



POLICY

NAME:	Enrolment and Admissions Policy June 2021
UPDATED DUE:	June 2023, or more often as circumstances require

Commitment to child safety

All students who attend Camberwell Girls Grammar School (CGGS) have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at, or is engaged by CGGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

Purpose

CGGS is committed to ensuring that students are enrolled in the school in a way that is fair and transparent. In achieving this standard, the school will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement with the school.

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

This policy sets out the principles, framework and criteria on which students are admitted to the school, clearly explaining the basis on which offers of admission are made and information parents must have when entering into the enrolment agreement.

Scope

This policy applies to the School Council, the Principal, school staff, current and prospective parents.

Roles and Responsibilities

The **School Council, and its Risk and Governance Sub Committee** is ultimately responsible for:

- authorising the admissions and enrolment policy and for approving the enrolment criteria
- approving the terms within the enrolment agreement

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 implemented so that parents are guided through the enrolment process from enquiry to admission

- ensuring that procedures are in place to record the basis on which a child does or does not fulfil the enrolment 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 (Early Learning Centre to Year 6 only) and COVID vaccination 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.

Communication of the Policy

CGGS publishes on its website and will provide to prospective parents by contacting the school office, its enrolment policy and criteria.

CGGS publishes on its website for parents, the procedure outlining how a student is admitted to the school, as well as the enrolment agreement and business regulations. These documents will also be provided by contacting the school office.

Policy Implementation Documents

The following documentation sets out the process and actions required to implement this policy:

- appendix setting out the enrolment criteria that will be used as the basis on which offers of admission are made
- the Enrolment and Admissions procedure which details how enquiries, recording enrolments, waiting lists and admissions are managed
- the Enrolment Agreement
- the Business Regulations and
- the Records Management procedure which outlines how student information is recorded and managed.

Governance Review

The School Council will review the terms and conditions contained within the enrolment agreement every two years.

The School Council will also require the Principal to report on the application of the enrolment criteria as part of the School Council's discussion.

Non Discrimination Enrolment and Admissions Practices

This policy takes into account State and Federal laws pertaining to privacy, discrimination, equal opportunity and immunisation.

Policies

There are Australian laws which are aimed at keeping children safe and to which all Victorian schools must comply. The School has many policies and procedures to keep help children safe and which comply with the laws. Everyone has a responsibility to ensure that all students are kept safe in accordance with the School's policies and procedures.

The School has Child Safety Code of Conducts for:

- all adults engaged in child-connected work
- all Year 7 to 12 students, including those 18 years or older
- all Foundation to Year 6 students

Privacy Policy

The School is bound by the Australian Privacy Principles contained in the Commonwealth Privacy Act. The School's Privacy Policy applies to its enrolment and admissions processes.

Records Management

CGGS keeps and retains accurate records of school enrolments that comply with commonwealth and state legal and regulatory requirements. The School's Records Management Policy applies

Links to Policies

- Attendance Policy
- Privacy Policy
- Record Management Policy (including Archiving Policy) and Procedure
- Complaints Policy

Policy Review

The School is committed to the continuous improvement of its enrolment policy and procedures and associated enrolment documentation.

Unless otherwise stated, this policy remains in place until it is superseded by an amended version. This policy will be reviewed biennially or more often as circumstances require.

Next scheduled review date is August 2023.

Version Control

Version No.	Date Approved	Author	Comments
1.0	2018	Jacqui Woodbridge	Initial version.
2.0	19 August 2021	Risk and Compliance Manager	Inclusion of Scope, Roles and Responsibilities, Communication and Document Implementation, Policy Review sections Inclusion of the Early Learning Centre as a Department of Education approved centre for 3 and 4 year old girls and boys and noting a proportion of funds may be used for the Early Learning Centre Enrolment Criteria moved to Appendix A of this Policy Removal of Admissions Application Process section into an Enrolment and Admissions Procedure

Appendix A: Enrolment Criteria

An application for enrolment must be made via the School's official online Enrolment Form, accompanied by a copy of the child's birth certificate and payment of the non-refundable registration fee. Applications are listed on the wait list for the preferred year of entry in the first instance.

An application for entry does not itself constitute an enrolment. Admission to the School is at the discretion of the Principal and parents will be notified if a place will be offered.

The School reserves the right to refuse an application or to remove an application from the waiting list if there are reasonable grounds for doing so.

Entry Points

There are three main entry points for admission: Early Learning, Years 5 and 7, with casual vacancies at other year levels depending on place availability.

Term Entry

The School is able to consider applications for entry in Terms 2, 3 and 4, depending upon the circumstances and place availability for specific year level.

Criteria

Vision, mission and values

Camberwell Girls Grammar is a leader and innovator in the education of girls, dedicated to fostering a passion for learning and building a more just and sustainable world. We are a Christian School in the Anglican tradition, inspiring girls in their love of learning and nurturing compassionate leaders with global mindsets. We welcome students of all faiths and cultures and educate to seek wisdom through intellectual inquiry, service learning and spiritual growth that honours the values of integrity, commitment, respect, hope and courage.

Gender

The School is an open entry school from Early Learning to Year 12. The Early Learning Centre, approved by the Department of Education, enrolls 3 and 4 year old girls and boys, providing both full time and part-time programs for families to consider across both year groups.

The Early Learning Centre is a feeder to the associated Camberwell Girls Grammar school (Foundation to Year 12) for girls only. The vast majority of Camberwell Girls School Foundation (Preparatory) class is made up of students from the Early Learning Centre. A proportion of funds or fees collected by the School may be used to support the operation of the Early Learning Centre.

Religious denomination

The School is an independent Christian school in the Anglican tradition however students from a range of different religious, social and cultural backgrounds may apply.

Age criteria

Students are to be age appropriate for the year level of entry and for commencement of school according to the Victorian Government date of birth cut-off date (to be aged 5 by 30 April) for entry to primary school in Foundation.

Family affiliation criteria

In no particular order, the School may give priority to students with a family affiliation to the school such as:

- Child of practising Anglican Clergy employed by parish

- Child of a permanent staff member of the School
- Sibling currently or previously enrolled at the School
- Child or grandchild of a former student of the School
- One of a number of applicants from the same immediate family
- Resuming student who was offered priority at the time of departure and paid a holding fee

Student Needs and Disabilities

The School requests parents provide details of any special student learning needs or disabilities during the application process to assist the School in assessing and preparing for the needs of the student.

English as an Additional Language (EAL) Eligibility

Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they meet both of the following conditions:

- They have been a resident in Australia or New Zealand or other predominantly English-speaking country for no more than seven years or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English. The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school vacations are included in the accumulation towards the seven years because there was no disruption to education during these periods.
- English has been the student's major language of instruction for a total period of not more than seven years over the period of their education.

Resident Visa Holders

The School accepts students who hold a valid temporary or permanent resident visa on the basis of local tuition fee paying students.

Students are required to reside with at least one parent.

In addition to the Minimum Enrolment Documentation outlined below, the School requires a copy of the following documentation:

- current passport and visa grant letter for the student
- the family to maintain passport and visa as current and valid for the duration of enrolment
- the family are required to notify the School and provide documentary evidence if there is a change to visa status and provide documentation evidence before any change can be made

Enrolment Process

The School makes available its School Prospectus in hard copy and on-line as well as the School's Child Safe Commitment, Privacy Policy, Fees and Business Regulations, Prospectus, Curriculum outline, VCE results and school tour opportunities.

The School's Overseas Student Prospectus contains additional information in regard to the ESOS Framework, AEAS testing and eligibility criteria, Agent list, Homestay and Guardianship, Curriculum outline.

School tours are offered in groups held on set dates across the year and privately by appointment.

Minimum Enrolment Registration

Parents or Guardians should complete the online Enrolment Form. The following documentation is required at this time:

- Child's birth certificate: to verify a student's full name and date of birth (a passport does not take the place of a birth certificate)
- If born overseas, passport and visa or certificate of Australian Citizenship
- Non refundable registration fee

If a child is commencing in the Early Learning Centre and/or Foundation to Year 6:

- the child's Immunisation History Statement will be required. We will request an updated certificate at the appropriate time to comply with the Immunisation Legislation.

A check is completed in regard to:

- the age of the student in relation to preferred year level against the child's birth certificate and in the case of Early Learning to Year 6, Immunisation History Statement; and
- payment of the required non-refundable registration fee.

Offer of a Place

In offering a place, a Letter of Offer and Enrolment Agreement is provided to the successful applicant. To accept the offer and secure a place, both parents or guardians (where applicable) are required to sign the Enrolment Agreement and return to the School along with payment of the non-refundable enrolment confirmation fee and Advance on School Fee payment by the due date.

Following Acceptance of an Offer

The student will be registered by birth name, however a preferred name may be added to the enrolment register. In the case of a name change, documentary evidence is required before any change is made.

The School will:

- if a temporary resident or permanent resident, check the visa holder's documentation against passports and visa grant information. Copies of documentation for the student and parents will be kept on the student's file and enrolment register. The School audits the Enrolment Register to check all passports and visas are valid. In the case of a change of visa status, documentary evidence in the form of visa grant letter re change of visa is required before any change is made. The School does not enrol visitor visa holders except on school exchange.

New Zealand born students or citizens are enrolled as local students for enrolment and tuition fee purposes and listed as holders of New Zealand status on the Enrolment Register.

- notify the VSR of all student movements and changes to student identifying details.
- may follow a process to request the transfer of information from an interstate student's previous school in regard to school information, student progress and support needs student behaviour and management issues.

Important documentation to be completed and received prior to a student commencing

- Online Student Family Background Data for Early Learning Centre admissions, an additional Government Confidential Enrolment Form
- Confidential Student Information and Medical Forms plus, where appropriate, Allergy Plans are required prior to a student commencing
- Any court orders, including Family Court orders: a certified copy is required by the School. A copy of these orders may be held with the Principal, Head of Junior School in the case of Junior School enrolments, Deputy Principal / Head of Senior School and Chief Financial and Operating Officer. A copy is placed on the child's file and Enrolment Register.
- Student learning needs and disabilities: the School will conduct meetings with parents to gain a clear picture of the student's learning profile and needs. The provision of documents and/or medical evidence is requested in order to assist with both funding arrangements and provision of adjustments, where relevant. The School is supportive of additional communication with external professionals to determine the assistance required to enable the student to access the School's curricular and co-curricular programs. Any additional support or modifications will be discussed and implemented in consultation with the parents and the School, as well as the student and external professionals, where appropriate.

Contact information

Change of address and contact details: for parents/guardians are required to be advised promptly as failure to do so may result in the School being unable to make contact and cancellation of a student's application may result.

Fees and Charges

No student may commence at the School until all initial charges (registration fee, enrolment confirmation fee and tuition and composite fees) have been paid and all enrolment documentation complete.

As an enrolment process, deferred enrolments for the wait list and deferred or cancelled enrolments may be reinstated depending on place availability.

Deferral of Enrolment

Enrolment can be deferred for entry in a later year following an acceptance of a place but does not guarantee that a place will be available at that time. The application will be added to the applicable waitlist.

Leave of Absence

Where a current student withdraws for a period, the place, by arrangement with the School, may be held on the payment of a Holding Fee. The Holding Fee is non-refundable, however will be applied against tuition fees once the student resumes. The Holding Fee is equivalent to a term's tuition fees for the student's current year. The parent/guardian should write to the Principal.

A student wishing to take an overseas study for up to one year is required to make application in writing to the Principal.

Withdrawal of a Current Student

If a student is to be withdrawn, the Principal must be notified in writing of a full term's notice in advance. Failure to give the required notice will result in the requirement to pay a term's tuition fees and levies in lieu of such notice. Where a student is withdrawn at the end of the year, notice is required by the first day of Term 4.

The School reserves the right to withdraw enrolments or an offer of an enrolment in appropriate circumstances.

Exchange Students

The School requires Exchange Students to enrol through the formal exchange organisation. In addition, the student's parents are required to complete and sign the School's online Application for Enrolment Form and Confidential Student Information & Medical Forms and where applicable provide Allergy Plans.