

Enrolment Policy

1. Purpose

Cornish College has developed this *Enrolment Policy* to ensure it has an open and fair process for enrolling students. The policy ensures students are able to enroll 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
Board	<ul style="list-style-type: none"> • Ensure the College meets its legal and regulatory responsibilities • Review and endorse the College <i>Enrolments Policy</i> • Review and set the Annual Tuition Fees on an annual basis and otherwise as required
Principal	<ul style="list-style-type: none"> • Establish and approve an <i>Enrolments Policy</i> and procedure that is open, fair and complies with all school registration and other applicable legislation.
Registrar	<ul style="list-style-type: none"> • Ensure compliance with the College <i>Enrolments Policy</i> and procedure. • Provide prospective parents with the necessary information for the enrolment and admission processes.
Parents and Guardians	<ul style="list-style-type: none"> • Read and complete the enrolment application form as contained in the <i>Cornish College Enrolment Booklet</i> (available on the College website) • 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.

4. Key Elements of the Policy

4.1 Aim

Through this *Enrolments 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 for Early Learning Centre (ELC) and Prep

4.2.1 Pre-enrolment orientation

Our ELC and Prep classes welcome visits from prospective families and children. The Nominated Supervisor or delegate will provide the visiting family with a tour of the service environment and information that may include:

- Cornish College Early Learning Centre and Prep philosophy and curriculum
- Approaches to documentation, curriculum and planning
- Introduction to educators and staff
- The physical environment
- Administrative matters, cost, and fee payment methods
- How to provide feedback and provide background information on the child which is recorded

4.2.2 Application and Offer

Following a pre-enrolment visit a family may wish to enrol in the Early Learning Centre or Prep. This is done by completing the Cornish College *Application for Enrolment* in our *Enrolment Booklet* (available on the College website) and returning with the non-refundable Application Fee payable.

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)
- 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.

Cornish College may seek transition information for Prep students from pre-schools. Immunisation status certificates will be requested for all Prep students.

If an appropriate place at the Early Learning Centre or Prep is available, the family will be offered a place and can accept the offer by returning the Enrolment documentation and a non-refundable *Admission Fee*.

Please note that admission to the Early Learning Centre and Prep is subject to availability of places, age of the child at time of entering the program, gender balance, satisfactory enrolment readiness interview and assessment, the College's capacity to provide an appropriate program for the child, and acceptance of Cornish College *Terms of Business* in force at the time.

As it may not be possible to accommodate all applicants, the waiting list will be ordered according to age of the child but with priority given to the siblings of current students, children of current staff members and children of past students. A small number of places will be kept for award at the Principal's discretion.

4.2.3 Enrolment Readiness Interview

The family will then be invited to attend an interview during Term 3, the year prior, to discuss the child's readiness to attend the Early Learning Centre or Prep. For more information see the section on readiness below.

Prior to conducting the interview the Registrar or delegate should consider the language and cultural needs of the family.

4.2.4 Commencement Age 3-Year-Old program (ELC3)

To be eligible for our 3-Year-Old program children must have attained the age of 3 before commencing at the Early Learning Centre and be toilet trained.

4-Year-Old program (ELC4)

To be eligible for the 4-Year-Old program children must turn four years of age by 30 April in the year they will attend the Early Learning Centre 4-Year-Old program and be toilet trained.

Prep (first year of school)

School 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.

4.2.5 Readiness

Early Learning Centre children can only access one year of 3-Year-Old Early Learning Centre unless it is recommended otherwise by the 3-Year-Old program educator. As a result, families with a child born between February and April will need to think seriously about whether their child will be ready to attend the Early Learning Centre or wait until the following year. Families are asked to consider whether their child is emotionally and socially ready for the 3-Year-Old program. Families are to consult with Early Learning Centre educators regarding the readiness of their child regardless of their age.

In determining the readiness of a child, the following will be considered:

- Separation: is the child ready to separate from the parent for a day?
- Physical independence: can the child manage toileting and their own clothes and belongings independently?
- Social maturity: is the child ready to be part of a large group with 22 children with two educators in the Early Learning Centre or one teacher in Prep? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross section of the community with different values and behaviours?
- Confidence: is the child able to ask for help and assistance when required?
- Language: is the child able to communicate in order to be understood?

If school readiness is in doubt, admission may be refused

4.3 Application for Enrolment Procedure for Year 1 to Year 12 students

4.3.1 Application for Enrolment

When an *Application for Enrolment form* (contained in the *Enrolment Booklet* on the College website) 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)
- A copy of the child's *Immunisation History Statement* from the Australian Immunisation Register (AIR). Refer to your Medicare online account through myGov or call 1800 653 809

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, age of child at age of entering program, gender balance, a satisfactory interview and assessment, the College's capacity to provide an appropriate program for the child, acceptance of the current *Terms of Business* and all College policies (including the Community Code of Conduct).

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*.

4.3.2 Enrolment Interview

Prospective students will be requested to attend an interview prior to any offer being made. The prospective student and their parents will be requested to send the College at least a week before the interview a copy of 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

School students must be 6 years of age by 30 April in the year they are to commence Year 1. In special circumstances, a school readiness assessment may be required. If school readiness is in doubt, admission may be refused.

4.3.3 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 *Enrolment Agreement* and acceptance of *Terms of Business* have been received by the College.

Each Parent/ Guardian to the *Enrolment Agreement* is jointly and severally liable to the College for payment of Fees unless notification in writing to the contrary is provided to the College and agreed to in writing by the College.

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 *Admission Fee* guarantees placement.

A copy of the *Immunisation History Statement* from the Australian Immunisation Register (AIR) will be requested for all primary students.

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.

4.4 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 4.5 below for further information regarding individual needs.

4.5 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 4.3.1 above. See the College *Individual Needs Policy* for more information.

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

4.6 Enrolment Agreement

Parents and guardians will be required to read, complete and agree to an Enrolment Agreement and Terms of Business as contained in the *Cornish College Enrolment Booklet* (available on the College website). This *Enrolment Booklet* contains the *Application for Enrolment, Terms of Business, Enrolment Policy, and Tuition Fees Schedule* details.

4.7 Operation of an Early Learning Centre (ELC) and a School

Victorian school registration requirement.

Please be aware that a proportion of the funds raised and fees collected by the school may be used to support the operation of the Early Learning Centre.

4.8 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. Related College Policies and Forms

Application for Enrolment
Enrolment Agreement and Terms of Business
Tuition Fees Schedule

Behaviour Management Policy
Bullying and Unacceptable Behaviour
Community Code of Conduct
Concerns and Complaints Policy
Individual Need Policy
Privacy Policy

6. References

Education and Training Reform Regulations 2007
Disability Standards for Education pursuant to the Disability Discrimination Act 1992.
Australian Immunisation Register (AIR) (Phone: 1800 653 809)