

## Purpose

The purpose of this Policy is to set out the principles and requirements for families of prospective students who are seeking to enrol a child at St Margaret's Berwick Grammar's (**SMBG, the School**), either as a day student or an international student, including specifically the School's approach to inclusivity.

## Scope

The School currently provides 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- b) Prep to Year 10 based on the Victorian Curriculum Foundation to 10 priorities and standards (or equivalent if superseded).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.

Students enrolled in Prep to Year 6 participate in the International Baccalaureate (**IB**) Primary Years Programme (**PYP**). The PYP is available to all enrolled students in these year levels. Admission to the School provides access to the full PYP curriculum, inquiry programme, specialist learning opportunities and learning experiences designed in accordance with IB philosophy and IB Programme Standards and Practices.

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School (either as a Domestic or an International student) including specifically the School's approach to inclusivity.

## Aim and Key Principles

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.
- b) Ensure the procedure for enrolment and admission 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 (and if applicable, homestay) 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 (and where applicable, living) 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.

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

|                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>School Council (Board)</b> | <ul style="list-style-type: none"><li>• Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity.</li><li>• Ensure enrolments are compliant with the School's Constitution document.</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>                                                                                                                                                                               |
| <b>Principal</b>              | <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><li>• Final decision-maker in relation to homestay decisions.</li></ul>                                                                                                                                                                                                                              |
| <b>Enrolment Officer</b>      | <ul style="list-style-type: none"><li>• Ensure compliance with this Policy.</li><li>• Provide prospective parents with the necessary information about the enrolment processes.</li></ul>                                                                                                                                                                                                                                                                                                                                                                                    |
| <b>Parents</b>                | <ul style="list-style-type: none"><li>• Read and comply with this Policy.</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 needs (including those which are diagnosed, undiagnosed, suspected or imputed), 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> |

### Entry Points

The main enrolment entry points into the School are traditionally:

- a) The Early Learning (ELC).
- b) Preparatory (**Prep**).
- c) Year 7.
- d) Year 10
- e) Year 11

Places of enrolment are offered at other levels if vacancies exist throughout the year. Parents may apply for a place at the School for their child at any time from the child's birth.

To be eligible for admission into the ELC, children must be three years of age on or before 30 April in the year they begin schooling and fully toilet trained upon commencement.

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.

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) Education: Has the child completed a primary education in another mainstream or special educational practice?
- d) Social maturity: Is the child ready to be part of a large group with approximately 23 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 sufficiently 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. An English Language assessment which are no more than 12 months old are required. Accepted assessment types are detailed on the School's website.

### **Eligibility Criteria – Domestic Students**

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.

All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program (**NIP**) 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 [National Immunisation Program Schedule | Australian Government Department of Health, Disability and Ageing](#) and [Immunisation schedule Victoria and vaccine eligibility criteria | health.vic.gov.au](#).

### **Eligibility Criteria – International Students**

The School is able to enrol International students from Year 7. Students must be 13 years of age or older on their entry date to the School.

Students must meet the English Language requirements, as detailed on the School's website.

The School will not enrol international students travelling on a student visa subclass unless it retains registration on the Commonwealth Register of Institutions and Courses for Overseas Students (**CRICOS**).

Exchange students enter Australia on a international student visa (*Subclass 500*), for which reciprocity must be maintained. The student is enrolled as a student within the school. In order to run student exchange programs, schools must be registered as a Student Exchange Organisation (**SEO**) with the Victorian Registration and Qualification Authority (**VRQA**) or use an SEO that has been registered with the VRQA.

Students attending SMBG on a cultural visit enter Australia on a tourist visa, are visitors to the School and are not enrolled students.

The School offers homestay for select international students who are 13 years or older. Details of which can be reviewed in the School's Welfare and Accommodation Policy and Procedures – International Students.

### **Open Entry Policy**

The School has an open entry policy. However, the School may at its discretion:

- a) Offer scholarships to specific groups of students, including for academic ability, performing arts, art and design, sport, leadership, means tested, hardship or general excellence.
- b) Offer bursaries to means tested applicants.
- c) Determine enrolments based on its ability to provide educational services to the particular student.
- d) Apply the priorities for enrolment, as set out in the Application Process of this policy.

### **Application Process**

#### **Get informed**

Before submitting an application form for enrolment, 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 ethos, vision, mission and values that will frame a student's education at the School.
- c) Attend a School tour or Open Days, as advertised.
- d) Consider the School's homestay options.
- e) Review the online application for enrolment form.

#### **Submit an application for enrolment**

An application for enrolment may be made by submitting a completed application for enrolment form with all supporting documentation via the School's online platform available via the School's website.

An application for enrolment 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 and homestay information.
- b) Academic reports (if applicable) should indicate at least satisfactory results in core subjects.
- c) All required fees mentioned in the form. This includes 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.

Only fully completed application for enrolment forms (inclusive of all required fees and documentation) will be recorded on the School's waiting list.

Submitting the application for enrolment form and paying the enrolment application fee does not guarantee a place at the School. Equally, submitting an application for homestay does not guarantee a student a place in these facilities.

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).
- b) Deciding whether to exercise its discretion to offer a place of enrolment.
- c) Deciding whether to exercise its discretion to offer a place that includes homestay.

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

The School is required to request and record the visa status when enrolling a student on a visa, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.

Schools are also required to request and record the visa status when enrolling overseas students who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.

#### **Application for Homestay (International Students)**

Where an application for homestay is made as part of the enrolment process, families must complete all sections relevant to homestay in the application process.

If an application for homestay is made within the application for enrolment form, a letter of offer (if received) will include Confirmation of Appropriate Accommodation and Welfare (**CAAW**).

For International Students already enrolled and who are seeking to change their enrolment status to include homestay, should contact the Admissions Team to discuss possible options. All completed applications will be considered by the School on a case-by-case basis.

#### **Waiting lists and priority of enrolment**

Ultimately, the School has discretion whether to place a prospective student on the School’s waiting list, offer an interview, or offer a place of enrolment and/or homestay.

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 is received (noting incomplete applications will not be processed).
- b) The information disclosed in the application.
- c) The child’s interview and, if applicable, pre-enrolment assessments.
- d) Whether the child is eligible for a priority offer of enrolment as:
  - i. set out elsewhere in this policy;
  - ii. a sibling of a current student;
  - iii. alumni, or children of alumni of the School; or
  - iv. 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 ethos, 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's capacity, as an inclusive school, to support a prospective student's relevant needs in the School environment (see below).
- i) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
  - j) number of students currently enrolled at the School;
  - k) family's circumstances (including the willingness of the prospective student and their parent to comply with the School's policies and procedures);
  - l) prospective student's interests and participation in extra-curricular activities;
  - m) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
  - n) School's resources and capacity to deliver an education to the student in accordance with its educational model;
  - o) prospective student's willingness and ability to comply with the School's behavioural standards;
  - p) prospective student's willingness and ability to derive a benefit from the School's educational model;
  - q) prospective student's school-readiness;
  - r) willingness of each family to endorse the School's vision, mission and values; and
  - s) any other considerations set out in this policy.

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

The School will apply the federal Department of Education's Priority of Access Criteria 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.

## Interviews

If and when appropriate, the School will invite a prospective student and their parents to attend an interview with a senior member of staff (which subject to the entry point, will typically be Director of Early Learning, Head of Junior School, Head of Students, Deputy Principals, Vice Principals, Directors of Learning).

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

- a) enable the School to understand the prospective student's strengths, areas for improvement, school-readiness and 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.

Prior to the interview, families may be asked to provide the School with additional 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).

For families seeking Homestay for an International Student, the pre-enrolment interview will also address the child's readiness to be in homestay. Having regard to the information available to the School during the child's enrolment, the School may exercise its discretion to accept or decline a student to the School's homestay program in the absence of a pre-homestay interview.

Prospective students will be interviewed, either in person (preferred) or by telephone, online or other platforms as appropriate.

Attending an interview does not guarantee a place at the School.

After attending the interview the prospective student's application will be reviewed by the School's enrolment panel, which typically comprises of the following persons: the Principal, Vice Principal, Head of Junior School and Enrolment Officer.

If for any reason, in the School's absolute discretion, the School forms the opinion:

- a) As a result of an interview prior to enrolment, 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).
- b) As a result of a pre-homestay interview, that it would be inappropriate for a student to be placed in a homestay, the request will be declined (and the School is not at liberty to provide the basis for this decision). If in the case the homestay applicant is a current international student then the student will otherwise remain enrolled at the School

### **Offer of Enrolment and Homestay**

At all times, the Principal has absolute discretion to make the final decision about whether to make an offer of enrolment and/or homestay (for international students).

Any offer of enrolment (and homestay, if applicable) made by the School will occur in writing.

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 (or, where no offer is made, the reasons for this).

An offer may be accepted in the form approved by the School from time to time, subject to the following:

- a) An offer 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 any admission fees 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 Admission Acceptance Fee (and any other fees stated in the offer).
- d) An offer may be withdrawn by the School, regardless of the availability of places where:
  - i. Information provided to the School is found to be withheld, false or misleading.
  - ii. 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.
  - iii. The offer is not accepted on the terms provided by the School.
  - iv. The Principal exercises their reasonable discretion to withdraw the offer.

Details about all the School's tuition fees and course levies, 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.

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

### **Defer, Refuse or Vary an Offer of Enrolment or Homestay**

Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment or homestay. This must occur by the date stated in the offer, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.

Parents who wish to vary the date of entry for their child's enrolment and/or homestay (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 this clause.
- 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 and the offer 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 admission fee.

### **Appealing a decision**

Parents may appeal an enrolment or homestay decision in accordance with the School's Raising Concerns and Complaints Policy. A copy of the policy can be found on the School's website.

### **Period of enrolment**

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; or
- b) a child completes each school year at the School, unless the School provides written notice no later than the last day of Term 3 in that current school year that the student's education will continue the next year;
- c) a child completes a Year 12 education at the School.

## **Orientation**

Orientation and induction takes 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.

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

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 and religious needs.

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, suspected or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

The School is committed to complying with its legal obligations regarding students with disabilities, supports the Federal Disability Standards for Education, and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs of the broader student cohort).

The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment (and homestay, if applicable) is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant 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.

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, social integration on

school grounds (including when off campus, at any school-related activity, in the School's online environments and while representing the School) or the living experience in homestay.

- 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 or allied health professionals, to assist the child to self-regulate and best support their positive experiences at School.

Accordingly, prior to an offer being made, parents must inform the School of all relevant needs a prospective student has.

If a parent fails to promptly inform the School of a student or prospective student's relevant 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 (or, if the enrolment has already commenced, immediately terminate the enrolment and/or homestay of the student in accordance with the Terms and Conditions of Enrolment).

Where a parent promptly informs the School about a student or prospective student's relevant needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

### **Register of Enrolments**

Under the Australian Education Act 2013 (Cth.) SMBG are required to collect student background Characteristics data as part of our enrolment process and report the data to the VCAA or other testing agent when requested.

SMBG keeps and retains accurate records of school enrolments that comply with its commonwealth and state legal and regulatory requirements.

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) If applicable: home care arrangements, court orders or parenting plans, transfer records.
- h) Date of leaving the School and details concerning student's departure, where appropriate.
- i) For students older than six years, details of previous schools or pre-enrolment situation.

The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for 7 years after end of school year in which the last entry was made. Student enrolment records may be audited by either state or commonwealth authorities for the authorities to

monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.

Records of enrolment that are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.

Legislative privacy requirements govern how personal, sensitive and health information must be collected, used, disclosed and stored as part of the enrolment process. A privacy notice must be provided with the enrolment form explaining to parents and students why this information is being collected, what it is used for, where it might be disclosed and how they can access information held about them. Child Information Sharing Scheme (**CISS**), the Family Violence Information Sharing Scheme (**FVISS**) and the Family violence Multi-Agency Risk Assessment and Management (**MARAM**). Please note that collected information will be shared if the School believes it may be in line with the Child Information Sharing Scheme (CISS), the Family Violence Information Sharing Scheme (FVISS) and the Family violence Multi-Agency Risk Assessment and Management (MARAM) Framework requirements.

The School's Annual Report to the community must include a report on the characteristics of students at St Margaret's Berwick Grammar.

The School are required to request and record the immunisation status, called the Immunisation History Statement issued by the ACIR (Australian Childhood Immunisation Register), for each ELC and primary student prior to enrolment and are requested by the School secondary school student enrolments.

The School publishes its enrolment policy and admissions criteria on its website and by application to the school office as well as procedures by which a student is admitted.

## **Communication**

The policy will also be available to the school community on the SMBG website.

## **Related Policies and Resources**

Fees and Charges – Domestic

Fees and Charges – International

Assisted Places and Fee Concession Policy

Privacy Policy

Parent Code of Conduct

Raising Concerns & Complaints Policy

Welfare and Accommodation Policy and Procedures – International Students

## **Resources**

Education and Training Reform Act 2006 (Vic.)

Education and Training Reform Regulations 2007 (Vic.)

Victorian Registration and Qualifications Authority (VROA) Minimum Standards

Equal Opportunity Act (Vic.) 2010

Disability Discrimination Act 1992 (Cth.)

Disability Standards for Education 2005 (Cth.)

Australian Education Act 2013 (Cth.)  
Australian Education Regulation 2013 (Cth.).

### Review

This policy was reviewed and approved by the Executive Team. It will be reviewed again no later than two years unless otherwise required.

|                                |                                                        |
|--------------------------------|--------------------------------------------------------|
| Previous Version approved date | September 2025 ( <i>minor amendments August 2026</i> ) |
| Next Review:                   | September 2027                                         |