



Enrolment Policy

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Policy

Introduction

Enrolment policy	
Created by:	Principal Lakeside College
Current version:	1.0
Applicable for:	All Lakeside permanent and fixed term employees, casuals, independent contractors, volunteers and work experience students

1. DEFINITIONS

- 1.1 **“Applicant”** means the person/s set out in the Enrolment Applicant Form being the Parents and/or Guardian/s of the child seeking enrolment at the School.
- 1.2 **“Disability”**, in relation to a student, means:
- (a) total or partial loss of the student’s bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
 - (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 1.3 **“Enrolment Agreement”** means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- 1.4 **“Enrolment Application Form”** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.
- 1.5 **“Student”** means the student named in the Enrolment Application.

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1.6 “**The Principal**” means the Principal of the School, or the Principal’s authorised representative.

1.7 “**The School**” means Lakeside College Ltd ABN 36 650 206 303.

2. RATIONALE

2.1 The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the School.

3. GENERAL

3.1 The School offers a Christ centred education service to applicants regardless of ethnic origin, gender, religion, ability or disability, subject to the terms of this policy.

3.2 Applicants are expected to support the mission, values, ethos and policies of the School.

3.3 The School will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- (a) the physical numbers of currently enrolled students;
- (b) the resources available to cater for the educational needs of students; and
- (c) the willingness of the Student and the Applicant (where applicable) to comply with the School’s policies and procedures.

3.4 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- (a) relevant information is withheld or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the School. In these

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circumstances, all due consultation will take place with the Applicant and the Student involved.

- 3.5 In accordance with the requirements of the Department of Home Affairs as updated from time to time, to qualify, students must be:
- (a) an Australian citizen;
 - (b) an Australian permanent resident;
 - (c) a permanent humanitarian visa holder; or
 - (d) a New Zealand citizen.

4. PRIORITY ORDER OF ENROLMENT

- 4.1 All Applicants must submit the Enrolment Application Form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the School the Enrolment Application Form.
- 4.2 From Prep onwards, once a Student has commenced at the School, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn.
- 4.3 At the discretion of or the School Council some applications may be given preference on the waiting list on the basis of criteria such as:
- (a) Students of families currently enrolled at Lakeside College;
 - (b) Members of the Pakenham Lutheran Church or other Lutheran Church of Australia congregations; or
 - (c) Date of application.
- 4.4 The School reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

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5. DISCOUNTS

- 5.1 The College shall offer scholarships, bursaries and financial assistance in keeping with the Fees Policy.

6. ENROLMENT PROCEDURE

- 6.1 The enrolment procedure is as follows:

- (a) The Applicant is required to complete the Enrolment Application Form signed by both biological parents (unless court order as provided to the School provides otherwise, or a biological parent is deceased or lost capacity), pay any fees, submit a copy of school report, a copy of birth certificate or passport, and provide any additional information requested by the School to satisfy its Government reporting obligations.
- (b) Applications are received and recorded on the waiting list according to the date of lodgement unless a preference applies.

- 6.2 Upon receipt of an Enrolment Application Form:

- (a) The Student's name is registered on the future list for the year and the year level nominated.
- (b) An interview with the Principal or delegate is arranged.
- (c) Any special needs are noted and discussed with parents at the interview. The Applicant may be required to provide additional information before the process can continue to ensure that the School has sufficient information to properly consider the Application.

- 6.3 For students entering in Years 1 to 12, a formal offer of a place in the School may be made, once all required information has been provided, and a satisfactory enrolment interview has taken place.

- 6.4 For students entering in Year Prep, a formal offer of a place in the School may be made, once all required information has been provided, a satisfactory enrolment interview has taken place, and the child meets the requirements of being Prep ready.

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- (a) Prep students should turn 5 by April 30th of the year of entry into the Prep class. Students younger than this may be admitted at the discretion of the Principal or delegate.
- (b) All Prep students must demonstrate the following before commencing at Lakeside College.
 - (i) The child can follow all directions and consistently act in a manner that maintains their own safety and the safety of others;
 - (ii) The child can fully engage in learning activities for an acceptable period of time without support; and
 - (iii) The child can toilet themselves.
- (c) Should the child be unable to demonstrate Prep readiness, they will be required to postpone their enrolment to the following year.

6.5 Should an Applicant accept an offer of enrolment and fail to commence, an enrolment cancellation fee equivalent to one term's fees shall be requested.

7. REASONABLE ADJUSTMENTS

7.1 Where information obtained by the School indicates that a Student has a disability, the Principal will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

7.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- (a) the nature of the Student's disability;
- (b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;

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- (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- (d) information provided by, or on behalf of, the Student about his or her preferred adjustments;
- (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- (g) the costs and benefits of making the adjustment.

7.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

7.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). This includes (without limitation):
 - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;

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- (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - (b) the effect of the disability of the Student;
 - (c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School, including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (d) the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;
 - (e) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
 - (f) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 7.5 The Principal will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.
- 7.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate) and:
- (a) adjustments required are not reasonable;
 - (b) adjustments required would cause unjustifiable hardship; or
 - (c) where the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made,

the School may to decline to offer the Student a position or may defer the offer.

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8. PRIVACY

- 8.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.