

Enrolment Policy

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V1	Oct 2024	New Policy	Oct 2024	Board Oct 2024

Enrolment Policy

1. Purpose

This Enrolment Policy (**policy**) sets out the principles and processes governing the basis on which students are admitted from Prep – Year 12 at Overnewton Anglican Community College (**College**).

This policy seeks to ensure that students are enrolled at the College in a manner that is fair, consistent, and transparent.

2. Scope

This policy applies to all current and future students and families (**‘Applicants’**) seeking admission to the College. This policy also extends to the College Board and College staff members whose children are enrolled at the College.

3. Policy

3.1. Principles

The College is an open-entry, non-selective, co-educational day school for students from Prep to Year 12. The College is not registered to accept international (full-fee paying) students.

The College intends that all students enrolled will progress through the year levels to the Senior School and follow a VCE or VCE-VM pathway. The College values diversity across the College community and this principle shapes the way in which the College admissions criteria are applied.

All final admission decisions are made by the Principal, in accordance with the criteria outlined in this policy. The Principal reserves the right to exercise discretion in all matters pertaining to enrolments.

The College takes a zero-tolerance approach to child abuse and is fully committed to ensuring that its policies, procedures, and practices meet the Child Safe Standards as specified in the Ministerial Order No. 1359, or as it may change from time to time.

3.2. Responsibilities

The College Board is responsible for approving the criteria for admission and the terms and conditions contained in the College - Terms & Conditions of Enrolment.

The Principal is responsible for ensuring this policy is implemented in a fair, transparent and non-discriminatory manner, and that an enrolment register is accurately maintained.

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3.3. Admissions Process

3.3.1. Applications for Enrolment

New enrolments are encouraged at the main intake year levels of Prep (students must be 5 years of age before 30 April in the year they start Prep), Year 5 and Year 7.

The College accepts applications for new student enrolments at all year levels, subject to availability, and at any time.

All Applicants must submit a completed Application for Enrolment, including any required documentation. Applications will only be recorded on the waiting list if the Applicant has correctly submitted the Application for Enrolment to the College, provided all required documentation, and has paid the non-refundable Application Fee.

3.3.2 Admissions Criteria

The College embraces equal opportunity, is inclusive in its outlook, and welcomes students from all backgrounds and faith traditions.

Where places are not immediately available, a waiting list will be maintained by the College, by applying the priority rules below. For waitlist purposes, those applications with a direct family connection to the College will receive an enrolment advantage.

- Applicants who have members of their immediate families as present or past students of the College, including, but not limited to the:
 - Applicant's sibling(s) being currently enrolled at the College;
 - Parent or grandparent of the Applicant being an Old Collegian;
 - Applicant's sibling being an Old Collegian; or
- Applicants who are children of current permanent employees of the College.

The College reserves the right to refuse an application or remove an application from the waiting list.

3.4. Application Process

All families who are new to the College are strongly recommended to attend at least one College introduction event. These include, but are not limited, to:

- School Alive Tours;
- School-based information events;
- Virtual Tours; and

- Weekly Tours.

Enquiries and visits are always welcome and can be arranged by contacting the College.

In accordance with the College's Terms & Conditions of Enrolment, Applicants are required to make full disclosure throughout the enrolment process. This includes:

- any known learning, behavioural, physical and medical needs (for which documentation may be requested); and
- the documented immunisation status of Students in Prep – Year 6.

If false or misleading information is provided in an application, the College reserves the right to cancel the offer of enrolment.

Subject to any applicable waiting list arrangements, potential students will be offered an interview for entry into the College according to the date their application was received.

A student's enrolment or commencement at the College may be delayed or prevented if the College cannot collect certain personal information. This is particularly so where the information is relevant to the wellbeing, health and safety of the student, other students and/or staff.

3.5. Enrolment Agreement

When an enrolment place is offered, families wishing to enrol will pay a non-refundable Confirmation of Enrolment Fee and enter into an Enrolment Agreement with the College. The Enrolment Agreement requires families to accept all conditions of the following:

- Confirmation of Enrolment form
- Community Code of Conduct
- Complaints and Appeals Policy
- Discipline Policy
- Enrolment Policy
- Application for Enrolment
- Fee Schedule
- Privacy Policy
- Scholarship Policy
- Student Code of Behaviour

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- Terms & Conditions of Enrolment.

These documents are available, at any time, on the College's website. The College reserves the right to vary and amend these policies (including changing their title) from time to time without notice.

If terms of the Enrolment Agreement or the associated policies are breached, then the Principal reserves the right to remove an application from the waiting list or withdraw a student's enrolment from the College at any time.

3.6. Continuing Enrolment

Once a student has commenced at the College, their enrolment is continuous through to Year 12, unless the student is formally withdrawn at the initiative of the College or the student's parent.

3.7. Withdrawal Prior to Commencement or Deferral of Enrolment

If a student is enrolled and then withdraws before the scheduled commencement date, the Application and Confirmation of Enrolment Fees will not be refunded.

For Prep enrolments: If the Applicant decides to defer enrolment to Prep in the following year, an enrolment place is guaranteed.

For entry at all other year levels: If the Applicant wishes to defer enrolment to a future year, an enrolment place is not guaranteed; the Applicant will re-enter the College waitlist with their original date of application.

3.8. Equal Opportunity and Reasonable Adjustments

Within the meaning of the Equal Opportunity Act 2010 (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.

Where information obtained by the College indicates that a student has a Disability, the Principal, or their delegate, will consult with the Applicant and the student to determine whether the Disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the College.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

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- 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 opportunities on the same basis as children without disabilities;
- The effect of the proposed adjustment on the student, including the 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.

The Principal may require the Applicant 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).

If reasonable adjustments are necessary to enable a student to enrol in or participate at the College, the College 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 College, 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 College 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.
- The effect of the Disability of the student, including:
 - The College's financial circumstances and the estimated amount of expenditure required to be made by the community – including costs associated with additional staffing and the provision of special resources or modification of the curriculum;

- The impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- The availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- The nature of the student's Disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the student and the Applicant (as appropriate) any concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the student and the Applicant (as appropriate), and the adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the student a position or may defer the offer.

If false or misleading information is provided in the application, the College reserves the right to cancel the offer of enrolment.

3.9. Disclosure

The Applicant acknowledges that the Application for Enrolment has been completed honestly and correctly and that the Applicant has made full disclosure in response to the matters and questions raised in the Application for Enrolment.

A failure to complete the Application for Enrolment honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by the College.

The College reserves the right to obtain further information regarding the student including all academic information, school reports, living arrangements and all medical and other reports regarding the student, if applicable.

3.10. Scholarships

The Overnewton Scholarship Program is opened annually approximately fourteen months prior to the year of commencement and is available to both current students of the College and new students wishing to attend.

The Scholarship Policy is available on the College website.

3.11. Enrolment Register

Overnewton Anglican Community College has an enrolment register that is a permanent record of the students admitted to the College. The enrolment register

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determines those students for whom attendance must be registered and monitored. The College has processes and procedures in place to ensure that the register is kept up to date.

Parents of future students should communicate any change of contact details to the College Registrar via email/in writing so that correct contact information can be maintained. The College will make reasonable efforts to maintain up-to-date contact details for all families, however, failure to communicate a change of contact details could mean a loss of enrolment opportunity.

Definitions

Applicant	means the person/s set out in the Enrolment Agreement being the parent(s) and/or guardian(s) of the student listed in the Enrolment Agreement and if more than one, each of them jointly and severally.
Application Fee	means the non-refundable fee payable at the time of completing the Application for Enrolment in order to join the College enrolment waitlist.
Application for Enrolment	means the document which an Applicant is required to complete in order for a prospective student to be eligible to be considered for enrolment at the College.
Charges	means fees other than Tuition Fees, which may include but are not limited to IT charges, consolidated charges, charges for elective subjects, school materials, medical expenses and other expenses referred to in the Terms & Conditions of Enrolment.
Confirmation of Enrolment Fee	means the non-refundable fee payable at the time of signing the Enrolment Agreement. The current Enrolment Fee is provided in the College's Fee Schedule available on its website and may be altered at any time at the discretion of the College.
Confirmation of Enrolment Form	means the form sent to the Applicant for the Applicant to indicate to the College that it is accepting an offer of enrolment from the College by accepting the Enrolment Agreement.
Disability	in relation to a student, means: <ul style="list-style-type: none"> 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

	<p>e) the malfunction, malformation or disfigurement of a part of the student's body; or</p> <p>f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or</p> <p>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.</p> <p>and includes a disability that:</p> <p>h) presently exists;</p> <p>i) previously existed but no longer exists;</p> <p>j) may exist in the future (including because of a genetic predisposition to that disability); or</p> <p>k) is imputed to a student.</p> <p>To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.</p>
Enrolment Agreement	means the agreement between the Applicant and the College and comprised of the: Complaints and Appeals Policy, Confirmation of Enrolment form, Community Code of Conduct, Discipline Policy, Enrolment Policy, Application for Enrolment, Enrolment Procedure, Fee Schedule, Privacy Policy, Scholarship Policy, Student Code of Behaviour, and the Terms & Conditions of Enrolment.
Fee Schedule	means the list of fees published on the College's website, as updated from time to time.
Parent	refers to the parent(s) and/or guardian(s) of a student, and if more than one, each of them jointly and severally
Principal	means the Principal of the College, or the Principal's authorised representative
Student	means a student named in an Application for Enrolment or an Enrolment Agreement (as the case may be).
Terms & Conditions of Enrolment	means these conditions of enrolment including any subsequent amendments made by the College
The College	means Overnewton Anglican Community College Ltd. ABN: 60 006 593 488. Yirramboi Campus: 2 - 50 Overnewton Rd Keilor, 3036. Canowindra Campus: 39 - 57 Robertsons Rd Taylors Lakes, Victoria, 3038.

Tuition Fees	means the tuition fees payable to the College, as advised by the College to the Applicant and available on the College website.
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4. **Related Documents and Policies**

- Complaints and Appeals Policy
- Confirmation of Enrolment form
- Community Code of Conduct
- Discipline Policy
- Enrolment Policy
- Application for Enrolment
- Fee Schedule
- Privacy Policy
- Scholarship Policy
- Student Code of Behaviour
- Terms & Conditions of Enrolment.