



Doctrina Vitae

Bacchus Marsh  
Grammar

# POLICY

## GOV.015 Enrolment Policy

Approved: 27/10/2016



## 1 Statement of Context and Purpose

Choosing the right school can be one of the most difficult decisions every parent has to face. Bacchus Marsh Grammar strives to ensure that students are treated with respect and courtesy.

It is the responsibility of Bacchus Marsh Grammar's Principal and employees to provide a safe and positive learning environment that encourages the development of each child's potential.

Bacchus Marsh Grammar provides students with strong academic and pastoral programs and offers a range of extra-curricular activities to enable each student to continually develop.

This Policy is designed to provide guidelines and processes to enable appropriate selection and enrolment of students at Bacchus Marsh Grammar consistent with the philosophy, aims and ethos of Bacchus Marsh Grammar.

Bacchus Marsh Grammar's enrolment policy is predicated on the belief that all students benefit from being educated within a school that reflects as much as is practicable the diversity of the community that they live in. The enrolment policy also deals with the reality that the School receives more applications for positions at a variety of year levels than it is able to offer. It is therefore required to make a choice between which applicants will be offered positions at the School.

Parents in seeking to enrol students at the School need to also be aware that all decisions concern the enrolment of students at the School are at the discretion of the Principal. In enrolling students, the School has certain expectations of parents and students whilst they are current members of the Bacchus Marsh Grammar community. These expectations are set out in the Conditions of Enrolment and no enrolment will be accepted without a written acceptance of these conditions by parents.

## 2 Definition

**Individual** – Any person who wishes to become a member of the Association and agrees to abide by the Rules of the Association and be responsible for the payment of fees. Individuals who are members will be required to sign the Parent/Guardian Code of Conduct.

**Applicant** – Any student wishing to gain a position at the School

## 3 Application

This policy applies to parents, students, prospective parents and prospective students of Bacchus Marsh Grammar.

## 4 Reference Points/Background Papers

- Privacy Policy;
- Student Discipline Policy
- Parent/Guardian Code of Conduct
- Student Code of Conduct
- School Rules and Regulations
- Bacchus Marsh Grammar Conditions of Enrolment
- *Privacy Act 1988* (Cth).

## 5 Bacchus Marsh Grammar's Discretion to Accept

- 5.1.1 Bacchus Marsh Grammar has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the School.
- 5.1.2 Due to the limited number of places available, applicants may not be offered a place. An Application for enrolment does not guarantee an offer of a position at the School.
- 5.1.3 Offers of places are made at the discretion of Bacchus Marsh Grammar and Bacchus Marsh Grammar reserves the right to lawfully refuse any application for enrolment without providing a reason.
- 5.1.4 At the discretion of Bacchus Marsh Grammar, some applications may be given preference after taking into account the following factors:
- siblings of current or past Bacchus Marsh Grammar students;
  - children of past Bacchus Marsh Grammar students;
  - children of current Bacchus Marsh Grammar employees;
  - the ability of the applicant to benefit from the education offered by the School;
  - where appropriate the past academic progress and the level of involvement in co-curricular activities such as sport, music, performance and community service;
  - where appropriate the willingness of the student to make a contribution to the broader life of the School.
  - any issue the Principal thinks may be of significance;

## 6 Enrolment Process

The Principal and the Registrar are responsible for the enrolment process. Bacchus Marsh Grammar will obtain personal information during the enrolment process.

Prospective parents and students are directed to the Privacy Policy located on the website of Bacchus Marsh Grammar for further information.

The general enrolment process outlined below is intended as a guide only. For more information, parents may call the Registrar. In particular, the exact process for enrolment will vary dependent upon the class or level which enrolment is sought and whether the applicant is a member of a current or new family.

### 6.1 Initial Application

- 6.1.1 Applicants are required to complete a Registration of Interest for Enrolment form which can be obtained from the Office and is located on the website of Bacchus Marsh Grammar.
- 6.1.2 The completed application form should be returned to the Registrar with the prescribed application fee, together with a copy of an Extract of Birth Certificate.

### 6.2 Interview

- 6.2.1 After applications have been assessed, applicants may be invited to attend an interview with their parents.
- 6.2.2 These interviews will be conducted by the Principal or a senior employee nominated by the Principal (Principal's delegate) and allows Bacchus Marsh Grammar to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment at Bacchus Marsh Grammar. These interviews are central to the enrolment process and require students to articulate how they will

benefit from the education the school provides. Equally, they provide an opportunity for parents to find out about the school and ensure that they are willing to commit to its values.

Any individual who wished to become a Member of the Association must attend the interview at the School with the applicant and the Principal or Principal's delegate. The Principal may waive this requirement for an interview in rare situations. The Principal's decision to act in this way is purely at his/her discretion.

- 6.2.3 Bacchus Marsh Grammar may request for further information to be provided at or before an interview. This may include the provision of student reports and other information pertinent to the School's academic and general progress. The School will also require parents to provide any medical, social or educational reports that are relevant to the School's ability to meet the student's additional needs.

The Principal (or Principal's delegate) may request that a student attend the School for a period of time (usually a day) before making a final decision of making an offer for a position at the School. The request to attend the School is not to be regarded as a guarantee of the future granting of a formal offer.

### 6.3 Formal Offers

- 6.3.1 When an applicant is accepted, parents will be sent an acceptance letter.
- 6.3.2 Upon receiving this letter parents are required to contact the Registrar to confirm enrolment.
- 6.3.3 Upon confirmation of enrolment, a non-refundable enrolment membership fee of \$440 (per family) will be required. This sum may vary from time to time at the discretion of Bacchus Marsh Grammar.
- 6.3.4 In accepting a formal offer you agree to the Conditions of Enrolment which are published as an Appendix to this document, and on the Association Membership Documents. They are also published annually in the School Business Notice and in the School Diary. In accepting Membership of the Association you accept that conditions of enrolment are subject to variation from time to time by discretion of the School Council.

## 7 Withdrawals

- 7.1.1 Any individual who has accepted responsibility for the payment of fees, must give one term's notice in writing to the Principal of the intention to withdraw a student from Bacchus Marsh Grammar.
- 7.1.2 An individual accepts responsibility for payment of fees either by being a registered member or by signing a Fee Payment form or a Fee Payment Variation form.
- 7.1.3 If the required notice is not given, a charge equivalent to a term's fees will apply.

## 8 Bacchus Marsh Grammar's Discretion to Remove a Student

- 8.1.1 A student may be asked to leave Bacchus Marsh Grammar if their conduct or performance is unsatisfactory, they breach the Student's Code of Conduct or they fail to obey Bacchus Marsh Grammar's rules and policies, or an appropriate direction of the Principal (or delegate).
- 8.1.2 Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final. In making any such decision the Principal will take into account the principles of due process.

## 9 Implications for practice

### 9.1 At Board/Principal Level

To properly implement this policy, Bacchus Marsh Grammar, the Board and/or the Principal must ensure:

- 9.1.1 that this policy is endorsed on an annual basis;
- 9.1.2 that copies of this policy are made available to prospective parents and prospective students, for example on the Bacchus Marsh Grammar internet page;
- 9.1.3 that this policy is incorporated into the Board's/Principal's record of current policies.

## 9.2 At Other Levels

- 9.2.1 To properly implement this policy, all Bacchus Marsh Grammar's prospective parents and prospective students will be required to sign appropriate terms and conditions of enrolment

## 10 Adoption

- 10.1.1 This Policy has been adopted by a resolution of the School Council.
- 10.1.2 This Policy will be reviewed at least once every two years.

## 11 Authorisation

<b>Council Document No.</b>	GOV. 015	
<b>Council Document Name</b>	Enrolment Policy	
<b>Approval Authority</b>	Chairperson BMG School Council	
<b>Administrator</b>	Secretary to BMG Council	
<b>Approval Date</b>	27 October 2016	
<b>Effective Date</b> <small>[Current version if different from amended date]</small>	27 October 2016	
<b>Amendment History</b>		
<b>Date of Next Review</b>		To be reviewed Annually