

Enrolment Policy

Policy Category

Governance and Risk

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1. Policy Statement

1.1 Preamble

Woodleigh School is committed to providing a caring, supportive and safe environment where every student has a place, a voice and their story is known.

Choosing the right school can be one of the most difficult decisions every parent has to face. Woodleigh School strives to ensure that students are treated with respect and courtesy.

It is the responsibility of Woodleigh School's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential.

Woodleigh School provides students with a strong academic program and offers a range of extra-curricular activities to enable each student to continually grow.

This policy is designed to be consistent with the philosophy, mission statement, values and ethos of Woodleigh School and provide guidelines and processes to enable appropriate selection and enrolment of students.

1.2 Purpose and scope

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at Woodleigh including, specifically the School's approach to inclusivity and in line with its values of respect for self, others and the environment.

The School currently provides a school curriculum for students:

- a) The Early Childhood Centres are based on the International Baccalaureate Primary Schools Program and the Australian National Quality Standards for early education and care services.
- b) The Primary School Years of Foundation to Year 6 are based on the International Baccalaureate Primary Schools Program and the Victorian Curriculum priorities and standards.
- c) Years 7 to 9 are based on the International Baccalaureate Middle Years Program and the Victorian Curriculum priorities and standards.
- d) Year 10 is based on the Victorian Curriculum priorities and standards.
- e) Years 11 and 12 are based on the Victorian Certificate of Education.

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School, including specifically the School's approach to inclusivity.

1.3 Aim and Key Principles

Through this policy, Woodleigh aims to:

- a) Maintain an open and fair procedure for the enrolment of students seeking enrolment at the School.
- b) Ensure the procedure for enrolment to Woodleigh is fair, transparent and not unlawfully discriminatory.
- c) Explain clearly to prospective parents/guardians (referred to as parents for convenience) the School's enrolment process (from enquiry to enrolment).
- d) Ensure that Woodleigh can provide for the educational needs of all its students in a manner that reflects Woodleigh's duty of care obligations.
- e) Ensure Woodleigh maintains its core values of Respect for Self, Others and the Environment.
- f) Ensure Woodleigh complies with its commitments to supporting students with differing and varying needs, including making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their known diagnoses.
- g) Comply with the requirements of the Education and Training Reform Act 2006 (Vic) as amended or replaced from time to time, and other relevant legislation.
- h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 3.1.1).

2. Responsibilities

2.1 To assist in achieve the above aims, Woodleigh has allocated the following responsibilities:

Board	<ul style="list-style-type: none"> • Ensure that Woodleigh meets its legal and regulatory responsibilities –including those which relate to inclusivity. • Review and endorse this policy. • Review and set the tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> • Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.
Director of Enrolments	<ul style="list-style-type: none"> • Ensure compliance with this policy. • Ensure enrolments are compliant with the School’s Constitution. • Provide prospective parents with the necessary information about enrolment processes.
Parents	<ul style="list-style-type: none"> • Read and comply with this policy. • When seeking to enrol a prospective student, complete the application for enrolment form which is available on Woodleigh’s website. • Disclose their child’s special needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to the child, the child’s welfare, or the education and welfare of other students.

3. Policy Guidelines

3.1 Entry Points

3.1.1 The main enrolment entry points into the School are traditionally:

- a) The Early Childhood Centre – 3 Year old program Early Childhood Centre (ECC)
- b) Foundation
- c) Year 5
- d) Year 7
- e) Year 10

3.1.2 Places of enrolment are offered at other levels if vacancies exist.

3.1.3 Parents may apply for a place at Woodleigh for their child at any time from the child’s birth.

3.1.4 It is a condition of enrolment that all children are aged three (for the ECC 3 Year Old Program) by 30 April in the year of commencement. Preference will be given to children planning to continue beyond the ECC into the primary years. Under the 'No Jab, No Play' legislation, which came into effect in 2016, before enrolling a child, early childhood services must first obtain evidence that the child is: fully immunised for their age, or unable to be fully immunised for medical reasons. 'Conscientious objection' is not an exemption under the 'No Jab, No Play' legislation. A copy of the child's current Immunisation History Statement from the Australian Immunisation Register will be required as part of the documentation for all Early Childhood Centre applications.

3.1.5 To be eligible for admission to Foundation, children must be 5 years of age on or before 30 April in the year they begin schooling and, in the School's reasonable opinion, school-ready. All children must be enrolled in school by the child's sixth birthday.

3.1.6 In determining the school readiness of a child, the following are examples of factors that will be considered:

- a) Separation: Is the child ready to separate from the parent for a day?
- b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
- c) Education: Has the child completed a primary education in another mainstream or special needs school?
- d) Social maturity: Is the child ready to be part of a large group with approximately 22 children and one teacher? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
- e) Confidence: Is the child able to ask for help and assistance when required?
- f) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)? English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the School's education program.

3.2 Eligibility

3.2.1 To be eligible for enrolment, the prospective student must be either:

- a) an Australian citizen;
- b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
- c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

3.3 Open Entry Policy

3.3.1 Woodleigh has an open entry policy. However, the School may:

- a) Offer scholarships to specific groups of students, including but not limited to academic ability, hardship or general excellence.
- b) Determine enrolments based on its ability to provide educational services to the particular student.
- c) Apply the priorities for enrolment that are set out in clause 3.4.3(d) of this policy.

3.4 Application Process

3.4.1 Get informed

Before submitting an application for enrolment form, families of prospective students are encouraged to:

- a) Browse the School's website.
- b) Review this policy, and other policies and procedures available on the Woodleigh's website, to fully understand the vision, mission and values that will frame a student's education at the School.
- c) Attend our Enrolments Information Evening presented by our Principal to hear about why Woodleigh?
- d) See Woodleigh in action during a Campus tour.

3.4.2 Submitting an application

An application for enrolment must be made by submitting a completed online application for enrolment form. An application for enrolment form must be accompanied by:

- a) Any required documentation mentioned in the form (including the child's birth certificate or passport, and if applicable, current immunisation certificate from Medicare, NAPLAN results, school reports, Foundation Transition Statements, specialist reports, visa grant notice, relevant court and parenting orders). Academic

reports should indicate at least satisfactory results in core subjects.

- b) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the School's administrative costs in managing the enrolment process.

Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee a place at the School. Rather, the application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the School in:

- a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations); and
- b) deciding whether to exercise its discretion to offer a place of enrolment.

Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

3.4.3 Waiting lists and priority of enrolment

Woodleigh ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment. In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:

- a) The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed).
- b) The information disclosed in the application for enrolment form.
- c) The child's enrolment interview and if applicable, pre-enrolment assessments including participation in trial days.
- d) Whether the child is eligible for a priority offer of enrolment as
 - i. set out elsewhere in this policy
 - ii. a sibling of a current student
 - iii. children of alumni of the School
 - iv. A child of a permanent Staff member.
 - v. Scholarship recipient.
- e) The child's behavioural history.
- f) Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the School.
- g) The starting year level of the child and whether this aligns with a main year level entry point at the School.
- h) The School's capacity, as an inclusive school, to support a prospective student's special needs in the School environment (see below).
- i) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
 - i. number of students currently enrolled at the School;
 - ii. prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures);
 - iii. prospective student's interests and participation in extra-curricular activities;
 - iv. reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - v. the School's resources and capacity to deliver an education to the student in accordance with its educational model and staffing capacity;

- vi. prospective student's willingness and ability to comply with the School's behavioural standards;
- vii. prospective student's willingness and ability to derive a benefit from the School's educational model;
- viii. prospective student's school-readiness;
- ix. willingness of each family to endorse the School's vision, mission and values; and
- x. any other considerations set out in this policy.

A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

The School will apply the Federal Department of Education's Priority of Access Criteria if there is a waiting list for Woodleigh's ECC or if the number of applications exceed the number of available places at the ECC.

3.5 Enrolment interview

- 3.5.1 If and when appropriate, Woodleigh will invite a prospective student and their parents to attend an enrolment interview with a member of Woodleigh's Leadership Team (eg Principal, Deputy Principal, Head of Campus).
- 3.5.2 For families seeking entry to the School, this interview will:
 - a) enable the School to understand the prospective student's strengths, weaknesses and special needs, as well as what they and their family can contribute to the life of the School; and
 - b) enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.
- 3.5.3 Prior to the interview, families will be asked to complete the Woodleigh Pre-interview Data Collection form and provide a number of documents to support the interview process, including but not limited to a copy of the prospective student's current school reports and other assessment documentation, if applicable. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 3.5.4 Prospective students will be interviewed, either in person or online. Prospective students may be requested to undertake a trial day to support their enrolment application.
- 3.5.5 Attending an enrolment interview does not guarantee a place at Woodleigh, and is not an offer of enrolment.
- 3.5.6 After attending the enrolment interview the prospective student's application will be reviewed by either Woodleigh's Principal or Deputy Principal, along with our Director of Learning Enhancement and Director of Wellbeing when required.
- 3.5.7 If for any reason in the School's absolute discretion the School forms the opinion, as a result of the enrolment interview, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

3.6 Letter of Offer of enrolment

- 3.6.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 3.6.2 A Letter of Offer of enrolment made by the School will be made in writing.
- 3.6.3 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment or, where no offer is made, the reasons for this.
- 3.6.4 A Letter of Offer of enrolment may be accepted in the form approved by Woodleigh from time to time, subject to the following:
 - a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by Woodleigh's Terms of Business and any other terms set out in the Letter of Offer of enrolment (including payment of the student entry fee and return of requested documents by the stated deadline).
 - b) Acceptance of the Letter of Offer must be provided within 10 business days unless the School's offer states

otherwise.

- c) If an acceptance of offer has not been received by the due date it will be deemed not accepted and the offer therefore will lapse.
- d) Acceptance of an offer must be accompanied by payment of the non-refundable student entry fee.
- e) An offer may be withdrawn by the School, regardless of the availability of places where:
 - i. Information provided to the School is found to be withheld, false or misleading.
 - ii. There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.
 - iii. The offer of enrolment is not accepted on the terms provided by the School.
 - iv. The Principal exercises their reasonable discretion to withdraw the offer.

3.6.5 Details about all of Woodleigh's tuition fees and consolidated levies, and other charges and levies, imposed by the School for the school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms of Business published by the school. A copy of the current Terms of Business is available on Woodleigh's website.

3.6.6 If parents accept a Letter of Offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment application fee, student entry fee and any tuition fees paid in advance up to the value of the leave without notice fee to the School, unless one term's written notice is provided.

3.7 Defer, refuse or vary a Letter of Offer

3.7.1 Parents must notify the School in writing if they wish to defer, refuse or vary a Letter of Offer of enrolment. This must occur by the date stated in the Letter of Offer of enrolment.

3.7.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

- a) Notice must be given to the School in accordance with clause 3.8.1 below.
- b) The School in its absolute discretion may or may not agree to that request.
- c) If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
- d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms of Business and new Letter of Offer and otherwise comply with the School's enrolment requirements at that time.
- e) The School may or may not in its absolute discretion require a further fee.

3.8 Appealing and enrolment decision

3.8.1 Parents may appeal an enrolment decision in accordance with the School's Parents and Students Complaints and Grievances Policy. A copy of the Policy can be found on the website.

3.9 Orientation

3.9.1 Orientation and induction takes place for all new students and their families, and includes:

- a) Orientation days.
- b) Student orientation on commencement.
- c) The use of the buddy system for those entering in non-major intake years.
- d) Information sessions and feedback opportunities at the start of the year.

3.10 Commitment to inclusivity

- 3.10.1 Woodleigh is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and special needs. In this policy, special needs includes allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 3.10.2 Woodleigh is committed to complying with its legal obligations regarding inclusivity, and supports the National Disability Standards for Education and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's needs.
- 3.10.3 Woodleigh must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's needs. This consideration is both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students.
- 3.10.4 Woodleigh also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:
- a) A child poses a threat or presents a risk of harm to a member of the School community (including staff, students and parents).
 - b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
 - c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - d) The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
- 3.10.5 Accordingly, prior to a Letter of Offer of enrolment being made parents must inform the School of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of other students).
- 3.10.6 If a parent fails to promptly inform the School of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms of Business).
- 3.10.7 Where a parent promptly informs the School about a student or prospective student's needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms of Business.

3.11 Register of Enrolments

- 3.11.1 Woodleigh keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- a) Name, age, date of birth and residential address of student.
 - b) Parent names and contact details.
 - c) Date of enrolment.
 - d) The student's Victorian Student Number.
 - e) Medical information for emergency management purposes.
 - f) Emergency contact details.
 - g) Sacramental information.
 - h) If applicable: Home care arrangements, court orders, transfer records.

- i) Date of leaving the School and details concerning student's departure, where appropriate.
- j) For students older than six years, details of previous schools or pre-enrolment situation.

3.11.2 The register is retained for a period (in accordance with the School's Privacy Policy) after the student leaves School, and copies of information in the register are stored electronically and on-site at regular intervals.

3.12 Discretion to expel

3.12.1 A student may be asked to leave Woodleigh School if their conduct or performance is unsatisfactory or they fail to obey Woodleigh School's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final. The grounds on which a student may be expelled includes, but is not limited to:

- a) Unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with School rules, codes of conduct, policies and procedures, or
- b) Upon identification, that misleading or inaccurate information was provided to the School.

3.12.2 Each person who signs the Terms of Business (Enrolment Contract) accepts legal responsibility (jointly and severally) for payment of the school fees and levies incurred for the entire period of the enrolment of the student.

3.12.3 Fees continue to be payable if a student is suspended from the School. In cases where a student's enrolment is terminated by a decision of the School, fees and charges are payable for the entire school term in which the termination of enrolment occurs.

3.13 Implementation of this policy

3.13.1 To properly implement this policy, all Woodleigh School's prospective parents will be required to sign the relevant Terms of Business of enrolment.

3.14 Questions

3.14.1 Any questions relating to our enrolment policy, should be directed to the Director of Enrolments or the Principal.

3.15 Related policies, procedures & legislation

3.15.1 Woodleigh School policy and procedure linkage:

- Child Protection and Safety Policy
- Child Safety Code of Conduct
- Mandatory Reporting Policy and Procedures
- Working with Children Check (WWCC) Procedure.
- Privacy Policy
- Student Diversity and Inclusion Policy (in development)

3.15.2 Related Legislative instruments:

- Privacy Policy
- Privacy Act 1988 (Cth)
- Ministerial Order 870
- Education and Training Reform Act 2006 (Vic)
- Child Wellbeing and Safety Act 2005 (Vic)

Further information relating to this policy can be obtained from the Principal's Office.

4. Policy Compliance

4.1 Policy Breach

Woodleigh enforces this policy and its procedures. In the event of any non-compliance, we will instigate a review that may result in a range of measures including (depending on the severity of the breach):

- suspension of enrolment
- in the case of serious breaches, termination of enrolment

Compliance with this policy will be monitored by the Principal and the Director of Business and School Operations and this may include independent audits and reviews.

5. Communication of This Policy

This policy is made available to all Staff via Policy Hub. It is made available to parents as part of the enrolment process and is available on the school's website. It is also available in hard copy by request.

6. Policy Review

This policy is to be reviewed, approved and endorsed on a 3-year cycle.

The Director of Business and School Operations and the Principal are responsible for ensuring that this Policy is reviewed and updated as needed.

7. Policy Approval Status

Review cycle	Triennial
Policy reference	GR-16
Owner	Director of Business
Approved by	Board
Version	Version 4-1
Location	WS Policy and Procedure TEAM > Policies > Governance and Risk
Date approved	DRAFT
Next review date	Term 1, 2027

8. Appendices

Attachment 1 – Terms of Business