prep. All children must undertake a readiness for school assessment.
- 6. REASONABLE ADJUSTMENTS**
- 6.1 Where information obtained by the School indicates that a Student has a Disability, the Principal will consult with the Student, and his or her family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 6.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- the nature of the Student's Disability;
  - the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
  - views of the student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
  - information provided by, or on behalf of, the Student about his or her preferred adjustments;
  - the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programs and achieve learning outcomes and independence;
  - the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
  - the costs and benefits of making the adjustment.
- 6.3 The Principal may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 6.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case including:
- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the School community, the student and the family of the Student). This includes (without limitation):
  - costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and
  - benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
  - the effect of the Disability of the Student; and
  - the School's financial circumstances and the estimated amount of expenditure required to be made by the School community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
  - the impact of the adjustments on the School's capacity to provide education of high quality to all Students while remaining financially viable; and
  - the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
  - the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 6.5 The Principal will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.
- 6.6 If the Principal is satisfied that it has sufficiently consulted the Student and his or her parents (as appropriate), and adjustments required are not reasonable, or would cause unjustifiable hardship, the School may decide to decline to offer the Student a position or may defer the offer.
- 7. PRIVACY**
- 7.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. 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 for more information.
- 8. RELATED TINTERN GRAMMAR POLICIES**
- Student Social Media Policy
  - Digital Citizenship Agreement
  - Privacy Policy
  - Complaints Policy
  - Social Media Acceptable Use Policy
- 9. APPROVAL**
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| 9.1 Policy Approved by: | Tintern Grammar Executive          |
| 9.2 Date Approved:      | 20/6/2019                          |
| 9.3 Revision Date:      | 20/6/2022                          |
| 9.4 Review cycle:       | 3 years                            |
| 9.5 Owner:              | Director of Admissions & Marketing |