

Enrolment Policy

1. Purpose

Cornish College has developed and adopted this Enrolment Policy to ensure it has an open and fair process for enrolling students. The policy ensures students are able to enrol regardless of their academic, physical or social circumstances, or faith or spiritual backgrounds.

2. Scope

This policy applies to all current and future members of the Cornish College community including parents, students and alumni.

3. Key Responsibilities

Position/Roles	Responsibilities
Council	<ul style="list-style-type: none">• Ensure the College meets its legal and regulatory responsibilities• Review and endorse the College Enrolment Policy
Principal	<ul style="list-style-type: none">• Establish and approve an Enrolments Policy and procedure that is open, fair and complies with all applicable legislation
Registrar	<ul style="list-style-type: none">• Ensure compliance with the College Enrolment Policy and procedure.• Provide prospective parents with the necessary information for the enrolment and admission processes.

4. Key Elements of the Policy

4.1 Aim

Through this Enrolment Policy, Cornish College aims to:

- Maintain an open and fair procedure for the enrolment of students seeking admission to the College.
- Maintain a diverse, balanced and beneficial blend of students including those of diverse cultural backgrounds and faiths.
- Provide prospective parents with the necessary information for the enrolment and admission processes.
- Ensure that the College can provide for the educational needs of all its students.
- Ensure the College maintains its core values.

4.2 Application For Enrolment Procedure

When an *Application for Enrolment form* is lodged, a non-refundable Application Fee is payable to Cornish College. Receipt of application will be acknowledged, and the child's name will be added to the enrolment waiting list for the year and level nominated. An application is a prerequisite to admission but not a guarantee of admission. Details of the child's position on the waiting list will not be released to parents.

The following documents must accompany the *Application for Enrolment Form*. Failure to do so may result in the enrolment application being rejected.

- A photocopy of the child's birth certificate or passport
- For guardians (other than parents) authority to act as a guardian
- Any other relevant custody documents (where applicable)
- For overseas students – copy of passport and visa
- Copy of the child's most recent School report and NAPLAN results (where applicable)

Under the 'No Jab, No Play' legislation, all parents/guardians seeking to enrol their child at an early childhood service in Victoria will be required to provide evidence that the child is:

- fully immunised for their age OR
- on a vaccination catch-up program OR
- unable to be fully immunised for medical reasons. 'Conscientious objection' will not be an exemption.

Parents must disclose any special circumstances, including any individual needs they believe may affect the education of their child. This information will assist the College to act in the best interests of the prospective student at all times.

Admission to Cornish College is subject to availability of places, gender balance, a satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child and acceptance of the current Terms of Business.

Some considerations will be taken into account when considering students for admission. These are (listed in the order of consideration):

- Siblings of current students of Cornish College (please see specific requirements below).
- Children of permanent staff members.
- Alumni, or children of alumni, of Cornish College or St Leonard's College, Cornish Campus, prior to 2012.
- The date the Application for Enrolment form was received.

A small number of places will be kept for award at the Principal's discretion.

Consideration will also be provided to children of families who have recently relocated from interstate or overseas.

Change of postal address or email address notification must be given immediately. Failure to do so may result in the College being unable to make contact when a place arises and the cancellation of a student's Application for Enrolment.

4.3 Sibling Priority

Siblings will be prioritised provided that an application is submitted within 26 months of the start of the school year they are due to commence. If enrolment applications for siblings exceed the number of places available, enrolment offers will be determined by the date received. Enrolment applications for prospective sibling students with individual needs will depend on the College's capability to provide the appropriate level of support. Please see section 4.6 below for further information regarding individual needs.

4.4 Enrolment Interview

Prospective students will be requested to attend an interview prior to any offer being made. The prospective student and their parents should bring the child's current school reports and any other assessment documentation (if applicable). During the interview, or shortly after it, prospective students may be required to undertake assessment to identify strengths and possible areas where extra assistance may be required. The interview and subsequent assessment (if required) will be used to assess with the parents:

- The family's understanding and willingness to support the College's core values and ethos.
- What the student and family can contribute to the life of the College.
- The College's ability to provide an appropriate program for the student.

Students must be 5 years of age by 30 April in the year they are to commence Prep. Birth certificates will be required for all Prep students. In special circumstances, a school readiness assessment may be required. If school readiness is in doubt, admission may be refused.

4.5 Offers of Admission

Cornish College may make formal offers of admission after the interview process is complete. Acceptance of the offer will not take place until the non-refundable admission fee and the signed Acceptance of Terms of Business form have been received by the College. Parents must clearly state who is responsible for the payment of fees. If the required documents are not returned to Cornish College within 14 days of the date of the offer, the College reserves its right to withdraw the offer for admission. Please note that the College may decline to make an offer without providing a reason.

At all times, the Principal, in consultation with relevant staff members, will have the authority to use discretion in making the final admission offers. Payment of the enrolment fee guarantees placement.

For entry to the Early Learning Centre (ELC), a child's date of birth may be used to determine priority order. Children cannot commence in the ELC until they have turned 3. All ELC children must be fully toilet trained prior to commencement.

Cornish College may seek transition information for Prep students from pre-schools.

Immunisation status certificates will be requested for all Primary students.

An admission offer may be cancelled if parents fail to keep the College notified of their relevant contact details.

Parents of students wishing to leave the College must give one term's notice in writing to the Registrar. For example, if your child is not returning for the next School year, you must inform us before the first day of Term 4 in the preceding year. If you fail to provide us with the required notice, you will be billed one term's fees.

4.6 Individual Needs

Cornish College welcomes applications from prospective students with individual needs, however, it reserves the right to limit places offered to students requiring additional assistance based on the availability of resources at the College.

Where enrolment applications for prospective students with individual needs exceed the capability of the College to provide an appropriate level of support, students will be considered in order of the selection criteria outlined in section 4.2 above.

Cornish College acknowledges its rights and obligations under the Disability Standards for Education pursuant to the *Disability Discrimination Act 1992*.

4.7 Evaluation

An annual evaluation of the policy and the enrolment procedure will be undertaken to ensure the requirements of the College and prospective students are being met.

5. References

Education and Training Reform Regulations 2007

Disability Standards for Education pursuant to the Disability Discrimination Act 1992.

Australian Childhood Immunisation Register (ACIR)