

HIGHVIEW COLLEGE STUDENT ENROLMENT POLICY

Person Responsible – Principal

(Reviewed in odd years)



Statement of Context and Purpose

Choosing the right school can be one of the most difficult decisions every parent/ guardian has to face. Highview College (the **College**) strives to ensure that students are treated with respect and courtesy.

The College's Principal and its employees strive to provide a safe and positive learning environment and develop each student to reach their full potential. The College provides students with a strong academic program and offers a range of co-curricular and extra-curricular activities to enable each student to continually grow. This Student Enrolment Policy (the **Policy**) is designed to be consistent with the philosophy, aims and ethos of the College and provide guidelines and processes to enable appropriate selection and enrolment of students.

Application

This Policy applies to parents/guardians, students, prospective parents/guardians and prospective students of the College.

Highview College's discretion to accept

Offers of enrolment at the College are made at the absolute discretion of the College and the College reserves the right to lawfully refuse any Application for Enrolment (**Application**) without providing a reason.

At the absolute discretion of the College, some Applications may be given preference, over other Applications, after taking into account the factors including, but not limited to, the following:

- the child named in the Application (the **Applicant**) is a sibling of current or past College students;
- the Applicant is a child of past College students;
- the Applicant is a child of current College employees.

Enrolment Process

The Registrar and the Principal are responsible for the enrolment process. The College will obtain personal information during the enrolment process. By submitting an Application you consent to our use, disclosure and collection of your child's personal and sensitive information. Prospective parents/guardians and students are directed to the Privacy Policy located on the College's website for further information.

The enrolment process outlined below is intended as a guide only. For more information, parents/guardians are encouraged to contact the Registrar.

Initial Application

Applicants are required to complete an Application which can be located on the College's website. The completed Application must be properly completed, signed and returned to the Registrar with a non-refundable application fee of \$75, together with a copy of a Full or Extract of Birth Certificate.

The completed Application must also be accompanied by any documents/ information requested including, but not limited to, details regarding medical conditions, physical impairments, mental impairments or other conditions that may impact on the College's ability to properly care for the Applicant, and to enable consideration of any reasonable adjustments to services and/or facilities that may be required. It is important that any additional needs of the Applicant are advised to the College at the time of submitting the Application - failure to do so may result in the College declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the College. The College also reserves the right to cancel the proposed enrolment of the Applicant should the College determine that it is not able to reasonably meet the specific needs of the Applicant (even after considering reasonable adjustments), or is not able to provide an environment which is healthy and safe for the Applicant.

The application fee is subject to change at the absolute discretion of the College.

The Application is a pre-requisite to, but not a guarantee of, enrolment at the College.

Interview

After the Application has been assessed, the Applicant may be invited to attend an interview with their parents/guardians. These interviews will be conducted by the Principal or a senior member of staff nominated by the Principal and allow the College to learn more about the prospective student and provide prospective students and parents/guardians the opportunity to discuss the potential enrolment.

The College may request further information to be provided at the interview.

Offers of Enrolment

Offers of Enrolment (**Offer**) will be sent to the Applicant's parents/guardians in writing. The Offer will be accompanied by the Conditions of Enrolment and the Parent/ Participant Code of Conduct. The Offer will be conditional on the College receiving a duly executed copy of the Conditions of Enrolment and the Parent/ Participant Code of Conduct, together with the non-refundable enrolment acceptance fee (currently \$250.00, however the fee is subject to change).

Once the College has received a properly executed copy of the Conditions of Enrolment and the fee, the College will confirm the offer of enrolment to the Applicant.

The non-refundable enrolment acceptance fee will be off-set against future school fees. This sum may vary from time to time at the discretion of the College.

An Offer may be revoked, if all relevant or requested information on an Applicant's needs for educational support is not disclosed to the College or any other misleading information or documentation is provided to the College.

Conditions of Enrolment

When parents/guardians sign the Conditions of Enrolment, the parents/guardians are also agreeing to the following:

- Conditions relating to enrolment and withdrawal
- Behavioural expectations and consequences and compliance with the College's Parent/ Participant Code of Conduct
- Fee payment responsibilities
- Acceptable use of computers
- Uniform expectations
- Maintaining 80% attendance
- Understanding of and adherence to all College policies which are available on the website and which may be updated as determined by the Board or Principal.

Withdrawals

Parents/guardians must give one term's notice in writing to the Principal of the intention to withdraw a student from the College. If the required notice is not given, a charge equivalent to a term's fees in relation to that student will apply and be invoiced to the parents/guardians.

Termination of Enrolment

Termination of a student's enrolment, known as expulsion, is unusual.

However, the College reserves the right to impose any lawful disciplinary action that the College deems appropriate, or to expel, or suspend any student from the College on the grounds of unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with the College's rules, policies and procedures (including the College's Conditions of Enrolment or the Parent/ Participant Code of Conduct), or upon identification that misleading or inaccurate information was provided to the College or for other reasons deemed appropriate by the Principal of the College.

Any decision to terminate a student's enrolment at the College is at the absolute discretion of the Principal. In such circumstances, the Principal's decision is final. The parents/guardians of a student who has been expelled from the College will also be charged for a term's fees in lieu of notice.

Implications for practice

At Board / Principal Level

To properly implement this Policy, the College, the Board and/or the Principal must ensure:

- that this Policy is reviewed and endorsed at least every two years;
- that copies of this Policy are made available to prospective parents/guardians and prospective students on the College website;
- that this Policy is incorporated into the Board's / Principal's record of current policies.

At Other Levels

To properly implement this Policy, all Highview College's prospective parents/guardians and prospective students will be required to sign appropriate terms and conditions of enrolment.

Policy introduced in 2018