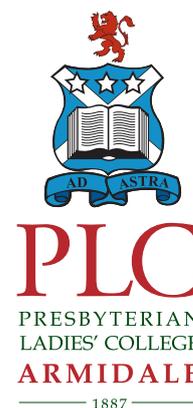


# ENROLMENT POLICY

## OPERATIONAL POLICY



|                                |                           |
|--------------------------------|---------------------------|
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## 1. INTRODUCTION

The Presbyterian Ladies College, Armidale is a school for students from Pre-Kindergarten (four years old) to Year 12, with boarding for students in Years 5-12. The College offers a broad curriculum to students from a diverse range of backgrounds. PLC Armidale aims to educate young women from the basis of a Christian world view to make a difference in a rapidly changing global society.

## 2. KEY DEFINITIONS

Throughout this policy, unless the context requires otherwise:

- a. **'parents'** includes legal guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the College and, where the student has only one parent, means that parent.
- b. **'disability'**, in relation to a student, is that as defined in the *Disability Discrimination Act (Cth) 1992*

## 3. OUTCOMES

The policy will provide guidance to all staff involved in the College's enrolment process to ensure that their practice leads to compliance with all relevant College policies and government legislation.

## 4. POLICY ASSESSMENT

This policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by solicited feedback from random parents on a periodic basis and from any unsolicited feedback from parents.

## 5. THE POLICY

This policy gives guidance to those within the College community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

Three different types of enrolment are possible:

- a. as a student in the mainstream, or
- b. as a student from overseas

### Relevant Legislation

*Disability Discrimination Act 1992 (Cth)*

*Disability Standards for Education (Cth) 2005*

*Race Discrimination Act 1975 (Cth)*

*Anti-Discrimination Act 1997 (NSW)*

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the College on the grounds of their disability or race. The College is committed to fulfilling its obligations under the law in this Enrolment Policy.

### 5.1 ENROLMENT ELIGIBILITY

#### 5.1.1 Mainstream Students

Mainstream students are those who are not eligible to enrol as overseas students. Students applying for enrolment into the mainstream who have a language background other than English and whose English language skills may not be sufficient as a medium for learning may be required to be assessed by the ESL (English as a second language) department of the College prior to entry to the College.

#### 5.1.2 Overseas Students

Overseas students are students who are not Australian residents. If an overseas student is studying overseas in non-English speaking countries in a school where English is not the language of learning, to be eligible to

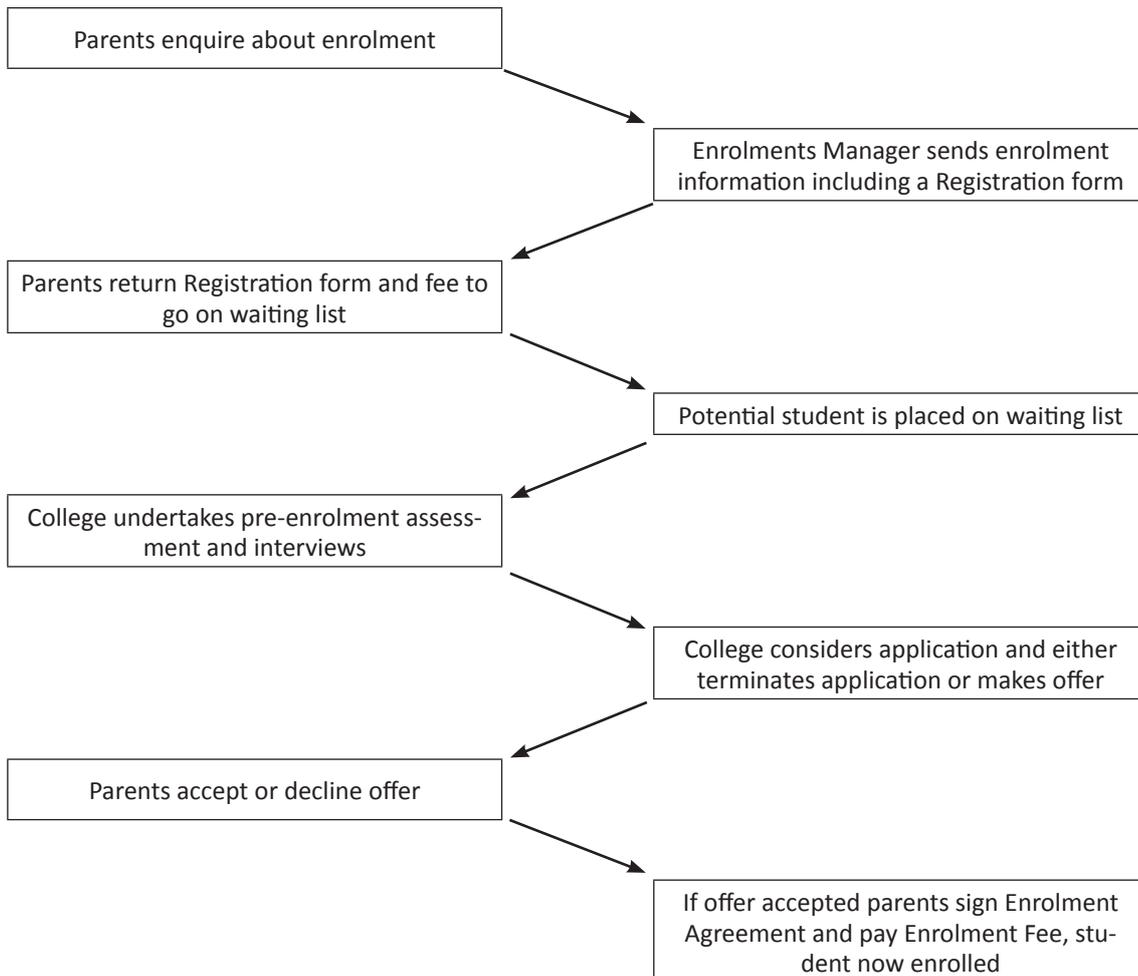
apply for enrolment at PLC Armidale, the student must demonstrate competency on the Australian Education Assessment Services (AEAS) test including the written section. The College will determine the student's English level suitability for enrolment to the College.

Students may have their enrolment made conditional on achieving a satisfactory English level in a given time period.

Once enrolled, overseas students undertake the mainstream program of study. Some overseas students may be required to undertake an ESL elective in Years 7-10 in order to continue the development of their English language skills.

## 5.2 ENROLMENT PROCEDURES

Enrolment procedures for all students is as follows:



### 5.3 ENQUIRIES

The Enrolments Manager will ensure everyone enquiring about enrolment has the details of the procedure including a Prospectus which includes:

- a. the current Conditions of Enrolment
- b. the most recent Fee Schedule
- c. a Registration Form for inclusion on the waiting list which includes fee payment details

The Enrolments Manager will direct everyone enquiring about enrolment to this Enrolment Policy located on the College's website.

#### 5.3.1 Waiting Lists

The Principal, through the Enrolments Manager, is responsible for the maintenance of waiting lists for entry to the College. Placement on the waiting list does not guarantee an offer of enrolment.

Entrance may be accommodated at any time throughout the school year depending on circumstances.

Names of students will be entered on the appropriate waiting list when their parents or a parent:

- a. return the Registration Form, including a copy of the student's birth certificate, for inclusion on the waiting list
- b. pay a non-refundable Application Fee

In addition, an application for an overseas student must also include:

- a. a copy of the biographical page of their passport
- b. the AEAS Test Report of English competency
- c. a copy of their Visa documentation if the student is currently in Australia on a Visa

Failure to provide all required information may result in the College declining to enter the student's name on the appropriate waiting list or delaying such entry, and may also result in the College declining or delaying the student's enrolment.

### 5.4 ASSESSMENT

The College will undertake an assessment process at some time decided by the College after a student's name has been entered on the waiting lists. As part of the assessment process, the College may ask the parents to provide more information about their daughter.

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

In considering all prospective enrolments, the College may ask parents to authorise the Principal or her delegate to contact:

- a. the Principal of their daughter's previous school to obtain or confirm information pertaining to their daughter or her enrolment
- b. any medical or other personnel considered significant for providing information pertaining to the needs of their daughter.

Where information obtained by the College suggests:

- a. a profile of misconduct, illegal activities or anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College, or
  - b. the parents may not be able to meet the financial commitment required by having a student at the College, or
  - c. the level of English language is not adequate to undertake the rigours expected by the College
- notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

#### **5.4.1 Disability**

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or her parents as part of the collaborative planning process. The Principal may:

- a. require the parents to provide medical, psychological or other reports from specialists outside the College.
- b. obtain an independent disability assessment of the student

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the *Disability Standards for Education (Cth) 2005*

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position.

#### **5.5 INTERVIEW**

The College may in its discretion invite the student and the parents of the student to attend an interview at the College with the Principal or a member of staff appointed by the Principal. At the interview, among other things, the College's representative will:

- a. inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees
- b. seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College
- c. advise the parents of primary school students of the provision of Out of School Hours Care Service at PLC Armidale, its schedule and its proposed fees

#### **5.6 DETERMINATION**

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student at its discretion but particularly when the parents, having been aware of their daughter's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their daughter.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their daughter's needs.

When determining the offer of a place at the College, the College gives preference to:

- a. scholarship winners
- b. sisters of students already at the College
- c. daughters or granddaughters of former students of the College
- d. boarders
- e. daughters of ministers of recognised protestant churches

The College also considers:

- a. a student's willingness and ability to contribute to the wider life of the College
- b. evidence of good leadership and good character
- c. evidence of a place at a similar independent school elsewhere in Australia if a family relocates from interstate
- d. the date of lodgement of the Registration Form for inclusion on the waiting list

## 5.7 OFFER

At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the student via a Letter of Offer. Parents will receive the College's current Enrolment Agreement.

To accept the offer, the parents must, within 14 days of receiving it, deliver to the College:

- f. the signed Enrolment Agreement which includes acceptance by the parents of the then current terms and conditions of enrolment
- g. the non-refundable Enrolment Fee

When the parents provide the completed Agreement and payment their daughter is enrolled.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

The Enrolment Fee is additional to tuition and other fees.

After enrolment, and in the year prior to entry, parents will be required to complete the Medical Information Form and the Enrolment Form which includes data required for government compliance.

While ever the strategic alliance exists between PLC Sydney and PLC Armidale, enrolments are able to be transferred from one school to the other without payment of the Registration and Enrolment Fees which would normally apply. Such transfer is subject to a place being available both in the year group and in appropriate courses.

### 5.7.1 Available rebates

The following rebates apply, at the discretion of the Principal:

- h. in cases where two or more sisters of the same family are attending at the same time then the oldest student will attract full fees; the second student will attract a 10% rebate on Tuition fees, and subsequent students will attract a 25% rebate on Tuition fees for each child.
- i. daughters of College staff are eligible for a rebate on Tuition fees
- j. daughters of full time Presbyterian ministers are eligible for a rebate on Tuition fees; the church of the Presbyterian minister must be one recognised by the Presbyterian Church (New South Wales) Property Trust
- k. daughters of full time ministers of other recognised Protestant churches are eligible for a rebate on Tuition fees; recognition of the church is at the discretion of the Principal

### 5.7.2 Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of students with a disability.

### 5.7.3 Entry at the Start of Pre-Kindergarten and Kindergarten

#### a. Pre-Kindergarten

Girls whose 4th birthday falls on or before 31 July of the proposed year of entry, are eligible to commence Pre-Kindergarten.

If parents have already indicated specific learning needs, an assessment process may be required.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

For Pre-Kindergarten students the Enrolment Fee will be required after the successful assessment has taken place.

#### b. Kindergarten

Girls whose 5th birthday falls on or before 31 July of the proposed year of entry, are eligible to commence Kindergarten.

All Kindergarten applicants are assessed for class placement in the year prior to entry.

#### 5.7.4 Holding of Class Places

Places at the College will not be held for students who are withdrawn from the College except in specific circumstances and at the discretion of the Principal. Places may be subject to College fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

#### 5.7.5 Accommodation in the Boarding House

Once enrolled, a student may apply for accommodation in the Boarding House. Boarding accommodation is available for students in Years 5-12. An offer of accommodation in the Boarding House will only be made if a place is available. A student may be placed on a waiting list for accommodation in the Boarding House. Placement on this waiting list does not guarantee an offer of accommodation will be made.

### 5.8 PLC OLD GIRLS UNION MEMBERSHIP

Every student who exits the College is automatically a member of the PLC Old Girls Union and is entitled to receive newsletters, notice of events and special invitations over the course of her lifetime. A single membership at the time of enrolment is charged to cover this cost.

## 6. CONFIDENTIALITY

The College will abide by the provisions of the *Privacy Act 1988*. Confidentiality and privacy require that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

## 7. RECORD KEEPING

Information concerning all applications will be kept on file. Unsuccessful application information will be kept for five years. Successful application information will be kept for the duration of the student's enrolment at the College plus seven years after leaving the College.

## 8. COMMUNICATING THE POLICY

This Policy will be available on the PLC College website and on the College's intranet and in printed form with the Enrolments Manager.

## 9. TRAINING AND DEVELOPMENT

Relevant staff will undergo professional development to ensure they have read and understood this policy.

Relevant staff are encouraged to review and supply feedback regarding this Policy so that amendments can be implemented as necessary. Staff are encouraged to attend training courses and in-service opportunities that enhance their contributions to the enrolment experience.



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