



Enrolment Policy

Lakeside College

Review Date: June 2019

Next Review: June 2022

Introduction

Enrolment Policy	
Created by:	Principal Lakeside College
Current version:	2.0
Applicable for:	All Lakeside permanent and fixed term employees, casuals, independent contractors, volunteers and work experience students

Rationale

Lakeside College is committed to an open enrolment policy that is consistent with our Mission, Vision and Values and our Constitution. Further, the College Enrolment Policy will meet all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

Enrolment shall be open to the families of the local community regardless of economic situation, religious affiliation, race, or gender, provided that the student and their parents or guardians support the objects of the school.

All enrolments are subject to the full acknowledgement of students, parents or guardians that Lakeside College is a School of the Lutheran Church of Australia and its philosophy and actions are in keeping with LCA doctrine.

The Principal shall have discretion within the enrolment policy to ensure the continuation of the College's Mission, Vision and Values.

Implementation

Enrolment priorities

Where there is an oversubscription of enrolments, the following order will be utilised:

- Students of families currently enrolled at Lakeside College
- Members of the Pakenham Lutheran Church or other Lutheran Church of Australia congregations
- Date of application

Fees

Lakeside College publishes the annual fee structure on the College website in accordance with our Fee Policy.

Student Intakes

Lakeside College enrolls students particularly in Years Prep and 7. Enrolments outside of these intakes will be considered on an individual basis where places exist.

Prep enrolment

Prep students should turn 5 by April 30th of the year of entry into the Prep class. Prep children less than 5 at 1st February should demonstrate the required maturity, as assessed by Principal in consultation with the Head of Primary School, to meet the needs of the grade level.

Parents of children enrolled in Prep aged less than 5 years at the 1st February should be advised on enrolment that a second year of Prep could be considered. An assessment will be made by relevant staff of the child's maturity and social and learning readiness before promoting to year one.

Prep enrolment places are offered subject to the successful completion of the Prep orientation program.

Applications

All applications for enrolment at the College must be completed in accordance with the Student Enrolment Form and will be directed to the Principal.

Consideration

Enrolments are considered by the Principal on an ongoing basis. In enrolling students, the Principal may collaborate with the relevant Head of School and other staff at the discretion of the Principal.

The Principal will conduct an enrolment interview with the child and their family. The purpose of this interview is to:

- ascertain the families willingness and commitment to upholding the objects of the College as listed in the College's constitution
- gather information to assist the student's transition to the College
- provide an opportunity for the family to have any questions addressed

A family will not be eligible to undertake an interview with the Principal if:

- the documentation is not in order
- the application fee has not been paid

Reasonable adjustments

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

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

- the nature of the Student's disability;
- the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- 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;
- information provided by, or on behalf of, the Student about his or her preferred adjustments;
- the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programs and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- the costs and benefits of making the adjustment.

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 College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College 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 College, the Principal will take into account the relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the Student). This includes (without limitation):

- 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;
- benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
- the effect of the disability of the Student;
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
- 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.

The Principal will discuss with the Applicant, and where appropriate also with the Student, the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the College may to decline to offer the Student a position or may defer the offer.

Cessation of enrolment

In keeping with the College constitution, the College may cease a student enrolment when a student or their parents and guardians, manifestly violates Christian conduct and/or seriously disrupts school life and work and refuses to respond positively to admonition and encouragement.

The College may also cease a student enrolment when their family fee payment falls in arrears, and the family fails to work in partnership with the College to address outstanding fees.

Further information can be found in the following College policies which are available on the College Website:

- Enrolment Policy
- Parent/Guardian Code of Conduct
- Fee Policy

Anti-Discrimination

Lakeside College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments, but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy.

Evaluation

This policy will be reviewed triennially.

Appendix I: Enrolment agreement

Enrolment Acceptance

I/We accept the offer of a place for INSERT STUDENT NAME AND YEAR OF COMMENCEMENT

I/We have provided correct and accurate information to the College, including details of any diagnosed or undiagnosed learning needs.

I/We understand that a Confirmation of Enrolment Fee of \$150.00 is payable when submitting this confirmation of enrolment letter and that this fee will be deducted from the Term 1 tuition fees.

I/We understand that school fees for each year must be fully paid by the end of each year and failure to do so may result in my/our child's enrolment being ceased.

I/We understand that the College reserves the right to recover outstanding fees and any legal or associated costs incurred in recovering such fees from either parent or guardian as signed below.

I/We understand that Parents/guardians intending to withdraw a student are required to inform the Principal in writing, at least one full term in advance, otherwise a term's fees may be payable due to lack of notice.

I/We agree to an educational assessment of my/our child at my/our expense, and supporting the implementation of any recommendations arising from such assessment should the College request such an assessment.

I/We have read the Parent/Guardian Code of Conduct and will adhere to it at all times. Further, we will abide by and support all policies and procedures of the College and acknowledge that failure to do so may lead to our child's enrolment at the College being ceased.

Parent/Guardian A Name: _____

Signature: _____

Date: _____

Parent/Guardian B Name: _____

Signature: _____

Date: _____