



Doctrina Vitae

Bacchus Marsh
Grammar

School Board Policy

Governance

GOV-015 Enrolment Policy

Approved by the School Board 26 April 2023





Enrolment Policy

1	Statement of Context and Purpose	2
2	Definitions	2
3	Application	3
4	Enrolment Eligibility	3
5	Bacchus Marsh Grammar's Discretion to Accept	3
6	Enrolment Process	4
6.1	The Enrolment Process	4
6.2	Initial Application	4
6.3	Interview	4
6.4	Formal Offers	5
6.5	Campus Selection and Waitlist	5
7	Annual Re-Enrolment	5
7.1	Process for Annual Re-Enrolment	5
7.2	Non Completion of Annual Acknowledgement	6
8	Withdrawals	6
9	Discretion to Remove a Student	6
10	Australian Consumer Law Protections	6
11	Implications for practice	7
11.1	At Board/Principal Level	7
11.2	At Other Levels	7
12	Adoption	7
13	Related Policies and Documents	7
14	Authorisation	8
15	History	8

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 (the School) strives to ensure that students are treated with respect and courtesy.

- 1.1.1 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.
- 1.1.2 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.
- 1.1.3 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).
- 1.1.4 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.
- 1.1.5 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.
- 1.1.6 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 parents/guardians.
- 1.1.7 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.

2 Definitions

Term	Definition
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.
Applicant	Any student wishing to gain a position at the School
Annual Re-enrolment Process	the process by which Individuals 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 (refer below for more detail).
Annual Acknowledgement	Document parents/guardians must sign annually as part of the Annual Re-Enrolment Process.
Early Learning Centre	Bacchus Marsh Grammar Early Learning Centre, Woodlea at 111 Frontier Avenue, Aintree Victoria, 3336, Australia
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.
--	--

3 Application

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

4 Enrolment Eligibility

- 4.1.1 Children must be five years old by 30 April of the year they start school;
- 4.1.2 To enrol as a domestic student, children must also be either:
- 4.1.2.1 an Australian citizen
 - 4.1.2.2 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)
 - 4.1.2.3 holder of an Australian permanent residency visa
 - 4.1.2.4 holder of an Australian permanent humanitarian visa.
- 4.1.3 For overseas students, refer to the Overseas Students Policy which can be obtained by contacting the School.

5 Bacchus Marsh Grammar's Discretion to Accept

- 5.1.1 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.
- 5.1.2 Parents and guardians choose to enter the School's enrolment process and the terms and conditions that are attached to this process, by either submitting an expression of interest application and/or attending an interview.
- 5.1.3 Due to the limited number of places available, applicants may not be offered an interview and/or 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.
- 5.1.4 Offers of places are made at the discretion of the School and the School reserves the right to lawfully refuse any application for enrolment without providing a reason.
- 5.1.5 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.
- 5.1.6 Individuals and Applicants are expected to respect the School's enrolment process and outcomes. The School will not communicate further with parents/guardians who demonstrate rude, harassing or inappropriate behaviour toward staff at any time or within the enrolment process.
- 5.1.7 At the discretion of the School, some applications may be given preference after taking into account the following factors:
- 5.1.7.1 siblings of current or past Bacchus Marsh Grammar students;
 - 5.1.7.2 children of past Bacchus Marsh Grammar students;
 - 5.1.7.3 children of current Bacchus Marsh Grammar employees;
 - 5.1.7.4 geographic location;
 - 5.1.7.5 date of application;
 - 5.1.7.6 the ability of the applicant to benefit from the education offered by the School;
 - 5.1.7.7 where appropriate the past academic progress and the level of involvement in co-curricular activities such as sport, music, performance and community service;
 - 5.1.7.8 where appropriate the willingness of the student to make a contribution to the broader life

- of the School; and
- 5.1.7.9 any issue the Principal thinks may be of significance.

6 Enrolment Process

6.1 The Enrolment Process

- 6.1.1 The Principal and the Registrar are responsible for the enrolment process. The School will obtain personal information during the enrolment process which will be treated in accordance with the School's Privacy Policy.
- 6.1.2 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.
- 6.1.3 The general enrolment process outlined below is intended as a guide only. For more information, parents/guardians may contact the Registrar/Admissions Officer. In particular, the exact process for enrolment will vary dependent upon the class, year or level for which enrolment is sought and whether the applicant is a member of a current or new family.
- 6.1.4 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 reserve the right to depart from that policy where it is legally permitted and in accordance with its Statement of Philosophy.

6.2 Initial Application

- 6.2.1 Applicants are required to complete an online Enrolment Application form which can be accessed by the School website.
- 6.2.2 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.

Note: submission of the application and payment of the fee is a prerequisite to admission for a place on the School waitlist, however, it does not guarantee a position at the School. 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.

6.3 Interview

- 6.3.1 After applications have been assessed, applicants may be invited to attend an interview with their parents/guardians.
- 6.3.2 These interviews will be conducted by the Principal or a senior employee nominated by the Principal (Principal's delegate) and allows the School to learn more about the prospective student and provide students and parents/guardians the opportunity to discuss the potential enrolment at the School.
- 6.3.3 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/guardians to find out about the school and ensure that they are willing to commit to its values. These interviews may be conducted face to face or via a cloud-based video conferencing service e.g. Zoom.
- 6.3.4 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.
- 6.3.5 The Principal may waive the requirement for an interview in rare situations. The Principal's decision to act in this way is purely at their discretion.
- 6.3.6 The School 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/guardians to provide any medical or allied health reports, social or educational reports that are relevant to the School's ability to meet the student's additional needs.



- 6.3.7 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.

6.4 Formal Offers

- 6.4.1 When an applicant is accepted, parents/guardians will be sent a letter of offer with an Acceptance of Position Form and an Enrolment Agreement, the Conditions of Enrolment and Fee Schedule via post and email.
- 6.4.2 Upon receiving this letter parents/guardians are required to complete, sign and return the Acceptance of Position Form and Enrolment Agreement to the Registrar, both electronically and original hard copy, together with a copy of their child's immunisation status certificate and payment of a non-refundable Confirmation of Enrolment Fee per the Enrolment Agreement (per child). 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.
- 6.4.3 The School requires that both parents/guardians sign the Enrolment Agreement. This requirement may be waived at the discretion of the Principal.
- 6.4.4 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 at the School's discretion.

6.5 Campus Selection and Waitlist

- 6.5.1 Individuals are required to select their preferred campus for enrolment at the time of completing the online Enrolment Application form (refer to Section 6.2 Initial Application).
- 6.5.2 If an interview and or position at the School is offered to an 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.
- 6.5.3 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.
- 6.5.4 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).

7 Annual Re-Enrolment

7.1 Process for Annual Re-Enrolment

- 7.1.1 The School requires confirmation of re-enrolment of their students each year, referred to as the Annual Re-enrolment Process.
- 7.1.2 As part of the Annual Re-enrolment Process, all parents/guardians must acknowledge the annual Business Notice and Fee Schedule, and confirm their agreement to comply with the Conditions of Enrolment as amended from time to time, with respect to enrolment of each of their child/ren at the School (the Annual Acknowledgement).
- 7.1.3 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 including with regards to:
- information necessary to satisfy the School's legal obligations under statute and common law
 - medical/health information, and
 - academic information.



- 7.1.4 Parents/guardians accept that they have an ongoing obligation to maintain the accuracy of the information provided to the School. If at any time throughout the year, the information provided is no longer correct or accurate, parents/ guardians are required to contact the School immediately to provide updated information.
- 7.1.5 The School requires that both parents/guardians sign the annual Acknowledgement. This requirement may be waived at the discretion of the Principal.
- 7.1.6 Failure by parents/guardians to complete the annual Acknowledgment on or before the due date may result in one or all of the following sanctions being imposed by the School:
- Their child/ren's enrolment being suspended until the annual Acknowledgement is completed.
 - Withdrawal of eligibility for bursaries or scholarships (if any).
 - An administration fee being charged as set out in the Fee Schedule.
 - Their child/ren's enrolment at the School being terminated should the annual Acknowledgment remain outstanding for an unreasonable period of time.

7.2 Non Completion of Annual Acknowledgement

- 7.2.1 Non-completion of the annual Acknowledgement does not constitute written notice for the purpose of withdrawing a child from the School.
- 7.2.2 For further information regarding the notice required, please refer to the procedures outlined in Clause 8.

8 Withdrawals

- 8.1.1 Any individual who has accepted responsibility for the payment of fees, must give a minimum of one term's notice in writing to the Principal of the intention to withdraw a student from the School.

Note: for students enrolled in Years 6 or 7, the notice period required is a minimum of two terms.

- 8.1.2 An individual accepts responsibility for payment of fees by signing the Enrolment Agreement, a Fee Payment form or a Fee Payment Variation form.
- 8.1.3 If the required notice is not given, a charge equivalent to a term's fees will apply.

9 Discretion to Remove a Student

- 9.1.1 All students and, where applicable, their parents/guardians, 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.
- 9.1.2 Failure to abide by the School rules and policies may result in disciplinary action for the student.
- 9.1.3 A student may be asked to leave the School if their conduct or performance is unsatisfactory, they breach the Student's Code of Conduct or they fail to obey the School's rules and policies, or an appropriate direction of the Principal (or delegate).
- 9.1.4 A student may also be asked to leave the School if their parents/guardians' breach the School Community Code of Conduct or their conduct is otherwise unsatisfactory.
- 9.1.5 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.

10 Australian Consumer Law Protections

- 10.1.1 The School ensures that we abide by the provisions of the Australian Consumer Law.
- 10.1.2 The School ensures that we do not:
- 10.1.2.1 In trade or commerce, engage in conduct that is misleading or deceptive or is likely to mislead or deceive
 - 10.1.2.2 Engage in unconscionable conduct

10.1.2.3 Have unfair contract terms within its enrolment agreements

10.1.2.4 Provide false or misleading representations about goods or services provided by the School.

11 Implications for practice

11.1 At Board/Principal Level

11.1.1 To properly implement this policy, the School, the Board and/or the Principal must ensure:

11.1.1.1 that this policy is endorsed on an annual basis;

11.1.1.2 that copies of this policy are made available to prospective parents and prospective students, for example on the School's website;

11.1.1.3 that this policy is incorporated into the Board's/Principal's record of current policies.

11.2 At Other Levels

11.2.1 To properly implement this policy, all Bacchus Marsh Grammar's prospective parents/guardians and prospective students will be required to abide by the School's Conditions of Enrolment by signing the Enrolment Agreement.

12 Adoption

12.1.1 This Policy has been adopted by a resolution of the School Board.

12.1.2 This Policy will be reviewed annually.

13 Related Policies and Documents

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

14 Authorisation

Board Document No.	GOV.015	
Board Document Name	Enrolment Policy	
Approval Authority	Chair of the School Board	
Approval Signature	<p>Cathy Jeffkins Chair of the School Board Bacchus Marsh Grammar</p>	
Administrator	Company Secretary	Greg Gough
Approval Date	26 April 2023	
Date of Next Review	26 April 2024	To be reviewed annually

15 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.