



HIGHVIEW COLLEGE ENROLMENT POLICY

Statement of Context and Purpose

Highview College is an ecumenical, independent, coeducational Year 7-12 school founded on Christian values. Highview College was established in 1974 as the first ecumenical school in Australia. The belief that those of all faiths and cultural backgrounds should be welcomed, laid the foundation of our College. We are an inclusive community that welcomes families from all faiths. Our core values are Growth, Respect, Aspiration, Compassion and Excellence guiding everything we do.

The Principal of Highview College (the College) and its employees strive to provide a safe and positive learning environment and develop each student to reach their full potential. We foster social, emotional and spiritual growth through meaningful connections. 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 Enrolment Policy complies with all State and Commonwealth laws, including Australian consumer law and is consistent with the philosophy, aims and ethos of the College.

Scope

The College currently provides a school curriculum for students from Year 7- Year 10 based on the *Australian Curriculum, F-10 Curriculum* (or equivalent if superseded). At Years 11 and 12 students can choose from several senior pathways including, Victorian Certificate of Education, Vocational Major and school-based apprenticeships.

Eligibility Criteria

To be eligible for enrolment at Highview College, the prospective student must be either:

- (a) An Australian citizen.
- (b) Entitled to stay in Australia or enter and stay in Australia without limitation.
Highview College does not have CRICOS registration.
- (c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

Application

This Policy applies to Parents/Guardians/Carers, students, prospective Parents/Guardians and Carers of the College.

Highview College's discretion to accept

This Policy applies to Parents/Guardians/Carers, students, prospective Parents/Guardians and Carers of the College.

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 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.
- the merits of the application;
- prospective student's suitability;
- individual circumstances; and
- practical implications including the:
 - number of students currently enrolled at the School.
 - prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures;
 - prospective student's interests and participation in extra-curricular activities.
 - reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - College's resources and capacity to deliver an education to the student in accordance with its educational model
 - prospective student's willingness and ability to comply with the College's behavioural standards;
 - prospective student's willingness and ability to derive a benefit from the College's educational model;
 - willingness of each family to endorse the College's vision, mission and values.

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 Parents/Guardians/Carers consent to our use, disclosure and collection of the child's personal and sensitive information. Prospective Parents/Guardians/Carers 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/Carer are encouraged to contact the College Registrar on 5459 1000.

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 \$100, together with a copy of a Full or Extract of Birth Certificate.

The completed Application must also be accompanied by any documents/ information and/or expert reports 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/Carers. 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/carers 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 will be sent to the Applicant's Parents/Guardians/Carers 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 Enrolment Agreement and the Parent/Participant Code of Conduct.

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

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/Carers sign the Enrolment Agreement they are also agreeing to the following:

- Conditions relating to enrolment and withdrawal
- Providing accurate student-information
- Compliance with the Parent Code of Conduct
- Compliance with the Student Code of Conduct
- Adhering to requests in regards to optimising safety for the school community (i.e. immunisations, not being on-site without signing in, etc)
- Behavioural expectations and consequences and compliance with the College's Living in the Green, Student Engagement and Behaviour Management Policy
- Fee payment responsibilities
- Acceptable use of computers
- Uniform expectations
- Maintaining a minimum of 80% student attendance
- Understanding of and adherence to all College policies which are available on SEQTA and which may be updated as determined by the Board or Principal
- Principal's discretion to suspend and expel

Withdrawals

Parents/Guardians/Carers 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 enrolling Parents/Guardians/Carers.

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/Carers to comply with the College's rules, policies and procedures (including the Parent Code of Conduct, Student 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.

Highview College may cancel the enrolment of any student when the Principal determines that a student's (or a parent/guardian/carer's) actions warrant such a consequence. This may be

for repeat student offences, for an individual student act of a serious nature, or when the trust relationship with a parent has irreparably deteriorated, as determined by the Principal.

Any decision to terminate a student's enrolment at the College will be undertaken after consultation with the CEO of Ecumenical Schools Australia and Principal Adviser from Independent Schools Victoria and the College Board Chair. In such circumstances, the Principal will follow the guidelines as outlined in the Living in Green: Student Engagement and Behaviour Management Policy which can be accessed on the Highview College Learning Management System.

Implications for Practice

At Board / Principal Level

To properly implement this Policy, the College 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/Carers 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/Carers and prospective students will be required to sign the Enrolment Agreement indicating that they accept the conditions of enrolment.

Refer also to

Highview College Enrolment Application
Highview College Parent Code of Conduct
Highview College Student Code of Conduct

This policy was reviewed by the College Executive in 2024 and ratified by the College Board in March 2025. This policy will be reviewed and ratified again in two years.

Appendix A – Conditions of Enrolment



APPENDIX A CONDITIONS OF ENROLMENT

Person Responsible - Principal

(Reviewed in even years)

The following binding conditions apply if your child is offered enrolment at Highview College ('the **College**') and you accept the place for your child to commence studies at the College.

The College will confirm the offer of enrolment of your child once you return a properly executed copy of the Enrolment Agreement to the College (together with the non-refundable enrolment acceptance fee) and other documents requiring execution.

Any right, entitlement, obligation of, or action required by the College under these Conditions of Enrolment may be exercised by the Principal and/or the College Board (whichever is deemed appropriate by the College) on behalf of the College.

Introduction

1. At all times the College reserves the right, subject to legal requirements, to select the students who attend the College according to College policies as varied from time to time.
2. Parents/Guardians/Carers of students (or prospective students) at the College (**Parents/Guardians/Carers**) must ensure that the College's records in relation to the student or prospective student are correct and up to date at all times. Parents/Guardians/Carers must advise the School as soon as possible of any changes to the student's records, including relevant medical information and the student's or the Parents/Guardians/Carers' contact information.
3. The enrolment of the student at the College commences in the first year of enrolment and continues until completion of Year 12 or until the student is otherwise withdrawn or removed from the College.

Medical Conditions and Educational Needs

4. Parents/Guardians/Carers must divulge, with appropriate documentation, all relevant details regarding special educational needs, medical conditions, physical impairment, mental impairment or other conditions that may impact upon the College's ability to properly care for the student, and to enable consideration of any reasonable adjustments and facilities that may be required. Such information must be based on all current information available to the Parents/Guardians/Carers at the time of submitting the Application for Enrolment.
5. During the period that the student is enrolled at the College, Parents/Guardians/Carers must, as soon as practicable, bring to the College's attention, with appropriate

documentation, any new medical conditions or impairment or other conditions affecting the student that may impact upon the College's ability to properly care for the student, and to enable consideration of reasonable adjustments to services and/or facilities that may be required.

6. Individual Anaphylaxis and Asthma Plans and requirements must be provided in January each year with at least 11 months currency
7. The Parents/Guardians/Carers authorise the College to:
 - a. obtain or provide such emergency or urgent medical treatment for the student should such action be deemed necessary by the College or College staff; and
 - b. obtain any medical treatment for the student considered appropriate in the circumstances where the student suffers from an injury or illness.
8. Parents/Guardians/Carers who sign the Contract of Enrolment accept responsibility for any expenses incurred on behalf of the College or student arising from such emergency or urgent medical treatment. Further, the Parents/Guardians/Carers acknowledge that any subsequent medical consent requested on an individual excursion form, or otherwise, exists to expedite the accessibility of medical attention and in no way diminishes the nature and scope of this consent.

Parents/Guardians/Carers' Conduct

9. Parents/Guardians/Carers agree to comply with the College's rules, procedures and policies, as varied from time to time, and available on College's website.
10. Enrolment may be cancelled when the College (or the Principal acting on behalf of the College) believes that:
 - a. the mutually beneficial relationship of trust and co-operation between the Parents/Guardians/Carers and the College, or between the Parents/Guardians/Carers and College staff or other Parents/Guardians/Carers, has broken down to the extent that it adversely impacts on the Parents/Guardians/Carers' relationship with the College;

Privacy

11. Parents/Guardians/Carers acknowledge and accept the College's Privacy Policy and consent to the collection, use and disclosure of personal information and sensitive information as provided for by the Privacy Policy.
12. Parents/Guardians/Carers will at all times respect the privacy and rights of others in relation to taking and/or disseminating any digital images including photos or videos of College activities.
13. Parents/Guardians/Carers acknowledge and consent to the student being photographed or videotaped, by an authorised representative of the College or associated bodies, from time to time within the College's grounds or participating in College events or activities,

and to the use of these images or videos in College publications, advertisements, editorials, the College's website or social media.

Participation

14. Students of the College are required to take part in all College activities including House Carnival Days and those scheduled out of normal College hours.
15. Students are required to have a range of items for College activities, including books, stationery and uniform, during their enrolment. The details of these items may be obtained from the College. It is the responsibility of the Parents/Guardians/Carers to ensure that students have these items as required.

Uniform

16. All students are required to wear the correct uniform whilst attending the College, while travelling to and from the College and at College events. It is the responsibility of the Parents/Guardians/Carers to ensure that students have these items as required.
17. Items may be supplied to students and charged to parent accounts when a child attends school out of uniform.
18. Students representing the College in the community will wear the formal uniform which includes the Highview College blazer and tie.

Technology

19. Students will have access to and use various technology while attending the College and must abide by the ICT Policy.
20. Parents/Guardians/Carers agree to take responsibility for ensuring, so far as is reasonable and practicable, that the student is using the Technology appropriately and not for improper purposes.
21. Families have a responsibility to ensure internet access for their child/ren. Connectivity is central to a Highview College education.
22. All correspondence, including reports is delivered electronically, utilising: SEQTA and Ed Smart. Paper copies are not supplied.

School Fees (Refer to Fee Payment Policy)

23. An application fee is payable by the Parents/Guardians/Carers at the time they submit the Application for Enrolment. The Application Fee is non-refundable.
24. Parents/Guardians/Carers who sign the Enrolment Agreement are jointly and severally liable for payment of all of the College's fees and charges in relation to the student (**Fees and Charges**).
25. Fees and Charges are subject to amendment by the College (or the College Board on behalf of the College) in its absolute and sole discretion at any time. Fees and Charges

are payable in advance of the College term and within 14 days of receipt of the relevant invoice. Some Fees and Charges may be invoiced throughout the College term (i.e. costs associated with some excursions) and in such circumstances will be payable within 14 days of receipt of the relevant invoice.

26. The College reserves the right, which may be exercised at any time, to refuse to allow a student to continue their education at the College, and to cancel the student's enrolment, while any Fees and Charges remain unpaid. Only in exceptional circumstances, at the absolute and sole discretion of the College (or the College Board on behalf of the College), will a student be allowed to enter a new term if any Fees and Charges are unpaid.
27. If any Fees and Charges are overdue (i.e. not paid within 28 days of receipt of the relevant invoice), the College may charge the Parents/Guardians/Carers interest and any reasonable administration costs incurred by the College in respect of managing the unpaid Fees and Charges.
28. The College reserves the right not to refund Fees and Charges. However, the College (or the Principal on behalf of the College) may, in its absolute and sole discretion, consider a request for a refund by a Parent/Guardian/Carers.
29. Any agreement or act by the College not to strictly enforce the terms under these Conditions of Enrolment in relation to College Fees does not constitute a waiver of its rights to require the student to be withdrawn from the College and to cancel the student's enrolment.
30. Fees and Charges are due and payable in all circumstances following enrolment. Allegations or bullying, violence, harassment and/or discrimination, or instances of bullying violence, harassment and/or discrimination towards a student (or other behaviours) will not discharge any obligation of a Parent/Guardian/Carers to pay Fees and Charges.
31. The Principal is authorised by the College Board to take such steps as they consider necessary, including legal proceedings, on behalf of the College, to recover unpaid Fees and Charges.
32. Parents/Guardians/Carers experiencing financial difficulties must meet with the Accounts Manager to determine a payment plan. Bursaries are determined at the absolute discretion of the College and are granted only as the College determines.
33. Families with a means tested Health Care Card are eligible for a bursary. Once enrolled on a bursary, it applies for as long as the means tested Health Care Card is active. This should be provided upon request.
34. Bursary enrolments are capped at 30% of total enrolments.

Withdrawal of Students

35. If the Parents/Guardians/Carers wish to withdraw the student from the College, the Parents/Guardians/Carers must give at least one term's written notice to the Principal and the written notice must be signed by the Parents/Guardians/Carers who enrolled the child (unless there is an interim court order to the contrary). Whenever such notice is not given, the Fees and Charges for the next term will be payable in full.
36. Families must return all resources belonging to the College, including the laptop, charger and carry bag.
37. If a student intends to not attend the College for a short period of one term or more, the Parents/Guardians/Carers must make an application for the period of leave as soon as possible. The College will advise the Parents/Guardians/Carers in relation to whether or not the application for leave is approved. If the period of leave is not approved and the student nevertheless takes the period of leave, the student will not have an automatic right to return to the College and the College is not obliged to maintain or hold the student's enrolment. In this case, the student will be deemed to have withdrawn from the College and an application for new enrolment must be made. The College may, in its absolute and sole discretion, approve the application for leave, and hold the student's enrolment open during the period of leave, on the condition that the Parents/Guardians/Carers make an advance payment of a non-refundable holding fee of not less than one term's fees.

Court Orders

38. Unless the College is supplied with a Court Order or written authorisation signed by both Parents/Guardians/Carers which provides otherwise, the College will proceed and act on the basis that each of the student's Parents/Guardians/Carers has equal rights and responsibilities in relation to the Student. The Parents/Guardians/Carers will at all times act in accordance with any relevant Court Orders in their dealings with the College.
39. If there is a change in legal guardianship or care for the student, the Parents/Guardians/Carers will immediately provide written notice to the College detailing the change (and provide any other relevant documentation) in addition to written consent from any other Parents/Guardians/Carers of the student, confirming the status of the student's enrolment. The Parents/Guardians/Carers indemnify the College against any legal liability which may ensue from a misrepresentation under, or any breach of, this clause by the Parents/Guardians/Carers.

General

40. Parents/Guardians/Carers agree that if they provide any misleading or inaccurate information in the Application for Enrolment, or in any documents provided with the Application for Enrolment, the College may refuse to enrol the student or may suspend or terminate the enrolment of the student.
41. Parents/Guardians/Carers acknowledge that the College may from time to time vary the terms of these Conditions of Enrolment.

42. The Conditions of Enrolment are governed by the laws of the State of Victoria and all parties agree to submit to the exclusive jurisdiction of the courts of Victoria.
43. Where there is more than one Parent/Guardian/Carers of the student at the time of enrolment, all parties must sign the Application for Enrolment form and accept these Conditions of Enrolment.