

## Enrolment Policy

<b>Last Review:</b> 20 <sup>th</sup> February 2025	<b>Constructed / Reviewed by:</b> The Knox School, with advice from Russell Kennedy Lawyers
<b>Next Review:</b> 20 <sup>th</sup> February 2027 (and every two years thereafter in accordance with the School's review cycle, or more frequently as required)	<b>Approval Required:</b> Board
	<b>Board Sign Off Date:</b> 20 <sup>th</sup> February 2025 <b>Implementation Date:</b> 18 <sup>th</sup> March 2025

### 1 Preamble

- 1.1 The Knox School (the **School**) is located in Wantirna South, Victoria, Australia, and provides education and personalised learning opportunities for students from early learning through to Year 12.

### 2 Purpose and scope

- 2.1 The School currently provides a school curriculum for students:
- (a) The Early Learning Centre (ELC), which is based on the Australian National Quality Standards for early education and care services.
  - (b) Prep to Year 10 based on the *Victorian Curriculum Foundation to 10* priorities and standards (or equivalent if superseded).
  - (c) Years 11 and 12 based on the Victorian Certificate of Education.
- 2.2 The School is also registered by the Australian government to provide courses to international students in accordance with the *Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)*, the *Education Service of Overseas Act 2000* (ESOS) and the *National Code 2018*.
- 2.3 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.

### 3. Aim and Key Principles

- 3.1 Through this policy, the School aims to:
- (a) Maintain an open and fair procedure for the enrolment of students (both domestic and international) seeking enrolment to the School.
  - (b) Ensure the procedure for enrolment to the School 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 the School can provide for the educational needs of all its students (including domestic and international students) in a manner that reflects the School's duty of care obligations.
  - (e) Ensure the School maintains its core values.

- (f) Ensure the School complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their disabilities.
- (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 16).

3.2 To assist in achieving the above aims, the School has allocated the following responsibilities:

Position /Roles	Responsibilities
Board	<ul style="list-style-type: none"> <li>Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity.</li> <li>Review and endorse this policy.</li> <li>Review and set the annual tuition fees (as applicable to domestic and international students) on an annual basis and otherwise as required.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.</li> <li>Final decision-maker in relation to enrolment decisions.</li> </ul>
Registrar	<ul style="list-style-type: none"> <li>Ensure compliance with this policy.</li> <li>Ensure enrolments are compliant with the School's Constitution.</li> <li>Provide prospective parents with the necessary information about the enrolment processes.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>Read and comply with this policy, as outlined in the Terms of Conditions of Enrolment.</li> <li>When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the School's enrolment documentation (available on the School's website).</li> <li>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.</li> </ul>

#### 4. Entry Points

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

- (a) The Early Learning Centre (**ELC**).
- (b) Preparatory (**Prep**).
- (c) Year 7.

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

- 4.3 Parents may apply for a place at the School for their child at any time from the child's birth.
- 4.4 To be eligible for admission into the ELC:
- (a) for the three-year-old program (3YO kindergarten), children must be 3 years of age on or before 31 January in the year they begin schooling and fully toilet trained upon commencement and in the school's reasonable opinion, school ready.
  - (b) For the four-year old program (Pre-Prep 4), children must be 4 years of age or turning 4 by 30 April in the year they begin schooling and fully toilet trained upon commencement and in the school's reasonable opinion, school ready.
- 4.5 To be eligible for admission to Prep, children must be five years of age on or before 30 April in the year they begin schooling and, in the school's reasonable opinion, school ready.
- 4.6 In determining the school-readiness of a child, which is assessed against the School's commitment to inclusivity, 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) For entry at Year 7, 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 24 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 ideas and behaviours?
  - (e) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
  - (f) Language: Is the child able to communicate sufficient 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.

## **5. Eligibility Criteria**

- 5.1 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.
- 5.2 All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the School is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

## **6. Open entry policy**

- 6.1 The School has an open entry policy. However, the School may:
- (a) Offer scholarships and bursaries to specific groups of students, including for 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 are set out in clause 7.8(d) of this policy.

## **7. Application Process**

### Get informed

- 7.1 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 School's [website](#), to fully understand the vision, mission and values that will frame a student's education at the School.
  - (c) Attend School Tours, as advertised.
  - (d) Request or download a Prospectus.
  - (e) Request or download an application for enrolment form.

### Submit an application

- 7.2 An application for enrolment may be made by submitting a completed online application for enrolment form (domestic and international) with all supporting documentation.
- 7.3 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, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Prep Transition Statements, 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.
- 7.4 Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee a place at the School.
- 7.5 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.

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

Waiting lists and priority of enrolment

7.7 The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment.

7.8 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 pre-enrolment interview and if applicable, pre-enrolment assessments.
- (d) Whether the child is eligible for a priority offer of enrolment as:
  - (1) set out elsewhere in this policy;
  - (2) a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence);
  - (3) alumni, or children of alumni of the School; or
  - (4) the child of a permanent staff member.
- (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 endeavours to maintain a gender balance in accordance with its co-educational ethos.
- (i) The School's capacity, as an inclusive school, to support a prospective student's special needs in the School environment (see below).
- (j) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
  - (1) number of students currently enrolled at the School;
  - (2) prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures);
  - (3) prospective student's interests and participation in extra-curricular activities (including religious activities);

- (4) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
- (5) School's resources and capacity to deliver an education to the student in accordance with its educational model;
- (6) prospective student's willingness and ability to comply with the School's behavioural standards;
- (7) prospective student's willingness and ability to derive a benefit from the School's educational model;
- (8) prospective student's school-readiness;
- (9) willingness of each family to endorse the School's vision, mission and values; and
- (10) any other considerations set out in this policy.

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

7.10 The School will apply the federal Department of Education's *Priority of Access Criteria* as applicable if there is a waiting list for the School's ELC or if the number of applications exceed the number of available places at the ELC.

## **8. Pre-enrolment interview**

8.1 If and when appropriate, the School will invite a prospective student and their parents to attend a pre-enrolment interview with an executive staff member (eg Principal, Associate Principal, Head of Year).

8.2 For families seeking entry to the School, this interview will:

- (a) enable the School to understand the prospective student's strengths, weaknesses, school readiness 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.

8.3 Prior to the interview, families will be asked to provide the School with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).

8.4 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.

8.5 Attending a pre-enrolment interview does not guarantee a place at the School and is not an offer of enrolment.

8.6 After attending the pre-enrolment interview the prospective student's application will be reviewed by the School's Enrolment Panel, which typically comprises of the following persons: the Head of School and Deputy Head of School or their delegates.

- 8.7 If for any reason in the School's absolute discretion the School forms the opinion, as a result of the pre-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).

## **9. Offer of Enrolment**

- 9.1 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.

- 9.2 Any offer of enrolment made by the School will be made in writing.

- 9.3 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).

- 9.4 An offer of enrolment may be accepted in the form approved by the School 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 the School's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the confirmation fee and return of requested documents by the stated deadline).
- (b) Acceptance of the offer must be provided within 14 days unless the School's offer states otherwise.
- (c) Acceptance of an offer must be accompanied by payment of the non-refundable confirmation fee. A portion of the non-refundable confirmation fee will be applied to the enrolled student's tuition fees during the first year of enrolment as per the relevant years Fee Schedule for the relevant year.
- (d) For international students, acceptance of offer must also be accompanied by:
  - (1) a copy of the child's Visa Grant Notice;
  - (2) a copy of the child's private health insurance certificate; and

for students in Year 11 and 12, payment of the compulsory Government VCE Administration Fee.

- (e) An offer may be withdrawn by the School, regardless of the availability of places where:
  - (1) Information provided to the School is found to be withheld, false or misleading.
  - (2) 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.
  - (3) The offer of enrolment is not accepted on the terms provided by the School.
  - (4) The Principal exercises their reasonable discretion to withdraw the offer.

- 9.5 Details about all the School's tuition fees and course levies (for both domestic and international students), and other charges and levies, imposed by the School for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out

in the Terms and Conditions of Enrolment published by the School. A portion of funds or fees raised by the School may be used to support the operation of the ELC. A copy of the current Terms and Conditions of Enrolment is available on the School's website.

- 9.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the Confirmation Acceptance fee and any tuition fees paid in advance to the School, unless one term's written notice is provided.

## **10. Defer, Refuse or Vary an Offer of Enrolment**

- 10.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 10.2 Parents of international students acknowledge that once their child is enrolled, the student cannot defer commencement, or otherwise suspend their studies, except on grounds of illness (as evidenced by a medical certificate) or circumstances beyond the control of the student (including for example, bereavement). If a student otherwise defers or suspends their studies, they will be reported as not complying with their visa conditions.
- 10.3 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 10.1.
  - (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 and Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.
  - (e) The School may or may not in its absolute discretion require the payment of a further confirmation fee.

## **11. Appealing an enrolment decision**

- 11.1 Parents may appeal an enrolment decision in accordance with the School's *Grievance Policy*. A copy of the [School's Grievance Policy](#) can be found on the website.

## **12. Period of enrolment**

- 2.4 Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
- (a) a child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment;
  - (b) for Pre-Prep 4 students - a child completes their PP4 year at the School, unless the School provides written notice no later than the last day of Term 3 in PP4 that the student's education will continue for Prep and until the completion of a Year 6 education at the School;



- (c) a child completes a Year 6 education at the School, unless the School provides written notice no later than the last day of Term 3 in Year 6 that the student's education will continue for Year 7 and beyond.

### **13. Orientation**

13.1 Orientation and induction take 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.

### **14. International students' accommodation**

14.1 International students in Years 9 and above are required to live with either a parent, relative, or an approved Homestay family. The School does not approve of international students living alone or in shared accommodation with other students.

14.2 International students in Years 8 or below are required to live with a parent or relative.

14.3 For students to live with a parent or relative, the parent or relative must have a valid Student Guardian Visa (subclass 590).

14.4 If the student is living with a parent or relative, parents must:

- (a) provide the School with the relevant persons Student Guardian Visa; and
- (b) inform the School immediately if the relevant persons Visa status changes.

### **15. The School's commitment to inclusivity**

15.1 The School 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 beliefs and needs.

15.2 In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

15.3 The School 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 (including when having regard to the particular needs to the broader student cohort).

15.4 The School 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 (and the child's level of school-readiness, if applicable). This consideration is had 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.

- 15.5 The School 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.
- 15.6 Accordingly, prior to an offer of enrolment being made parents must inform the School of all relevant needs a prospective student has.
- 15.7 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 and Conditions of Enrolment).
- 15.8 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 and Conditions of Enrolment.

## **16. Register of Enrolments**

- 16.1 The School 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.

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