



Bacchus Marsh
Grammar

School POLICY

GOVERNANCE

GOV-015 Enrolment Policy

Approved by the School Board 30 April 2025

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An Independent Ecumenical School
for Girls and Boys
Reg. No. 1919
ABN: 24 128 531 078
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Enrolment Policy

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1 Purpose

- 1.1.1 This Policy is designed to provide guidelines and processes to enable appropriate selection and enrolment of students at the School consistent with the philosophy, vision, key objectives and values of the School (refer to the School's website).
- 1.1.2 Changes may be made from time to time without notice at the Principal's discretion. Please always check the School's Website for the latest version.

2 Background

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

- 2.1.1 It is the responsibility of the School's Principal and employees to provide a safe and positive learning environment that encourages the development of each child's potential.
- 2.1.2 The School provides students with strong academic and pastoral care programs and offers a range of co-curricular and extra-curricular activities to enable each student to continually develop.
- 2.1.3 The School'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.
- 2.1.4 The School notes that a proportion of funds raised or fees collected from enrolments to the School may be applied to support the operation of the School's Early Learning Centre.
- 2.1.5 Parents/guardians seeking to enrol students at the School should be aware that all decisions concerning enrolment, and continued enrolment, at the School are at the discretion of the Principal. In enrolling students, the School has certain expectations of parents/guardians and students while 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 processed without a written acceptance of these conditions by the respective parent(s)/guardian(s).
- 2.1.6 The School is committed to providing a safe, respectful and inclusive School environment and ensuring that all students and prospective students are treated fairly and with dignity in accordance with the School's equal opportunity obligations under both State and Commonwealth legislation. Further information is available in our Student Bullying and Harassment Policy and Disability Discrimination Policy.

3 Definitions

Term	Definition
Applicant	Any parent(s)/guardian(s) applying for a position of enrolment at the School on behalf of their child/ren..
Admissions Office	The staff responsible for handling all enrolment inquiries, processing applications for enrolment and assessing student eligibility, located at the Maddingley campus and contactable via the School's general inquiry phone no. and or by email admissions@bmg.vic.edu.au .
Re-enrolment Process	the process by which Individual(s) will be required to confirm their child's continuing enrolment at the School and their agreement to abide by the Conditions of Enrolment each year.
Annual Acknowledgement	Document parent(s)/guardian(s) must sign annually as part of the Annual Re-Enrolment Process.



Confirmation of Enrolment Fee	Fee payable at the time a position of enrolment at the School is accepted.
Early Learning Centre	Bacchus Marsh Grammar Early Learning Centre, Woodlea at 111 Frontier Avenue, Aintree Victoria, 3336, Australia
Individual	Any person who wishes to enrol their child/ren at the School and or who signs an enrolment agreement with the School agreeing to abide by the Conditions of Enrolment and be responsible for the payment of fees.
Initial Application Fee	Fee payable when submitting an expression of interest for a position of enrolment at the School.
School Rules and Policies	means a collective description for any and all policies, rules, regulations and guidelines of the School that may be detailed in the Conditions of Enrolment, the Related Documents (as defined in the Conditions of Enrolment), the annual Business Notice, the annual Fee Schedule, the School Prospectus, the School newsletter and or otherwise, which are published on the School website or Intranet or communicated by the School via any other means. The School Rules and Policies may be varied, amended, and or withdrawn from time to time without notice. Where appropriate, revisions will be published on the website or Intranet unless withdrawn entirely.

4 Application

- 4.1.1 This policy applies to parents/guardians, students, prospective parents/guardians and prospective students of the School.

5 Enrolment Eligibility

- 5.1.1 Children must be five years old by 30 April of the year they start school;
- 5.1.2 To enrol as a domestic student, children must also be either:
- 5.1.2.1 an Australian citizen
 - 5.1.2.2 a New Zealand citizen (including a diplomatic or consular representative of New Zealand, a member of the staff of such a representative or the spouse or dependent relative of such a representative)
 - 5.1.2.3 holder of an Australian permanent residency visa
 - 5.1.2.4 holder of an Australian permanent humanitarian visa.
- 5.1.3 The School is not registered to accept enrolment of overseas students.

6 Discretion to Accept

- 6.1.1 The School 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.
- 6.1.2 Parents and guardians choose to enter the School's enrolment process and the terms and conditions that are attached to this process, by submitting an expression of interest application, attending an interview and/or accepting a position at the School.
- 6.1.3 An offer for an enrolled place at the School is only considered after an initial interview is conducted with the Applicant and their parent(s)/guardian(s).
- 6.1.4 Due to the limited number of places available, Applicants may not be offered an initial interview to assess eligibility for a place at the School. An application for enrolment and/or invitation for an interview does not guarantee an offer of a position at the School.

- 6.1.5 Some applications may be given preference to receive an initial interview at the discretion of the School, after taking into account one or more of following additional factors:
 - 6.1.5.1 siblings of current Bacchus Marsh Grammar students within a close age range;
 - 6.1.5.2 children of past Bacchus Marsh Grammar students;
 - 6.1.5.3 children of current Bacchus Marsh Grammar employees;
 - 6.1.5.4 geographic location;
 - 6.1.5.5 date of application; and
 - 6.1.5.6 any other matter the Principal considers appropriate.
- 6.1.6 Offers of places are made at the sole discretion of the School taking into account factors such as:
 - 6.1.6.1 the ability of the Applicant to benefit from the education offered by the School;
 - 6.1.6.2 where appropriate the past academic progress and the level of involvement in co-curricular activities such as sport, music, art, performance and community service; and
 - 6.1.6.3 where the Applicant's values align with the School's character education program;
 - 6.1.6.4 where appropriate the willingness of the student to make a contribution to the broader life of the School; and
 - 6.1.6.5 any other relevant factors including those matters listed in section 6.1.5 above.
- 6.1.7 No one factor listed in section 6.1.5 or section 6.1.6 above is determinative of an offer for an enrolment position.
- 6.1.8 The School reserves the right to lawfully decline any application for enrolment without providing a reason.
- 6.1.9 Due to the large number of candidates and resourcing constraints, the School does not offer further details, including reasons or feedback, regarding the outcome of candidate applications or interviews.
- 6.1.10 Individuals and Applicants are expected to respect the School's enrolment process and outcomes.
- 6.1.11 The School will not communicate further with parents/guardians who demonstrate rude, harassing or inappropriate behaviour toward staff within the enrolment process or at any other time.

7 Enrolment Process

7.1 The Enrolment Process

- 7.1.1 The Principal and the Admissions Office are responsible for the enrolment process.
- 7.1.2 The School will obtain personal information during the enrolment process which will be treated in accordance with the School's Privacy Policy.
- 7.1.3 Prospective parents/guardians and students are directed to the Privacy Policy located on the School's website for further information regarding handling and storage of personal information.
- 7.1.4 The general enrolment process outlined below is intended as a guide only. For more information, parents/guardians may contact the Admissions Office. In particular, the exact process for enrolment will vary dependent upon the class, year or level for which enrolment is sought.
- 7.1.5 The School is committed to the principles of its anti-discrimination obligations. The School will consider all enrolments in accordance with its Disability Discrimination Policy and its duty to make reasonable adjustments, but reserves the right to depart from that policy where it is legally permitted and in accordance with its Statement of Philosophy.

7.2 Initial Application

- 7.2.1 Applicants are required to complete an online Enrolment Application form which can be accessed by the School website.
- 7.2.2 Only one (1) application may be completed and submitted per child and that application may only cover one (1) child.

- 7.2.3 The completed application form should be submitted online with the prescribed non-refundable application fee, together with a copy of an Extract of Birth Certificate for the Applicant.

Note: Submission of the application and payment of the Enrolment Application Fee is a prerequisite to admission for a place on the School waitlist. Progression through the various stages of the enrolment process is solely at the discretion of the School in accordance with the School's enrolment policies and procedures. Neither payment of the fee nor progression through the stages of the enrolment process guarantee the Applicant a position at the School.

7.3 Initial Interview

- 7.3.1 After applications have been assessed, Applicants may be invited to attend an interview with their parent(s)/guardian(s).
- 7.3.2 These interviews will be conducted by the Principal or a senior member of staff nominated by the Principal (Principal's delegate) and allows the School to learn more about the Applicant and provide an opportunity to discuss the potential enrolment at the School.
- 7.3.3 These interviews are central to the enrolment process and require the Applicant to articulate how they will benefit from the education the School provides. Equally, they provide an opportunity for parents/guardians to find out about the School and ensure that both they and their child are willing to commit to its values. These interviews may be conducted face to face at a location advised by the School or via a cloud-based video conferencing service e.g. Zoom.
- 7.3.4 All children are required to be physically present during face-to-face meetings and visible on-screen during interviews conducted online, otherwise the application will remain on the waiting list.
- 7.3.5 The requirement for an interview may be waived in rare situations at the Principal's discretion.
- 7.3.6 The School may request for further information to be provided at or before an interview. This may include the provision of external reports and or other information about the Applicant's academic and general progress.
- 7.3.7 The School will require copies of any medical or allied health reports, government funding information (e.g. NDIS), social or educational reports that are relevant to the School's ability to:
- 7.3.7.1 assess the School's ability to meet the Applicant's educational and or additional needs (if any) and make adjustments if required; and
 - 7.3.7.2 ensure that the student meets the requirements for school-readiness as assessed by the School.
- 7.3.8 The Principal (or Principal's delegate) may request that the Applicant attends the School for a period of time (usually a day) before making a final decision of whether to make an offer for a position at the School. The request to attend the School does not guarantee that a formal offer will be made.

7.4 Formal Offers

- 7.4.1 When an Applicant is accepted, their parent(s)/guardian(s) will be sent a letter of offer via email together with a copy of the School's Enrolment Agreement, Conditions of Enrolment and Fee Schedule.
- 7.4.2 Upon receiving this letter, the parent(s)/guardian(s) are required to complete, sign, and return the Enrolment Agreement to the Admissions Office, both electronically and original hard copy, together with a copy of the Applicant's immunisation status certificate and payment of a non-refundable Confirmation of Enrolment Fee per each Enrolment Agreement. This sum may vary from time to time at the discretion of the School. The payment of the Enrolment Fee will be waived for parents/guardians with a child that enrolled in the school prior to 24/08/2018 and remains enrolled in the year the enrolment for a subsequent sibling is sought.
- 7.4.3 The School requires that all parent(s)/guardian(s) sign the Enrolment Agreement as applicable. This requirement may be waived only in exceptional circumstances at the discretion of the Principal.

- 7.4.4 In accepting a formal offer, parents/guardians agree to the terms and conditions of enrolment, as set out in the Conditions of Enrolment which are published as an Appendix to the Enrolment Agreement, as amended from time to time without notice at the School's discretion.
- 7.4.5 The School requires confirmation of re-enrolment of students each year, referred to as the Annual Re-enrolment Process (refer Section 8 below).

7.5 Campus Selection and Waitlist

- 7.5.1 Individuals are required to select their preferred campus for enrolment at the time of completing the online Enrolment Application form (refer to Section 7.2 Initial Application).
- 7.5.2 If an interview and or position at the School is offered to the Applicant, it will be made based on availability at the campus selected. If there is no availability at the selected campus, the Applicant will be placed on the School's waitlist for a position at the selected campus only.
- 7.5.3 Note, this means that while Applicants may be eligible to receive an offer at either campus, the candidate will only progress through the queue for the waitlist of the campus selected.
- 7.5.4 The positions on the waitlist are not numbered. Applicants will be placed on the waitlist based on the date of payment of the Initial Application fee. However progression through the waitlist queue is not linear and there are numerous factors that may influence those invited to move forward to an interview stage or offer of a position (such as children with siblings already at the School etc). Refer to sections 6.1.5. and 6.1.6 for a list of relevant factors.

8 Enrolment Acceptance

8.1 Offer of Position and Acceptance

- 8.1.1 Once the School determines a student's eligibility for a position of enrolment, the School will make an Offer of Position to the Applicant. The Applicant is required to either accept or decline the offer by the date specified in the letter of offer.
- 8.1.2 The Enrolment Agreement and the Conditions of Enrolment specify the supporting information required to be provided by the Applicant to the School as part of accepting the offer, including for example, copies of any parenting or court orders, medical conditions etc.
- 8.1.3 For further information regarding the Offer of Position and terms and conditions of enrolment, please refer to the Enrolment Agreement and Conditions of Enrolment, available on the School's website.

8.2 Enrolment and Re-Enrolment Process

- 8.2.1 After the Enrolment Agreement is completed, signed and returned to the School by parents/guardians together with payment of the Enrolment Fee, the Position of Offer is accepted.
- 8.2.2 Parents/guardians are required to sign a yearly acknowledgement of their contractual obligations under the Enrolment Agreement via signing of the Annual Acknowledgement (Re-Enrolment Process).
- 8.2.3 As part of the enrolment and Re-enrolment Process, all parents/guardians must acknowledge the Business Notice and Fee Schedule, on a yearly basis, and confirm their agreement to comply with the Conditions of Enrolment as amended from time to time, with respect to enrolment of each child enrolled at the School.
- 8.2.4 Parents/guardians will also be required to update and confirm that they have provided the School with complete and accurate personal information for their child/ren, at the time they submit the Annual Acknowledgement each year, including with regards to:
- information necessary to satisfy the School's legal obligations under statute and common law;
 - parenting orders, court orders, intervention orders (IVOs) etc;
 - medical/health information including immunisation status, details of any medical/health plans, medications and or medical devices, and
 - academic information and information regarding any additional needs and or supports.
- 8.2.5 With both the enrolment and Re-enrolment Process, parents/guardians accept that they have an ongoing obligation to ensure the information provided to the School is both accurate and up to date at

all times. If at any time throughout the year, the information provided is no longer correct or accurate, parents/ guardians are required to immediately update their details via the School parent portal or contact the School to provide the updated information.

- 8.2.6 Parents/guardians must ensure that any medical/health plans, medications and or medical devices are provided to the School by the due date requested.
- 8.2.7 The School requires that all parent(s)/guardian(s) sign the Enrolment Agreement and or Annual Acknowledgement as applicable. This requirement may be waived only in exceptional circumstances at the discretion of the Principal.

8.3 Compliance with Enrolment and Re-Enrolment Requirements

- 8.3.1 Parents/guardians are expected to comply with the requirements and expectations of enrolment under this Policy, particularly Sections 6 and 7.
- 8.3.2 If parents/guardians do not fulfil any of the obligations of the enrolment and or Re-enrolment Process (for example completing the Annual Acknowledgment, providing up to date copies of parenting orders, current medical plans, medications or equipment, any additional needs and or supports required etc) on or before the due date specified by the School, this may result in one or more of the following actions being taken by the School at the Principal's sole discretion:
- Child/ren required to remain off-site;
 - Suspension of enrolment without notice;
 - Withdrawal of eligibility for, and or require re-payment of, bursaries or scholarships (if any);
 - Charging of an administration fee(s) as set out in the Fee Schedule; and or
 - Termination of enrolment(s) (generally, for extreme cases where any obligation(s) remain unfulfilled for an unreasonable period).

9 Withdrawals

- 9.1.1 Any individual who has accepted responsibility for the payment of fees, must give a minimum of one (1) term's notice in writing to the Principal of the intention to withdraw a student from the School.
- 9.1.2 An individual accepts responsibility for payment of fees by signing the Enrolment Agreement, a Fee Payment form or a Fee Payment Variation form.
- 9.1.3 If the required notice is not given, a charge equivalent to one (1) term's fees will apply.

10 Discretion to Remove a Student

- 10.1.1 All students and, where applicable, their parent(s)/guardian(s), are required to abide by the School Rules and Policies, as published on the School website or otherwise communicated. These include but are not limited to the rules and policies outlined in documents listed in the Related Documents section.
- 10.1.2 Failure to abide by the School Rules and Policies may result in disciplinary action for the student.
- 10.1.3 A student may be asked to leave the School if their conduct or performance is unsatisfactory, they breach the Student Code of Conduct or they fail to obey the School's Rules and Policies, or an appropriate direction of the Principal or their delegate.
- 10.1.4 A student may also be asked to leave the School if their parent(s)/guardian(s)' breach the School Community Code of Conduct or their conduct is otherwise unsatisfactory.
- 10.1.5 Any decision to suspend or terminate the enrolment of a student is at the discretion of the Principal or their delegate. 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.

11 Australian Consumer Protection Laws

- 11.1.1 The School ensures that we abide by the provisions of the Australian Consumer Law.
- 11.1.2 The School ensures that we do not:

- 11.1.2.1 In trade or commerce, engage in conduct that is misleading or deceptive or is likely to mislead or deceive;
- 11.1.2.2 Engage in unconscionable conduct;
- 11.1.2.3 Have unfair contract terms within its enrolment agreements;
- 11.1.2.4 Provide false or misleading representations about goods or services provided by the School.

12 Implications for Practice

12.1 At Board/Principal Level

- 12.1.1 To properly implement this policy, the School, the Board and/or the Principal must ensure:
 - 12.1.1.1 that this policy is endorsed on an annual basis;
 - 12.1.1.2 that copies of this policy are made available to prospective parents/guardians and prospective students, for example on the School's website;
 - 12.1.1.3 that this policy is incorporated into the Board's/Principal's record of current policies.

13 Adoption

- 13.1.1 This Policy has been adopted by a resolution of the School Board.
- 13.1.2 This Policy will be reviewed annually.

14 Related Policies and Documents

- Billing and Payment of Fees Policy
- Child Safe Code of Conduct
- Child Safe Policy
- Conditions of Enrolment
- Debt Collection Policy
- Disability Discrimination Policy
- Privacy Policy;
- School Community Code of Conduct
- School Uniform and Dress Code Policy
- Student Attendance Policy and Procedure
- Student Bullying and Harassment Policy
- Student Code of Conduct
- Student Discipline Policy

15 Authorisation

School Policy Name	GOV-015 Enrolment Policy	
Approval Authority	Chair of the School Board	
Approval Signature	Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar	
Administrator	Company Secretary	Greg Gough
Approval Date	30 April 2025	
Date of Next Review	30 April 2027	To be reviewed every two years



16 History

Date	Amendment
22 October 2019	1. Revised to reflect the change to Company Limited by Guarantee, update to content.
26 February 2020	2. Revised to reflect change of notice period required for withdrawal of a student.
28 October 2020	3. Reviewed
27 October 2021	4. Reviewed with minor amendments and the additional note in clause 6.2.2.
4 May 2022	5. Updated to include the Early Learning Centre sections 1.1.5 and 2.
26 April 2023	6. Updated sections 5, sections 6.3 and section 6.5 was added.
30 April 2025	7. Revised to reflect updates to the enrolment process.