ENROLMENT POLICY

1. PURPOSE

The purpose of this policy is:

- To outline the procedures and criteria for admission to Preshil, The Margaret Lyttle Memorial School.
- To ensure enrolment practices are fair, transparent and consistent, while supporting the School's philosophy, values, and inclusive practices.
- To comply with all State and Commonwealth legislation, including:

    - Education and Training Reform Act 2006 (Vic)
    - Education and Training Reform Regulations 2017 (Vic)
    - Equal Opportunity Act 2010 (Vic)
    - Privacy and Data Protection Act 2014 (Vic)
    - Australian Consumer Law
    - Child Safe Standards (Ministerial Order No. 1359)
    - Immunisation requirements under the Public Health and Wellbeing Act 2008 (Vic)

2. APPLICATION

This policy:

- Applies to all prospective students and families seeking enrolment from Kindergarten to Year 12.
- Applies to staff and administrators responsible for managing enrolment.
- Provides a framework to maintain a diverse and inclusive student body while upholding legal obligations and Preshil's mission.

3. PROCEDURES

3.1 Enquiry

- The Admissions Manager is the primary contact for prospective families, responding to questions with care and providing accurate information about the School's programs, philosophy, and enrolment process.
- Information is made available through scheduled open days, school tours, information packs, and the School's website. These opportunities allow families to experience the culture and learning environment of Preshil before deciding to apply.
- Individual meetings or tours may be arranged in exceptional circumstances to ensure equitable access for all families.

3.2 Application for Enrolment

Families are required to complete the Application for Enrolment form and provide the following:

- A non-refundable application fee.
- A profile outlining the family's reasons for choosing Preshil.

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- Copies of recent school reports and/or assessments (if applicable).
- Birth certificate or evidence of residency and visa status (if applicable).
- Immunisation Status Certificate (for Kindergarten and Primary applicants).

Families are expected to provide information in good faith about their child's development, interests, and needs. This enables the School to make informed decisions that support the child's wellbeing and learning.

3.3 Students with Additional Needs

- Families are required to disclose any additional needs so that the School can work in genuine partnership with them.
- The Head of Campus, together with the Inclusive Education Leader and/or Student Wellbeing Leader, reviews the child's educational and support needs. This may include consultation with external professionals.
- Consideration is given to the School's capacity to make reasonable adjustments under the Disability Discrimination Act 1992 and Disability Standards for Education 2005.
- Where adjustments required would cause unjustifiable hardship to the School or significantly compromise safety and wellbeing, the application may not proceed. This decision is always made with care and in consultation with families.

3.4 Interviews and Offers

- Once a complete application has been received families are invited to an enrolment interview with the Principal and/or relevant Head of Campus.
- The interview provides an opportunity for mutual understanding: families can learn more about Preshil's philosophy and expectations, and the School can better understand the student's needs and circumstances.
- Some students may be offered a trial experience to assist the family, student and school to determine student needs and fit with the school environment.
- Following the interview, trial and review process, successful applicants receive a formal written offer.
- If the school determines the application will not progress to offer, the family will be contacted and sent a letter in writing.

3.5 Enrolment Agreement

- Families accepting an offer must:
  - Complete the online Confirmation of Enrolment agreement.
  - Pay the non-refundable enrolment fee within 14 days.
  - Acknowledge their agreement with the School's philosophy, values, and Terms and Conditions of Enrolment.

- The Enrolment Agreement sets out the shared responsibilities of the School and the family. It includes:

  - Codes of conduct for students and families.
  - Fee schedule and payment obligations.

- The range of educational services provided.
- Grounds under which the enrolment may be reviewed or terminated.

- This agreement ensures transparency and provides a clear framework for the partnership between the School and the family.
- This policy should be read in conjunction with the School's Student Code of Conduct and Parent/Guardian Code of Conduct, which form part of the Enrolment Agreement.

3.6 Application Consideration

- Applications are assessed only once all required documentation has been received.
- The School may request further information from families or, with consent, from previous schools or professionals involved with the child.
- Where applications exceed available places, priority consideration may be given to:

  - Siblings of current students.
  - Children of staff.
  - Children of alumni.
  - Applicants from diverse backgrounds, to maintain an inclusive and balanced community.

- Decisions are guided by fairness, alignment with School values, and compliance with anti-discrimination and child safety legislation.
- The School welcomes applications from students of all cultural, linguistic, and religious backgrounds. Decisions are made in line with the Equal Opportunity Act 2010 (Vic), ensuring that enrolment practices are free from unlawful discrimination.

3.7 Waiting List

- where a successful application would exceed the class capacity, the family will be advised at time of application.
- on receipt of a complete application, the Admissions Manager places the student on the waiting list and maintains enrolment documentation securely.
- when a place becomes available, offers are made in application date order, alongside application considerations (see above)
- The waiting list is reviewed approximately 18 months before the proposed commencement date. During this review, families are contacted to confirm continued interest and to update relevant information.
- The Admissions Manager provides updates on progress and supports families with any questions during this period, reinforcing transparency and fairness.

3.8 Appeals

- Families wishing to appeal an enrolment decision must submit their appeal in writing to the Principal.
- If the matter remains unresolved, it may escalate to the Chair of the School Council.
- Families are also advised of their right to raise concerns with the Victorian Registration and Qualifications Authority (VRQA) if they believe the School has not met the Minimum Standards

for School Registration.

- Complaints relating to broader compliance with the Minimum Standards or VRQA requirements may also be pursued under the School's Complaints and Grievances Policy.

3.9 Orientation

- Orientation is designed to support students and families in making a confident and positive start at Preshil.
- Programs are tailored to the student's entry point:

  - **Kindergarten:** A series of short visits to help children familiarise themselves with the learning space, while parents participate in welcome sessions.
  - **Primary:** Prep students attend multiple orientation mornings in the year prior to starting; students entering other year levels are welcomed through whole-campus orientation activities.
  - **Secondary:** Year 7 students attend orientation session in the year prior to starting; students entering other year levels are welcomed through whole-campus orientation activities.

- Orientation is viewed as an ongoing transition process, aimed at fostering belonging, wellbeing, and readiness to learn.

3.10 Withdrawal

- The first five weeks of enrolment are a settling-in period. If, during this time, either the family or the School feels Preshil isn't the right fit, enrolment may end without the usual term's notice.
- Families intending to withdraw a student are required to provide one full term's notice in writing.
- If the required notice is not provided, one term's fees are payable in lieu of notice, in line with the School's Terms and Conditions of Enrolment.
- Exiting families may be invited to participate in a voluntary exit interview, which provides feedback to the School and supports a respectful conclusion to the enrolment relationship.

3.11 Register of Enrolments

- The School maintains a register of enrolments in compliance with VRQA requirements.
- This register records each student's name, age, address, parent/guardian details, date of enrolment, Victorian Student Number (VSN), and, where applicable, the date of exit.
- The register is kept accurate and current to ensure accountability and support regulatory reporting requirements.

In line with VRQA requirements, the School maintains enrolment numbers above the prescribed minimum: a minimum of 20 students overall, and an average of at least 10 students per year level in secondary (unless an exemption is granted by the VRQA).

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4. REFERENCES

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Ministerial Order No. 1359 – Child Safe Standards
- Equal Opportunity Act 2010 (Vic)
- Privacy and Data Protection Act 2014 (Vic)
- Australian Consumer Law
- Mutual Respect Policy
- Attendance Policy
- Inclusion Policy
- Terms and Conditions of Enrolment
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Public Health and Wellbeing Regulations 2009 (Vic) (re immunisation certificates)
- Education Services for Overseas Students Act 2000 (Cth) (if applicable, even if noting "Preshil does not enrol students on student visas")
- Australian Education Act 2013 (Cth) (link to fee transparency and reporting obligations).
- Code of Conduct for Students
- Code of Conduct for Families
- Complaints & Grievance Policy

5. DEFINITIONS

Additional Needs	May include educational, health, or personal care requirements requiring specific support.
Enrolment Agreement	The contract between the School and parents/guardians setting out mutual obligations.
Enrolment Register	The official record maintained by the School that tracks key details of every student from entry to exit, in compliance with VRQA standards.
Immunisation Status Certificate	Official record of vaccinations as required by the Department of Health.
Parents/Guardians	Includes legal guardians with decision-making responsibility.
Reasonable Adjustments	Measures taken to ensure students with disabilities or additional needs can participate on the same basis as peers.
Admissions Manager	Staff member responsible for enrolment administration.
Unjustifiable Hardship	The limit under which the School may not be able to implement an adjustment without significant impact on resources or the safety/welfare of others (as defined in the *Disability Discrimination Act*).
Victorian Student Number (VSN)	A unique identifier allocated to all students in Victoria, required for the enrolment register.

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6. RESPONSIBILITIES

Business Manager	● Ensure enrolment processes align with financial regulations and reporting requirements. ● Oversee compliance with VRQA data and census reporting.
Heads of Campus	● Assess suitability of programs for individual students; collaborate on orientation and transition.
Inclusive Education & Student Wellbeing Leaders	● Provide input on reasonable adjustments and support needs.
Parents/Guardians	● Provide full and accurate information, support school values, and comply with enrolment terms.
Principal	● Final authority on offers of enrolment; ensures consistency with policy and school values. ● Ensure the Enrolment Policy is communicated clearly to the school community. ● Report annually to the School Council on enrolment trends, demographics, and compliance.
Marketing, Community Engagement and Advancement Manager	● Provides operational oversight for enrolment process, line manages Admissions Manager
Admissions Manager	● Manages enquiries, applications, waiting lists, correspondence, and record-keeping.
School Council	● Ensures enrolment policy complies with VRQA and legislation.
Teachers/Classroom Leaders	● Support transition and orientation of new students. ● Provide feedback on student progress during initial weeks to assist with early intervention.

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