



...the choice for quality, harmony, safety and care.

Enrolment Policy

PURPOSE

The purpose of this policy is to outline the principles and requirements applicable to the enrolment process at Mt Hira College. It aims to ensure students are enrolled at the College in a manner that is fair, transparent and non-discriminatory.

SCOPE

The scope of this policy is to:

- provide the basis upon which enrolment eligibility is determined by the College.
- serve as a guide to the Leadership Team and relevant administrative staff at the College.
- provide accurate information about the enrolment process, including information about the College's expectations regarding student behaviour, so that parents/carers are able to make informed decisions when entering into an enrolment agreement with the College.
- facilitate the collection of accurate information and documents to ensure the College complies with its Commonwealth and State legal and regulatory requirements.

ROLES & RESPONSIBILITIES

Office Manager

- Provide parents/carers with information about enrolment.
- Organise and manage campus tours.
- Schedule entrance exams/interviews.
- Organise preparations and supervision for the Entrance Exam days (pencil, rubber, exam papers, iPad, etc.).
- Manage campus capacity by utilising applicants on the Waiting List.
- Verify the information and documentation provided by the applicant.
- Maintain the waiting lists for entry to the School, consulting with the College Principal.
- After acceptance, transfer all new student records and files via the import feature to the Student Management System.

Heads of Sub-Schools

- Give guidelines and supervise the students to complete the relevant entrance exam.
- Make sure that the students abide by the entrance exam rules.
- Mark any writing pieces or entrance exam booklets as necessary.
- Pass on any relevant paperwork to the Office Manager.
- Conduct the initial interviews to assess prospective enrolments.

IT Manager

- Create accounts for new students and new parents/carers in the relevant school systems.

Heads of Sub-Schools

- Allocate new students to classes according to a combination of class size and student need.

College Principal

- Delegate staff to administer and assess entrance exams (generally the relevant Heads of Sub-Schools).
- Identify vacancies per year levels.
- Conduct interviews with parents/carers and prospective students.
- Accept/deny applicants based on their performance throughout the process and documentation provided.

SELECTION CRITERIA

The College makes decisions to offer a place to applicants based on, but not limited to, the following criteria:

- The entrance examination results¹.
- The educational history of the student².
- Assessment of personal characteristics and approach to academic work.
- The applicant's and the family's willingness to support the College's terms and conditions of enrolment.
- The applicant's willingness to learn and comply with all directions and College policies, values and rules, including a minimum of 80% attendance.
- Whether the applicant has siblings already enrolled at the College.
- Whether the applicant's parent is a permanent staff member at the College.
- Whether the applicant is a graduate of the College's Early Learning Centre.
- Financial stability to make regular payments of tuition and relevant school fees.
- The residency status of the applicant must allow for study at school in Australia.
- Availability in the year level in which the applicant is to be enrolled.

ELIGIBILITY FOR APPLICATION

Age

A child who is aged 5 years old at 30 April of the year of enrolment may submit an application.

The College does not accept applications for students who are more than 19 years of age.

Residency

All applicants must be Australian citizens, or hold a visa which allows them to stay and study lawfully.

¹ The College will not necessarily accept or decline an application for enrolment based solely on the entrance examination results. The College prioritises excellence in character, attitude and conduct above academic performance alone. The College Principal will conduct a holistic evaluation of the applicant's suitability for enrolment to determine whether the College can cater for the applicant's individual needs.

² A minimum of the two (2) most recent semester academic reports are required. The College Principal may also contact the applicant's previous school for further information.

Temporary residents must consult with the Office Manager to learn more about conditions of enrolment and restrictions before they submit an application.

Enrolment Application Fee

The enrolment fee is \$100 per applicant and is non-refundable. If an offer of acceptance is made, the place is only confirmed when the parents/carers have paid the \$100, non-refundable enrolment fee per child and submitted the completed enrolment form.

Required Documentation for Application

The school is required to collect the following documentation to process the application. When an applicant is offered a place, there will be more documentation required (listed on page 6 of this policy).

- **Personal Identification:** Birth certificate for Australian citizens / Current valid passport for permanent or temporary residents.
- **Academic reports:** The two most recent semester academic reports received from the previous school. If the applicant comes from overseas and the report is not in English, the applicant must provide a translated copy of the academic report.
- **Residency Status:** If the applicant is not an Australian citizen, the applicant must provide their "Visa Grant Notice" or VEVO check. Immicard or any other documentation will not be accepted as proof of residency status.
- **Kindergarten Feedback Form** (Foundation year level only): This form is completed by the Kindergarten staff and provided to the College and the parent/carer of the child.

ENROLMENT PROCEDURE

Application

Prospective Enrolment Forms are available on our website here:

<https://www.mthira.vic.edu.au/admissions/enrolments/> OR from our Front Office.

The form can be filled out online, saved and emailed to enrolments@mthira.vic.edu.au OR filled out, printed and submitted in hard copy form to our front office staff. A return email acknowledging receipt of your application will be sent by our office staff.

A non-refundable \$100 enrolment application fee must be paid before an enrolment is processed.

Assessment

An applicant must sit an enrolment examination on a day scheduled by the school.

Applicants for Foundation* will be interviewed one-on-one to conduct the School Readiness Test.

*Children who graduate from Mt Hira College Early Learning Centre and were enrolled at the Centre at least one full semester, do not need to undertake an 'enrolment examination'. Information about the enrolment and transition process for Mt Hira College ELC graduates will be provided directly to parents/carers.

Applicants for Years 1 - 5 will sit written Mathematics, Reading and Writing tests. The school may run further language and cognitive assessments if required.

Applicants for Years 6-12 will sit written Mathematics and Writing tests.

Interview

The College may decide not to offer a place to an applicant who has not been invited to an interview. An email will be sent to the applicant advising that a place has not been offered at the College for the year the application is made.

Other applicants will be invited to attend an interview with one or both of their parents/carers on the scheduled date by the College. An email will be sent to the applicant OR a phone call will be made to provide details of the interview.

At the interview, among other things, the Principal (or delegate) will:

- brief parents/carers about:
 - compulsory curricular learning including Languages, Religion and Values, Excursions, Incursions & Camp
 - extra-curricular clubs where applicable
- seek to establish that the expectations and commitments of the parents/carers are consistent with the vision, values, goals, policies, resources, and programs of the College.
- discuss any special needs with the families at the interview for the purpose of determining whether it is necessary to make an adjustment for the applicant. Families may be required to provide additional information before the process can continue.

Offer of a Place

Based on the information collected during the application process, the College may offer a place based on the selection criteria and the vacancy available for the relevant year levels. The content of the assessment is confidential and will not be released. The offer is valid for two weeks from the date the offer is made.

If the applicant fails to finalise the enrolment by the due date provided, the application will then be placed on the waiting list and the school may make an offer to other candidates.

The applicant will be informed via an email about the offer and relevant information to complete the enrolment.

After an enrolment has been processed, students will be allocated to classes according to a combination of class size and student need. Parents/carers may not choose the class they wish their child to be enrolled in.

The decision of the College Principal in relation to the acceptance or rejection of enrolments is final.

Waiting List

An applicant may be put on a waiting list when the application is processed and the school is unable to offer a place due to no vacancy in the year level that the application is made for. The school will inform the applicant when a vacancy is available prior to the following April (30th of April). The school may offer a place if the applicant wishes to continue with the application.

The school will complete the process without offering a place if no vacancy is available until the following April (30th of April). If the applicant wants to make an additional application for the following year, a new application must be submitted.

Placement of an applicant on a waiting list does not create any legal obligation upon the College to make a place available or to offer a place in a particular order. No warranties are made in relation to any particular order in which names are placed on the list or offers are made.

Acceptance of Offer

The applicant must finalise the enrolment before the due date by accepting the offer and by providing the relevant information and documents. The applicant must also make the payment required for the enrolment.

Orientation

All new students commencing at the start of the new academic year will be required to attend an orientation program in Term 4 of the current year, which aims to welcome students and smooth their transition to the new learning environment at the College.

Orientation will include:

- A school tour to familiarise new students with the essentials of the campus.
- An information session about rules and policies regarding uniforms, assessments, bell times, after school dismissal, discipline, awards, online platforms, and so on.
- Brief information about school services such as Student Support, Pastoral Care and Wellbeing, Career Services, etc.
- Ice-breaking activities and games.
- Introduction of school leaders and student leaders.

Further details about our Orientation programs will be sent to parents/carers late in Term 3 or in early Term 4.

APPLICANT WITH DISABILITY

Where an applicant has declared learning support needs or a disability has come to light indicating a possible need for learning support services, the College will make an initial assessment of the applicant's needs. This will include consultation with the applicant or the applicant's parents/carers. In addition, the College may:

- require the parents/carers to provide medical, psychological or other reports from specialists outside the School.
- obtain an independent assessment of the applicant.

Where information obtained by the College indicates the applicant has a disability, the College's representative will seek to identify the exact nature of the applicant's needs and the strategies required to address them. Having obtained this information, the College will determine whether the applicant, if enrolled, would require some measures or actions to assist the applicant to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the applicant's disability.

Where the College determines that the applicant would require some measures or actions to address the disadvantage, the College will seek to identify whether those measures or actions required are reasonable considering the competing interests of other students. In assessing whether a particular measure or action for an applicant is reasonable, the College will have regard to all the relevant circumstances and interests, including:

- the applicant's disability
- the views of the applicant or the applicant's parents/carers about:
 - whether the particular measure or action is reasonable
 - the extent to which the particular measure or action would ensure the applicant was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a student without the disability
- the effect of the adjustment on the applicant, including the effect on the applicant's:
 - ability to achieve learning outcomes
 - ability to participate in courses or programs
 - Independence
 - the effect of the particular measure or action on anyone else affected, including the College, its staff and other students, and
 - the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether to take the required measures or actions, even though they are reasonable, the College will consider all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the applicant, the family of the applicant, and the College community), and
- the effect of the disability of the applicant, and
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College, and
- the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the applicant would require the College to take unreasonable measures or actions to ensure that the applicant is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the College may decline the offer of a position or defer the offer.

DOCUMENTS REQUIRED FOR ENROLMENT

The College is required to collect and maintain documentation as per its Commonwealth and State legal and regulatory requirements. The following documents are required for the completion of enrolment:

- **Photo:** Passport size photo of the applicant.
- **Family Identification:** Australian Driver Licenses of the parents or Australian passports of the parents for Australian citizens. Current valid passports of parents/carers for permanent or temporary residents.

- **Family Setting:** Depending on the family setting (separated, divorced, etc.), the family must provide custody orders or court decisions to the College, if applicable. If parents do not live together and there are no custody orders, both parents' details must be provided.
- **Guardians/Carers:** Authority to act as a guardian or carer.
- **Immunisation Certificate:** The family must provide a copy of the applicant's immunisation certificate regardless of the family's approach towards immunisation.
- **Medical Action Plan(s):** If the applicant has a medical condition, the applicant must provide detailed information about the medical condition, medication required and action plan from the applicant's local general practitioner.

SCHOOL FEES

Parents/carers with a number of children attending the College will be eligible to receive discounts as follows:

- Second child: 15% discount on tuition fees
- Third child: 30% discount on tuition fees
- Parents/carers who are Pension Card Holders and/or current Health Care Card holders are eligible for a 10% discount on tuition fees. A copy of your current card must be presented to the Office.

All fees payable are subject to change, at the discretion of the College. Parents/carers will be provided notice in writing in the case that the fee structure changes.

Overseas students who are not eligible for government funding will need to pay full fees. The fees are subject to change, at the discretion of the College.

TERMINATION OF ENROLMENT

If a parent/carer wishes to terminate a student's enrolment, additional fees may be charged based on the conditions set in the tuition fee schedule.

Without prejudice to any other remedies, the College reserves the right to terminate a student's enrolment or to suspend any student temporarily from the College or from a specific activity at the College, at any time without notice if the Principal or Board in their absolute discretion considers it appropriate. Reasons for this may include (but are not limited to):

- unsatisfactory conduct or performance or failure to observe any rule or comply with any policy of the College;
- conduct prejudicial to the reputation of the College or the wellbeing of the College's students and staff;
- where the Principal or Board considers that the relationship of trust and cooperation between the College and parents has broken down to the extent that it is no longer feasible for the student to continue their enrolment; or
- non-payment of fees and charges; or
- other breaches of the Terms and Conditions of Enrolment stated herein.

Where a student's enrolment is terminated during a term, the College will be entitled to retain or be paid, as the case may be, that term's full fee.

This policy will be reviewed as part of the College's 2-year review cycle.