



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

1. WHO WE ARE

- 1.1 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.
- 1.2 Lakeside College is committed to an open enrolment policy that is consistent with our Mission, Vision and Values and our Constitution.
- 1.3 The College offers a Christ centred education service to applicants regardless of ethnic origin, gender, religion, ability or disability, provided that the student and their parents/guardians support the objects of the school. The College works hard to ensure that family economic circumstances are not a barrier to enrolments.
- 1.4 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.
- 1.5 The Principal shall have discretion within the enrolment policy to ensure the continuation of the College's Mission, Vision and Values.

2. DEFINITIONS

- 2.1 **"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.
- 2.2 **"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.

2.3 **"Enrolment Agreement"** means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

2.4 **"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.

2.5 **"Student"** means the student named in the Enrolment Application.

2.6 **"The Principal"** means the Principal of the School, or the Principal's authorised representative.

2.7 **"The School"** means Lakeside College.

3. RATIONALE

3.1 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.

4. GENERAL

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

4.2 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.

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

4.4 In order to be enrolled as such 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.

5. PRIORITY ORDER OF ENROLMENT

5.1 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.

5.2 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.

5.3 At the discretion of the College 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

5.4 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.

6. FEES AND DISCOUNTS

6.1 Lakeside College publishes the annual fee structure and available financial assistance and discounts on the College website in accordance with our Fee Policy.

7. ENROLMENT PROCEDURE

- 7.1 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.
- 7.2 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 Junior School, to meet the needs of the grade level.
- 7.3 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.
- 7.4 Prep enrolment places are offered subject to successful completion of the Prep orientation program.
- 7.5 The enrolment procedure is as follows:
- (a) The Applicant is required to complete the Enrolment Application form and submit all requested documentation.
 - (b) Applications are received and recorded on the waiting list according to the date of lodgement unless a preference applies.
- 7.6 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 their nominee) is arranged. The purpose of this interview is to:
 - (i) ascertain the families willingness and commitment to upholding the objects of the College as listed in the College's constitution
 - (ii) gather information to assist the student's transition to the College
 - (iii) provide an opportunity for the family to have any questions addressed
 - (iv) 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.

- 7.7 A formal offer of a place in the School may be made, once all required information has been provided.
- 7.8 A place is considered to be accepted when the confirmation fee is paid.
- 7.9 It is assumed that Year 6 students graduating from the Junior School will automatically continue to the Secondary School. No re-enrolment is required. If a Student is being withdrawn, the family will need to notify the school as per the Enrolment Agreement.

8. REASONABLE ADJUSTMENTS

- 8.1 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.
- 8.2 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;
 - (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.
- 8.3 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).

- 8.4 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;
 - (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.
- 8.5 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.
- 8.6 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

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

9. **PRIVACY**

9.1 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.

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: _____