



## ENROLMENT POLICY

### 1 Statement of Context Purpose

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria. Huntingtower is a non-selective entry school catering for year levels from Prep through to Year 12. At Senior Secondary level, the School offers the Victorian Certificate of Education.

Huntingtower provides all students with access to high-quality schooling that is free from discrimination based on gender, language, sexual orientation, culture, ethnicity, religion, health or disability, socioeconomic background or geographic location.

Our students, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person; academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavour being acknowledged and celebrated.

Similarly, the students are taught compassionate awareness, to understand the needs of others and the injustices in the world and how to respond with a proactive mindset to make a difference.

These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence.

#### 1.1 The School currently provides a school curriculum for:

- (a) The Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services. The ELC will cease operating at the conclusion of the 2024 school year.
- (b) Prep to Year 10 based on the *Victorian Curriculum Prep to 10* priorities and standards (or equivalent if superseded).
- (c) Years 11 and 12 based on the Victorian Certificate of Education or Vocational Education and Training standards (or equivalent if superseded).

#### 1.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School, including the School's inclusive approach to students with special needs.

### 2 Aim and Key Principles

#### 2.1 Through this Enrolments Policy, the School aims to:

- (a) Maintain an open and fair procedure for the enrolment of students seeking admission to the School.
- (b) Ensure admission to the School is fair, transparent and not unlawfully discriminatory.
- (c) Maintain a diverse, balanced and beneficial blend of students including those of diverse cultural backgrounds and faiths.
- (d) Explain clearly to prospective parents/ guardians (referred to as **parents** for convenience) the School's enrolment process (from enquiry to enrolment).
- (e) Ensure that the School can provide for the educational needs of all its students.
- (f) Ensure the School maintains its core values.
- (g) Comply with the requirements of *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 12).

2.2 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.</li> <li>Review and endorse this policy.</li> <li>Review and set the annual tuition fees on an annual basis and otherwise as required.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>Establish and approve 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>
Head of Admissions	<ul style="list-style-type: none"> <li>Ensure compliance with this policy.</li> <li>Provide prospective parents with the necessary information for the enrolment and admission processes.</li> </ul>
Parents	<ul style="list-style-type: none"> <li>Read and complete the application for enrolment form as contained in the School's enrolment documentation (available on the School website).</li> <li>Disclose any special needs which may be relevant to the School providing an education to a child, the child's welfare, or the education and welfare of other students.</li> </ul>

### **3 Entry Points**

- 3.1 The main entry points into the School are traditionally:
- (a) Prep.
  - (b) Year 5 (commencing in 2025).
  - (c) Year 7.
- 3.2 Places are offered at other levels if vacancies exist.
- 3.3 To be eligible for admission to Prep, 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.
- 3.4 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 toileting and their own clothes and belongings independently?
  - (c) Social maturity: Is the child ready to be part of a large group with 24 children one teacher in Prep? 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?
  - (d) Confidence: Is the child able to ask for help and assistance when required?
  - (e) Language: Is the child able to communicate in order to be understood?

### **4 Eligibility Criteria**

- 4.1 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.
  - (c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

## **5 Entry policy**

- 5.1 The School has an entry policy. However, the School may:
- (a) Offer scholarships 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.
- 5.2 The School takes into account a range of criteria when making offers to students, in line with the principles of this policy, including but not limited to the following:
- (a) The information disclosed in the application for enrolment form.
  - (b) The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
  - (c) The child's academic record and behavioural history.
  - (d) The School's capacity, as an inclusive school, to support a prospective student's special needs.
  - (e) 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); and
    - (3) prospective student's interests and participation in extra-curricular activities.
- 5.3 A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

## **6 Application Process**

### **Domestic Application Process**

- 6.1 An application for enrolment may be made by submitting a completed online application for enrolment form, and the required documentation mentioned in the form (including the child's birth certificate or passport and if applicable, NAPLAN results, school reports, Kindergarten Transition Statements and visa grant notice). Applications are to be completed via the School's website.

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.

### **International Application Process**

An application for enrolment may be made by submitting an application for enrolment form, and the required documentation mentioned in the form (including the child's birth certificate or passport and if applicable, translated and notarised school reports, AEAS report and visa grant notice). Applications are to be sent to the Head of Admissions. 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.

- 6.2 Submitting the application for enrolment form and paying the application fee, does not guarantee a place at the School.
- 6.3 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 considering whether it can meet the child’s behavioural, educational and welfare needs.
- 6.4 Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

## **7 Pre-enrolment Interview**

- 7.1 If and when appropriate, the School will invite a prospective student and their parents to attend a pre-enrolment interview with the Principal or their delegate.
- 7.2 For families seeking entry to Prep, this interview will be approximately 12 to 18 months prior to admission to discuss the prospective student’s school readiness.
- 7.3 For families seeking entry to the School at all other years, this interview will be to understand the prospective student’s strengths, weaknesses and special needs (if any), and what they and their family can contribute to the life of the School. 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.
- 7.4 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 7.5 For families seeking entry to Year 5 and Year 7, the Head of Admissions will contact selected applicants to arrange an interview with the Principal or their delegate approximately two years prior to the commencing intake. This process can take several months to complete.
- 7.6 Attending a pre-enrolment interview does not guarantee a place at the School and is not an offer of admission.
- 7.7 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).

## 8 Offer of Admission

- 8.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of admission should be made to a prospective student.
- 8.2 Any offer of admission made by the School will be made in writing.
- 8.3 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 admission (or, where no offer is made, the reasons for this).
- 8.4 An offer of admission 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 Business Terms and Conditions and any other terms set out in the offer of admission (including payment of the enrolment deposit fee and return of requested documents by the stated deadline).
- 8.5 All tuition fees and course levies, and other charges and levies, imposed by the School for that school year (collectively, the **School Fees**) in relation to a student's enrolment are set out in the Fees Schedule published by the School. A copy of the current Business Terms and Conditions is available on the School's website.
- 8.6 In the ordinary course, each parent must agree to be bound by the School's Business Terms and Conditions. In the event that only one parent agrees to be bound by the School's Business Terms and Conditions, or to be liable for the payment of school fees, acceptance of any such arrangement is at the School's absolute discretion.
- 8.7 If parents accept an offer of admission but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment deposit fee and any tuition fees paid in advance to the School, unless one term's written notice is provided.
- 8.8 Irrespective of whether an offer has been accepted, Huntingtower has a right to withdraw an Offer of Enrolment where it is found that:
- An applicant has omitted to disclose their exclusion from another School;
  - Fraudulent information or documentation has been submitted, or
  - Any other material information relevant to the applicant's suitability for enrolment, which, if disclosed at the time of application, would have reasonably led to the denial of admission to the School

## 9 Defer, Refuse or Vary an Offer of Admission

- 9.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of admission. This must occur by the date stated in the offer of enrolment.
- 9.2 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 9.1.
  - (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 Acceptance of Offer 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 admission fee.

## **10 Orientation**

10.1 Orientation and induction take place for all new students and their families, and includes:

- (a) Orientation days.
- (b) Student orientation on commencement.

## **11 The School's commitment to inclusivity**

- 11.1 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 and special needs. In this policy, special needs include 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.
- 11.2 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, if the School is not necessarily able to cater to every prospective student's needs, the School reserves the right to set and enforce reasonable standards of dress, appearance and behaviour.
- 11.3 Accordingly, prior to an offer of admission 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 others).
- 11.4 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 admission (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Business Terms and Conditions).
- 11.5 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 Business Terms and Conditions.

## **12 Register of Enrolments**

- 12.1 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 and address of student.
  - (b) Parent names and contact details.
  - (c) Date of enrolment.

- (d) The Victorian Student Number allocated to the student.
- (e) Medical information for emergency management purposes.
- (f) Emergency contact details.
- (g) Date of leaving the School and details concerning student's departure, where appropriate.
- (h) For students older than six years, details of previous schools or pre-enrolment situation.

12.2 The register is retained for a period of seven years after the student leaves the School, and copies of information in the register are stored off-site at regular intervals.

### **13 Advance Payment**

New families to the school (excluding international applicants) are required to make an advance payment of Term 1 tuition fees by September in the year prior to commencement. Any adjustment to fee increases and scholarships/discounts will be made on Term 1 fees in the year of commencement. If there is a credit balance remaining on the student's account after adjustments, this will be carried forward to the next term. For international payment information, please refer to the International Fee Schedule.

### **14 Withdrawal of Students**

One term's notice must be given in writing, to the Head of Admissions, of the intention to withdraw a student from the school or one term's fees in lieu will be payable immediately. Students currently enrolled in Year 6 will be required to confirm their intention to stay for the following year by the end of June. A confirmed place in the following year will be subject to the complete discretion of the Principal.

### **15 Governing Law**

The laws of the State of Victoria apply, and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the Courts of Victoria.

### **16 Your Information and Privacy**

Parents/guardians acknowledge and consent to the provisions of the Privacy Collection Notice, which is available as part of the Application for Enrolment form.

### **17 Related Documents**

- Parent Code of Conduct
- Business Terms and Conditions
- Schedule of Fees

### **18 Evaluation**

This policy will be reviewed as part of the school's review cycle or as required.

### **19 Authorisation**

This policy was authorised by the Principal and Board in October 2022.  
 Last Reviewed: September 2024  
 Date of next review: October 2026