

# Lowther Hall

ANGLICAN GRAMMAR SCHOOL

*All about the girl*

# Enrolment Policy

Date of last review:	2024
Review cycle:	3 yearly
Review and approval responsibility:	School Council
Category:	Enrolment
VRQA required:	Yes
Locations:	O Drive, LowtherLink, Website, BoardPro



## 1. DEFINITIONS

### Compulsory school age

Individuals who are aged six years and up to the age of seventeen years resident 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.

### Enrolment register

Permanent record of the students admitted to the school. The enrolment register determines those students for whom attendance must be registered and monitored.

### Girl

Individual who is identified as biologically female on the birth certificate.

### Governing Board

The Governing Board is the Lowther Hall School Council.

### Waiting list

A school that is oversubscribed in one or more age groups may choose to maintain a waiting list. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.

## 2. CONTEXT

### 2.1 Lowther Hall Context

Lowther Hall Anglican Grammar School is a single campus school solely for girls. Education is offered from 4-year-old Kindergarten level until Year 12 inclusive.

### 2.2 Legal and Regulatory Basis for Compliance

The School complies with various legal and regulatory obligations regarding enrolment procedures. Specifically, these include:

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (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.)
- Australian Consumer Law

## 3. SCOPE

This policy applies to parents, caregivers, guardians, students, prospective parents, prospective caregivers, prospective guardians and prospective students of Lowther Hall Anglican Grammar School.

#### 4. **PURPOSE**

The purposes of this policy are:

- 4.1 To set out the principles and framework governing the basis on which students are admitted to the School and ensure that:
  - students are enrolled in the School in a manner that is fair, transparent and non-discriminatory.
  - comprehensive and accurate information is provided to parents/caregivers/guardians as they enter into an enrolment agreement or contract with the school.
  - accurate records that comply with the School's legal obligations in relation to school enrolment are maintained.
- 4.2 To specify the information that parents/caregivers/guardians must have when entering an enrolment agreement or contract.
- 4.3 To comply with the requirements of relevant legislation.

#### 5. **ROLES AND RESPONSIBILITIES**

The application of this Policy is the responsibility of the governing board, the Principal, school staff and parents/caregivers/guardians. Specific responsibilities of each party are outlined below.

##### 5.1 **Responsibilities of the Governing Board**

The governing board is responsible for authorising the enrolment policy and for approving the criteria for admission.

The governing board is responsible for approving the terms and conditions contained within the enrolment agreement.

##### 5.2 **Responsibilities of the Principal and the Director of Admissions**

The responsibilities of the Principal may be delegated to the Director of Admissions.

The Principal is responsible for:

- ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
- ensuring an enrolment register [and waiting list] is accurately maintained.
- ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the School's decision to offer a place or not
- ensuring that procedures are in place for the management, storage and retrieval of enrolment data, specifically:
  - i. proof of the child's identity, specifically date of birth and enrolment name
  - ii. immunisation status
  - iii. visa status.
- ensuring that the School reports data relating to the characteristics of students at the School to the School community at least once a year.
- ensuring that procedures are implemented so that parents/caregivers/guardians are guided through the enrolment process from enquiry to admissions

##### 5.3 **Responsibilities of Parents/Caregivers/Guardians**

It is the responsibility of parents/caregivers/guardians to

- read and comply with the Enrolment Agreement and with relevant school policies, including this policy.
- provide the School with accurate information on enrolment

- advise the Director of Admissions of any changes to the information provided (including a change of mailing address, email address or phone numbers) during the enrolment process.
- ensure that prior to commencement, students have access to the appropriate uniforms, materials, electronic devices and other items in accordance with the specifications outlined by the School as relevant to the student's year level.
- maintain enrolment of the student at the School from year to year unless appropriate notice is given.
- encourage and ensure active participation by the student in the school program, including Chapel services, camps and co-curricular activities.

## 6. CHILD SAFETY

At Lowther Hall the welfare of the students is of paramount importance to the School. We have policies and practices in place which support our commitment to child safety and also foster a culture which seeks to be proactive in creating a secure environment for the students. Further information is set out in the Child Safety Standards and Mandatory Reporting Policy.

## 7. ELIGIBILITY FOR ENROLMENT

### 7.1 Age of Child at Enrolment

Applications for unborn girls will not be accepted.

### 7.2 Discrimination

The School maintains an open and inclusive entry policy and complies with all legal requirements pertaining to inclusion and discrimination.

The School will take reasonable and proportionate measures to eliminate discrimination.

When enrolling a student with a disability, the School will consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.

### 7.3 Overseas Students

7.3.1 Overseas Students with Australian Student Visas (subclass 500) are not eligible to apply for enrolment as the School is not registered on the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*.

7.3.2 The children of overseas students may be enrolled. As government funding is not available to the School for these students (unless their parent is on a full scholarship), an additional charge will be added to the fees of each student to cover the difference between school fees and government grants.

7.3.3 Students of parents who are working in Australia on a temporary Business or Employer Nominated visa may be enrolled.

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

7.3.5 Long term 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.

### 7.4 Discretion

Places that can be offered each year are limited and the School cannot always accommodate all applicants.

Offers are made to girls on the basis of the following criteria in this order:

- Priority 1: Sisters of current students, enrolled future students or past Lowther Hall students
- Priority 2: Daughters or granddaughters of past Lowther Hall students

- Priority 3: Returning students (the date of the receipt of the original application form is used to determine waiting list order).
- Priority 4: Daughters of Anglican Clergy
- Priority 5: Daughters of members of an Anglican parish (confirmation must be provided in writing by the Church vicar)
- Priority 6: Daughters of current Lowther Hall staff
- Priority 7: Date of application (offers are made in chronological order of the date that the application was received by the School).
- Priority 8: In relation to the 4-year-old Kindergarten, as well as priorities 1 to 7, preference will be given to applicants who are intending to stay at Lowther Hall for their entire schooling (14 years).

The Principal has discretion to override the priorities and also has the right to refuse any application for enrolment without providing a reason.

The Principal reserves the right to make the final decision on all place offers and enrolments.

## 8. ENROLMENT PROCESS

The Principal and the Director of Admissions are in charge of the enrolment processes. The process is set out in Appendix 1.

## 9. DOCUMENTATION ASSOCIATED WITH ENROLMENT

### 9.1 Record of Enrolment

Records of enrolment are required for annual data returns for the Australian Government non-government schools and the Victorian school census under Australian Education Regulation 2013 (s.77).

In line with the Australian Education Regulation 2013 (Cth.) (s.37), student enrolment records will be retained for seven years after the end of the school year in which the last entry was made.

### 9.2 Documents Required on Enrolment

9.2.1 The School requires proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.

9.2.2 Under the Australian Education Act 2013 (Cth.) the School is 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.

The **Annual Report to the School Community** will include a report on the characteristics of students at the School.

9.2.3 The School is 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.

9.2.4 The School is required to request and record the immunisation status, called the **Child History Statement**, for each primary student prior to enrolment. The School will also request this information for secondary enrolments.

9.2.4.1 Parents/ caregivers/ guardians of students entering at Kindergarten must provide the School with a copy of their daughter's *Immunisation History Statement (IHS)* which can be obtained through the *Australian Immunisation Register (AIR)*. Kindergarten students must be up to date with their immunisations. However, if a student is exempt from receiving any vaccinations on medical grounds, a General Practitioner will need to complete, sign and forward to the AIR an *Immunisation Medical Contraindication Form*.

9.2.4.2 A 'grace' period is applicable only for girls whose families meet the eligibility criteria as outlined in the *No jab No play* laws which are outlined on the Victorian Governments Department of Health website.

9.2.4.3 Parents/caregivers/guardians of students entering Preparatory to Year 6 must provide the School with a status of their daughter's immunisation with a copy of her *Immunisation History Statement (IHS)* which can be obtained through the *Australian Immunisation Register (AIR)*.

9.2.5 Legislative privacy requirements govern how **personal, sensitive and health** information must be collected, used, disclosed and stored as part of the enrolment process. The School has a Privacy Policy which sets out the ways in which such information will be managed.

A **privacy notice** will be provided with the enrolment form explaining to parents/caregivers/guardians 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.

The Enrolment Agreement should be read in conjunction with the Privacy Policy.

## 10. CANCELLATION OF ENROLMENT

Following enrolment, it is expected that a student will remain at the School until the end of Year 12.

Two (2) full terms' notice in writing must be given to the Principal or the payment of two (2) terms' fees in lieu are required if a parent/guardian/caregiver wishes to cancel the enrolment of a student after they have commenced.

The School may cancel a student's enrolment in accordance with the Discipline Policy or the Business Terms and Conditions.

## 11. EXTENDED STUDENT ABSENCES

Parent/guardians/caregivers who wish their daughter/s to take an extended leave of absence and have their daughter/s enrolment place/s guaranteed upon their return must be familiar with the Clause 7 of the Attendance Policy (students), which sets out arrangements for extended student absences as certain fees, terms and conditions may apply.

## 12. SCHOLARSHIPS

Academic, Vocal and Music Scholarships are offered annually. Any remission of fees offered applies to the tuition fee component only. Scholarships may also be offered for private vocal or music lessons and in these cases the remission is only available to cover the costs of the private lessons at the School. Conditions relating to Scholarships, including requirements relating to enrolment and cessation of enrolment are set out in the Scholarship Policy and also in the scholarship agreement (which is signed on acceptance of the scholarship).

## 13. COMMUNICATION OF THE POLICY

The School publishes its Enrolment Policy and admissions criteria on its website and by application to the school office.

The School publishes the enrolment agreement on its website and by application to the school office.

## 14. RELATED DOCUMENTS

- Attendance Policy (students)
- Business Terms and Conditions - as set out in the Schedule of Fees and Charges
- Terms and Conditions - as set out in the Enrolment Contract
- Form of Application and Entry
- Privacy Policy
- Equal Opportunity and Discrimination Policy
- Child Safe Standards and Mandatory Reporting Policy

- Scholarship Policy
- Transgender Policy
- Kindergarten: Enrolment and Orientation Policy
- Student Attendance Policy

These may be amended from time to time and are available via the School website, [www.lowtherhall.vic.edu.au](http://www.lowtherhall.vic.edu.au).

# APPENDIX 1

## **ENROLMENT PROCESS**

### **ENQUIRIES**

Prospective parents/ caregivers/ guardians should in the first instance contact the Director of Admissions.

The main intake years are: 4 Year Old Kindergarten, Preparatory, Year 4 and Year 7. All other year levels are available for enrolment subject to vacancies.

Applications for entry at Year 12 level are not usually accepted.

Students entering at Kindergarten must be 4 years of age by 30 April in the year of entry.

Students entering at Preparatory must be 5 years of age by 30 April in the year of entry.

### **REGISTRATION**

A non-refundable APPLICATION FEE of \$100.00 is payable upon application to the School. The application form can be downloaded from the School's website and once fully completed, either a hard copy or a soft copy can be sent to the Director of Admissions.

On receipt of an Application Form, the Director of Admissions will place the student's name on the requested waiting list. This does not guarantee enrolment. Separate application forms are required for each prospective student.

### **APPLICATION**

Approximately 18 months prior to the entry year requested, the Director of Admissions will make contact with families to ascertain their intent to proceed with an application.

Cancelled or deferred applications can be re-instated without the need for a further payment of an application fee. They will be returned to the School's waiting list based on the original date of application.

### **ENROLMENT MEETING**

Parent/guardians/caregivers are invited to attend an enrolment meeting with their daughter with the Director of Admissions and also the Head of Blinkbonnie House (for applicants from Kindergarten to Year 1), Head of Raymond House (for applicants from Years 2-6), the Principal (for Year 7 applicants), the Principal and Deputy Principal (Years 8-11).

At this meeting the School seeks to find out as much information as possible in relation to the prospective student, her interests and educational needs so that she can be accommodated as well as having a smooth transition.

At the enrolment meeting parents/caregivers/guardians are required to provide a copy of their daughter's birth certificate (or passport), most recent school report, most recent NAPLAN results and if a student is born overseas, evidence of Australian residency (Australian Citizenship Certificate or current Visa).

Parents/caregivers/guardians must provide the School with accurate, complete and detailed information about any special needs that their daughter may have. If there is supporting documentation e.g. from a psychologist or other medical professional then a copy of this should be provided at or prior to the enrolment meeting.

If it is not possible to meet a student and her family in person, (e.g. they are not residing in Melbourne or in the case of the city being in lockdown) enrolment meetings may be conducted remotely via 'Zoom' or a similar platform.

It is a family's responsibility to arrange for an interpreter to be present at an enrolment meeting if it is necessary.



If clarification is required as to whether a student is at an acceptable academic level to be placed within a certain year cohort, the School may require the prospective student to undertake testing by its staff to determine the placement.

Enrolment may not be possible:

- If the girl's participation requires special services, facilities or resources which cannot reasonably be made available.
- If the girl, or other students are placed at physical or emotional risk
- Where the Principal believes that the participation in classes will not further benefit the girl or will significantly restrict the education of other students.

## **TOURS**

Families are offered a tour of the School at an enrolment interview, or they may book a private tour at any time during school term time by appointment with the Director of Admissions. The School also conducts tour mornings on a Saturday in February and October.

## **OFFER**

An offer will not be made unless the Principal is satisfied that the School can meet the educational needs of the applicant.

After a successful enrolment meeting, an offer in writing is made by the Principal. Parents/ caregivers/ guardians have 21 days from the date of the written offer to accept a place. To accept a place, the parents/ caregivers/ guardians must complete and return the enrolment contract and are required to pay a non-refundable \$2,000.00 enrolment fee.

Where the offer is not accepted with the 21 day period, the offer will lapse and the School may offer the place to another prospective student.

If a student's enrolment is withdrawn prior to her commencement, (or if a student leaves the School and subsequently returns) the family may request deferral to another entry year and the enrolment fee will be applied to any ensuing enrolment. The application will be once again considered in the future under the usual priorities listed above and no guarantee of a place for the proposed revised year of entry can be given.

In the event that only one parent/guardian intends to be responsible for the payment of school fees, the other parent/guardian will be asked to sign a separate Enrolment Contract which does not include the obligation of fees.

## **ORIENTATION**

All new students starting at the commencement of a school year are invited to attend an orientation day or program. The orientation programs vary for each entry year level and are provided to assist new students to transition smoothly to their new environment. These programs commonly take place in the year prior to enrolment.