



BUS02 Enrolment Policy (EL-12)

1. Scope

The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school in Early Learning -12. The policy, together with The Geelong College Education Agreement, should be read and understood by parents and those responsible for implementing the policy.

The College is associated with the Uniting Church and is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.

The school is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

As per the VRQA guidelines, it should be noted that a proportion of tuition fees collected may be applied to the conduct of the College's ELC.

2. Purpose

The Enrolment Policy, with regard to priority of places, only applies when there is a waiting list.

This policy ensures:

- admission to the school is fair, transparent and non-discriminatory.
- a clear basis on which offers of admission are made
- it will comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

3. Definitions

Old Collegian - to gain priority as an Old Collegian (Including Morongo Old Collegian) the registered student must have either a parent (step/adoptive parent) or grandparent (step/adoptive grandparent) who attended The Geelong College/Morongo College.

Current sibling - to gain priority as a current sibling the registered student must have a sibling (which may include adoptive) who is currently attending The Geelong College.

Enrolment register: is a permanent record of the students admitted to the school. The College is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.

Scholarships: The Geelong College may offer scholarships based on testing or audition to worthy and eligible students. The scholarships offered will provide fee subsidies to various levels and to various aspects of College life. The provision of such scholarships shall be at the absolute discretion of the Principal. Scholarship Applicants do not need to be registered for enrolment in order to be considered for a position at the College.

Waiting List: If the College is oversubscribed in one or more age groups there may be a maintained 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.

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Student Background Characteristics Data: Under the Australian Education Act 2013 (Cth.) 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.

Annual Report: The Annual Report to the School Community must include a report on the characteristics of students at the school.

Deferring: Families may make one (1) change to their Enrolment Application without incurring an extra charge. In this instance their priority of their original application date will remain unless applications have already been processed for the year that they are deferring to.

Privacy: Legislative privacy requirements govern how personal, sensitive and health information must be collected, used, disclosed and stored as part of the enrolment process. A privacy policy 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.

Discrimination: Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), the College is not permitted to discriminate on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:

- The College has a positive duty to take reasonable and proportionate measures to eliminate discrimination.
- When enrolling a student with a disability, the College is required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.

Proof of Age: The College requires proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.

History Statement: The College is required to request and record the immunisation status, called the Child History Statement, for each student prior to enrolment.

Overseas Students: The College 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.

- The College is also required to request and record the visa status when enrolling overseas students (formerly known as full fee paying overseas students (FFPOS)) 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)*.

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.

4. Roles and responsibilities

- The College Council are responsible for authorising the enrolment policy and for approving the criteria for admission.
- The Principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.

Approved by Executive: August 2019

Reviewed: March 2021

Review Date: 2026

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- The Principal is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.
- The Principal is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- The principal is responsible for:
 - ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
 - 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:
 - i. proof of the child's identity, specifically date of birth and enrolment name
 - ii. immunisation status
 - iii. visa status.
- 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.

5. Communication of the policy

- The College publishes its Enrolment policy and Admissions criteria on its website/portal.
- The College publishes for parents the procedures by which a student is admitted to the College on its website/portal.

6. Admissions Criteria

This policy and its criteria aim to provide clarity and clear guidelines for the priority of place for new enrolment registrations. Applications are processed approximately 18 months in advance in date order and the College gives priority to the following applications:

Number 1:

- A sibling of a current or past student will be offered a place before all other applications for enrolment provided that the enrolment application is lodged 18 months preceding the year in which the student is to be enrolled
- Scholarship winners also included
- Any child registered before the age of 2

Number 2:

- A child or grandchild of an Old Collegian will be offered a place after a sibling of a current or a past student and before all other applications for enrolment provided that the enrolment application is lodged 18 months preceding the year in which the student is to be enrolled
- Children of Ministers of Religion (Uniting Church) in date order of application
- This group also includes staff children

Number 3:

- Past student re-entering the College. The priority in which a child who was previously enrolled at the College and in respect of whom an application is received to re-enrol will be based on the application date order.

Number 4:

- Other applications in date order (this group constitutes those who have had no previous association with the school).

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All offers of place are made at the discretion of the Principal.

At the discretion of the Principal, some applications may be given preference on the waiting list on the basis of criteria such as:

- Boarding - given priority on the waiting list according to places available.

7. Policy review

The College Council will review the Enrolment Policy every three (3) years.

The College Council will require the Principal to report on the application of the admissions criteria as part of the Council's discussion of its Annual Report to the School Community.

8. Associated Policies/Guidelines

- The Geelong College Education Agreement
- Early Learning and Orientation Policy
- Privacy Policy
- Disability Policy and guidelines
- Immunisation Policy
- Community Grievance Policy
- Guidelines for Family Information

9. 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.).
- Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS).

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- Online enrolment applications will be accepted any time (depending on availability) with major intake years at Foundation, Y4, Y7, Y9
- Enrolment application forms are available via the website
- A separate application form must be completed for each child
- To facilitate the inclusion of all children into the program, enrolment applications should clearly identify any additional or specific needs of the child
- A copy of the child's birth certificate, proof of birth notice, or passport must be provided with the Application. For children who hold non-Australian passports or birth certificates, evidence of Australian Citizenship/Residency must be provided. An application is a pre-requisite for admission but not a guarantee of admission. Wait lists apply at all year levels.
- All applications must be accompanied by an enrolment application fee of \$500 (non-refundable).
- Completed enrolment application forms will be forwarded to the Admissions Manager
- Applications may be entered on the waiting list using the eligibility priority criteria.
- Early registration is strongly encouraged.

2. Offer of places

- Places will be allocated to applicants in accordance with the enrolment priority criteria (above)
- Applicants who are successful will be notified in writing of a confirmed place.
- Parents/guardians who do not wish to accept the offer of a place, or intend to withdraw their enrolment, are requested to notify the Admissions Manager in writing.
- When a child is accepted, a non-refundable, non-transferrable Admissions fee of \$2500, as set by the School Council, is payable to confirm the place. This fee is non-refundable and non-transferrable and will not be refunded if the student does not commence, nor credited against future tuition or boarding fees. Acceptance at one point of entry does not confer the right to defer the entry.
- On accepting the offer of a place, families are required to sign and return a copy of the **Offer Acceptance Form** which includes the College's Education Agreement which the School reserves the right to alter at any time and any conditions relevant to the offer.
- Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the School.
- If making a decision to defer a place, it should be noted that the College do not offer deferral of an accepted place. Admission fees are non-refundable and non-transferable. If families accept a place and pay their admissions fee for the year stated on their offer they can re-register an application at no extra charge for a future year level, however the Admissions fee (\$2500) will be forfeited and no place will be guaranteed at the future year level.

Related Document

[..\Current School Policies\GOV15 The Geelong College Education Agreement.pdf](#)