

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 has to face. Highview College strives to ensure that students are treated with respect and courtesy. It is the responsibility of Highview College's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential. Highview College provides students with a strong academic program and offers a range of co-curricular activities to enable each student to continually grow. This Policy is designed to be consistent with the philosophy, aims and ethos of Highview College and provide guidelines and processes to enable appropriate selection and enrolment of students.

Application

This policy applies to parents, students, prospective parents and prospective students of Highview College.

Highview College's discretion to accept

Offers of places are made at the discretion of Highview College and Highview College reserves the right to refuse any application for enrolment without providing a reason.

At the discretion of Highview College, some applications may be given preference after taking into account the following factors:

- siblings of current or past Highview College students
- children of past Highview College students
- children of current Highview College employees

Enrolment Process

The Registrar and the Principal are responsible for the enrolment process. Highview College will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on Highview College's website for further information.

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

Initial Application

Applicants are required to complete an application form which can be located on Highview College's internet page. The completed application form should be returned to the Registrar with a non-refundable application fee of \$75, together with a copy of a Full or Extract of Birth Certificate.

Interview

After applications have been assessed, applicants may be invited to attend an interview with their parents. These interviews will be conducted by the Principal or a senior member of staff nominated by the Principal and allow Highview College to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment. Highview College may request for further information to be provided at the interview.

Formal Offers

When an applicant is accepted, parents will be sent an acceptance letter. Parents are then required to contact the Registrar to confirm enrolment. Upon confirmation of enrolment, a non-refundable enrolment fee of \$250 will be required, which will be off-set against future school fees. This sum may vary from time to time at the discretion of Highview College.

Confirmation of Enrolment

When a parent signs a confirmation of enrolment contract, the following agreements are also confirmed:

- Conditions relating to enrolment and withdrawal
- Behavioural expectations and consequences
- Fee payment responsibilities
- Acceptable use of computers
- Uniform expectations
- 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 must give one term's notice in writing to the Principal of the intention to withdraw a student from Highview College. If the required notice is not given, a charge equivalent to a term's fees will apply.

Highview College's discretion to expel

Expulsion is unusual. However, any decision to expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final. An expelled student will also incur a term's fees in lieu of notice.

Implications for practice

At Board / Principal Level

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

- that this policy is endorsed at least every two years
- that copies of this policy are made available to prospective parents and prospective students on the Highview 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 and prospective students will be required to sign appropriate terms and conditions of enrolment.

Develop by Clayton Utz – 2013
Updated by the Registrar – 2016
Updated by the Principal – 2018
Due for Review – March 2019