



POLICY

NAME:	Enrolment Policy May 2024
UPDATED DUE:	May 2026, or more often as circumstances require

Commitment to child safety

Camberwell Girls Grammar School (CGGS) is a child safe organisation which welcomes all children, young people, their families and their participation. We are committed to providing culturally inclusive environments where all our students are safe and feel safe, and have confidence their voice is heard. We promote positive interactions between students and adults, and between students and their peers based on mutual trust and respect.

Child safety is a shared responsibility. Everyone engaged or employed by CGGS has a role to play in promoting child safety. All are aware of their responsibility to promptly raise issues or concerns about a child's safety or wellbeing. We have zero tolerance for child abuse and we take proactive steps to identify children who may be at risk or experiencing vulnerability to mitigate harm or distress.

Particular attention is given to the safety needs of Aboriginal or Torres Strait Islander students, those from culturally and linguistically diverse backgrounds, students with disabilities, international students, those unable to live at home and children and young people who identify as LGBTQIA+.

We regularly seek input from students, parents, carers, staff and volunteers in our child safe practices and communicate our policies and ongoing strategies following each systematic review.

Purpose

Camberwell Girls Grammar School (CGGS), the "School", 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 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 Staff, current and prospective parents.

Definitions

School	Camberwell Girls Grammar School (CGGS)
Staff	All staff employed at CGGS.
Prospective Parents	Any parent (or parent representative), guardian, carer or agent, who is enquiring about enrolment at CGGS. This could be at any stage of the enrolment process from enquiry through to confirmation, prior to the Student starting at the School.

Parents	Parents, guardians, carers
Students	All students including international students.
Agent	Agents including relocation agents and education agents assisting families with enrolment. They may be located onshore or offshore.

Roles and Responsibilities

The **School Council** is ultimately responsible for:

- authorising the 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 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 determine whether a child does or does not fulfil the enrolment criteria and if the School can 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).
 - iii. visa status (where applicable).
- 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

The School publishes its Enrolment Policy on its website. A hard copy of this policy will be provided to Prospective Parents upon request by contacting the School's Admissions office.

CGGS publishes on its website for parents, the procedure outlining how a student is admitted to the school, as well as a sample 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 A** setting out the enrolment criteria that will be used as the basis on which offers of admission are made.
- the Enrolment procedure which details how enquiries, recording enrolments, waiting lists and admissions are managed.
- the Enrolment Agreement.
- the Business Regulations and
- the Privacy Policy.

Governance Review

The School Council will review the Enrolment Policy every two years.

Non Discrimination Enrolment Practices

This policy takes into account Commonwealth laws pertaining to child safety, 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 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.

Related Policies

- Privacy Policy
- Records Management Policy
- Complaints Management Policy – School Community
- International Students Recruitment and Enrolment Policy
- Child Safety Code of Conduct
- Parent Code of Conduct
- Student Code of Conduct (Junior School – Ormiston)
- Student Code of Conduct (Secondary School)
- Staff Code of Conduct

Policy Review

The School is committed to the continuous improvement of its Enrolment Policy.

Unless otherwise stated, this policy remains in place until it is superseded by an amended version. This policy will be reviewed every 2 years or more often as circumstances require.

Next scheduled review date is May 2026.

Version Control

Version No.	Date Approved	Author	Comments
1.0	2018	Jacqui Woodbridge	Initial version.
2.0	TBA	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
3.1	May 2024	Risk and Compliance Manager	Rolled over as part of the review cycle. Added Definitions section.

Appendix A: Enrolment Criteria

An application for enrolment must be made on 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 Prospective Parents will be notified if a place is 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 four main entry points for admission:

- Early Learning 3
- Foundation (limited places)
- Years 5 and 7, with 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 on the circumstances and place availability for specific year levels.

Criteria

Vision, mission and values

Camberwell Girls Grammar School is a leader and innovator in the education of students, 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 students 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. A proportion of funds or fees collected by the School may be used to support the operation of the Early Learning Centre.

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.

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 3 by 31 January in the year of entry, to commence in Early Learning 3.
- to be aged 4 by 30 April in the year of entry, to commence in Early Learning 4.
- to be aged 5 by 30 April in the year of entry, to commence in 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

Junior School

Eligibility for inclusion in Junior School EAL programs (and to be able to receive an EAL report) includes, but is not limited to, the following criteria:

- Aboriginal and Torres Strait Islander students.
- Immigrants to Australia and temporary visa holders from non-English speaking countries .
- Students with a refugee background.
- Children born in Australia of migrant heritage where English is not spoken at home.
- English-speaking students returning to Australia after extended periods in non-English speaking settings.
- Children of deaf adults who use Auslan as their first language.
- International students from non-English speaking countries.

Depending on eligibility, students may be allocated to a EAL program pathway and move through the EAL continuum instead of receiving a standard English report.

Once an EAL student has reached the achievement standards of their respective pathway, they can be transferred to the Australian F-10 English for assessment and reporting purposes.

Middle and Senior School

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, or eligible relative approved by the relevant Head of School.

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 the 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.

This section does not apply to international students on a Students Visa 500.

Enrolment Process

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

The School's International Enrolment Kit can be found [here](#).

School tours are offered in groups held on set dates across the year (dates available on the School's website) and privately by appointment.

Minimum Enrolment Registration

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

- the child's Immunisation History Statement. 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.

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 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 Victorian School Register (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, and for Early Learning Centre admissions, an additional government Confidential Enrolment Form.
- Confidential student information and medical forms including ASCIA Plans, Asthma and Allergy Plans, and any other applicable Management Plan (where appropriate) are required prior to a student commencing.
- Any court orders, including Family Court orders: a certified copy is required by the School. A hard copy of these orders will be held with the Principal and Head of Junior School (in the case of Junior School enrolments) and Chief Financial and Operating Officer.
- 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: Parents are required to advise the School 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 is completed.

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 may be requested to 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

If a student enrolled at the School requests a leave of absence, their place will be held for no more than two years from the requested date. All requests are to be in writing to the Principal. A Leave of Absence (LOA) Fee applies upon acceptance of the request. Upon the student's return to the School, the LOA Fee will be credited against future tuition fees. In the event that the student does not return to the School, the LOA Fee will not be refunded.

Withdrawal of a Current Student

If a student is withdrawn, the Principal must be notified in writing a full term's notice in advance. Failure to give the required notice will result in the requirement to pay a term's fees (including any statutory levies). 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 cancel enrolments.

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. Confidential student information and medical forms plus including anaphylaxis plans, asthma and allergy plans, and any other applicable management plans (where appropriate) are required prior to a student commencing.