



Enrolments Policy

Purpose:	This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at Saint Stephen's College, including specifically the College's approach to inclusivity.		
Scope:	The scope of this policy includes the curriculum offered at Saint Stephen's College, which encompasses Prep to Year 10 following the Australian Curriculum, and Years 11 and 12 guided by the Queensland Curriculum and Assessment Authority.		
Status:	Approved	Supersedes:	N/A
Authorised by:	Saint Stephen's College Board	Date of Authorisation:	November 2024
References:	<i>Education (General Provisions) Act 2006 (Qld)</i> <i>Disability Standards for Education 2005 (Cth)</i> Australian Curriculum for Prep to Year 10 Saint Stephen's College Complaint Resolution Policy Saint Stephen's College Terms and Conditions of Enrolment		
Review Frequency:	Annually	Next Review Date:	November 2025
Policy Owner:	Principal		

1) Introduction

- 1.1 Saint Stephen's College (**the College**) is a Christian day school for both domestic and international students.
- 1.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College, including specifically the College's approach to inclusivity.



2) Aim and Key Principles

2.1 Through this policy, the College aims to:

- (a) Maintain an open and fair procedure for the enrolment of students (seeking enrolment to the College).
- (b) Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
- (c) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).
- (d) Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
- (e) Ensure the College maintains its core values.
- (f) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their disabilities.
- (g) Promote a Christian education framework and ethos, and a learning environment where students are educated and nurtured as members of a Christian community.
- (h) Comply with the requirements of the *Education (General Provisions) Act 2006* (Qld) (as amended or replaced from time to time), and other relevant legislation.
- (i) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 13)).

2.2 To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/Roles	Responsibilities
Board	<ul style="list-style-type: none">• Ensure the College meets its legal and regulatory responsibilities –including those which relate to inclusivity.• Review and endorse this policy.• Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none">• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.• Final decision-maker in relation to enrolment decisions.
Registrar	<ul style="list-style-type: none">• Ensure compliance with this policy.• Ensure enrolments are compliant with the College's Constitution.• Provide prospective parents with the necessary information about the enrolment processes.
Parents	<ul style="list-style-type: none">• Read and comply with this policy.• When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website).• Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students.

3) Entry Points

- 3.1** The main enrolment entry points into the College are traditionally:
- (a) Preparatory (**Prep**).
 - (b) Year 7.
- 3.2** Places of enrolment are offered at other levels if vacancies exist.
- 3.3** Parents may apply for a place at the College for their child at any time from the child's birth.
- 3.4** To be eligible for admission to Prep, children must be five years of age on or before 30 June in the year they begin schooling and, in the College's reasonable opinion, school-ready.
- 3.5** In some circumstances, the College may offer early entry to Prep. Early entry to Prep can be offered if:
- (a) The child is turning five years of age on or before 31 July in the year they begin Prep schooling and in the College's reasonable opinion is school-ready and this is supported by an educational psychologist report supporting early entry.
 - (b) The child has previously been enrolled in a 'school' setting in another state or country.
- 3.6** In determining the school-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:
- (a) Separation: Is the child ready to separate from the parent for a day?
 - (b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
 - (c) Social maturity: Is the child ready to be part of a large group with of children, approximately 26 students and one teacher? 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 ideas and behaviours?
 - (d) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
 - (e) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground) English as an Other Language (**EOL**) students must meet English language proficiency entry requirements suitable to their year level, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

4) Eligibility Criteria

- 4.1** To be eligible for enrolment, the prospective student must be either:
- (a) an Australian citizen;
 - (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - (c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.
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5) Open Entry Policy

- 5.1** The College has an open entry policy. However, the College may:
- (a) Offer scholarships to specific groups of students, including for academic ability or general excellence or bursary for hardship.
 - (b) Determine enrolments based on its ability to provide educational services to the particular student.
 - (c) Apply the priorities for enrolment are set out in clause 6.8(d) of this policy.

6) Application Process

Get informed

- 6.1** Before submitting an application for enrolment form, families of prospective students are encouraged to:
- (a) Browse the College's website.
 - (b) Review this policy, and other policies and procedures available on the College's website, to fully understand the vision, mission and values that will frame a student's education at the College.
 - (c) Attend Open Days, as advertised.
 - (d) Book a tour of the College.
 - (e) Review the online application for enrolment form.

Submit an Application

- 6.2** An application for enrolment may be made by submitting a completed online application for enrolment form with all supporting documentation.
- 6.3** An application for enrolment form must be accompanied by:
- (a) Any required documentation mentioned in the form (including the child's birth certificate and current immunisation certificate and if applicable, Passport, NAPLAN results, school reports, Prep Transition Statements, medical or specialist reports, visa grant notice, relevant court and parenting orders). Academic reports should indicate at least satisfactory results in core subjects.
 - (b) A non-refundable application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
- 6.4** Submitting the application for enrolment form and paying the application fee, does not guarantee a place at the College.
- 6.5** Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:
- (a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
 - (b) deciding whether to exercise its discretion to offer a place of enrolment.
- 6.6** Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.
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Waiting lists and priority of enrolment

- 6.7** The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.
- 6.8** In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:
- (a)** The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed and additional information may be requested by the College for the application to be complete).
 - (b)** The information disclosed in the application for enrolment form.
 - (c)** The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
 - (d)** Whether the child is eligible for a priority offer of enrolment as:
 - i.** set out elsewhere in this policy;
 - ii.** a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 26 months of the start of the school year they are due to commence);
 - iii.** alumni, or children of alumni of the College; or
 - iv.** the child of a permanent staff member.
 - (e)** The child's academic record and behavioural history.
 - (f)** Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
 - (g)** The starting year level of the child and whether this aligns with a main year level entry point at the College.
 - (h)** The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see below).
 - (i)** The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
 - i.** number of students currently enrolled at the College;
 - ii.** class composition for the year level student cohort, including with regards to promoting gender equality in student cohorts;
 - iii.** prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - iv.** prospective student's interests and participation in extracurricular activities (including religious activities);
 - v.** reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - vi.** College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - vii.** prospective student's willingness and ability to comply with the College's behavioural standards;
 - viii.** prospective student's willingness and ability to derive a benefit from the College's educational model;
 - ix.** prospective student's school-readiness;
 - x.** willingness of each family to endorse the College's vision, mission and values; and
 - xi.** any other considerations set out in this policy.
- 6.9** A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.
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Pre-enrolment interview

- 6.10** If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with the Principal or delegate.
- 6.11** For families seeking entry to the College, this interview will:
- (a)** enable the College to understand the prospective student's strengths, weaknesses, school readiness and needs, as well as what they and their family can contribute to the life of the College; and
 - (b)** enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model.
- 6.12** Prior to the interview, families will be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 6.13** Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 6.14** Attending a pre-enrolment interview does not guarantee a place at the College and is not an offer of enrolment.
- 6.15** After attending the pre-enrolment interview the prospective student's application will be reviewed by the College's Enrolment Panel, which typically comprises of the following persons: the Principal and either the Dean of Junior College, Dean of Students, Dean of Teaching and Learning or Director of Educational Programs, as appropriate.
- 6.16** If for any reason in the College's absolute discretion the College forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).
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7) Offer of Enrolment

- 7.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 7.2 Any offer of enrolment made by the College will be made in writing.
- 7.3 It is not the College's practice to disclose a prospective student's place on the waiting list or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 7.4 An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:
- (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline).
 - (b) Acceptance of the offer must be provided within 14 days unless the College's offer states otherwise.
 - (c) Acceptance of an offer must be accompanied by payment of the non-refundable enrolment fee. A portion of the non-refundable enrolment fee will be applied to the enrolled student's tuition fees for the first term of enrolment.
 - (d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - i. Information provided to the College is found to be withheld, false or misleading.
 - ii. There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - iii. The offer of enrolment is not accepted on the terms provided by the College.
 - iv. The Principal exercises their reasonable discretion to withdraw the offer.
- 7.5 Details about all the College's tuition fees and course levies, and other charges and levies (for domestic students), imposed by the College for that school year (collectively, the **College Fees**) and the terms on which College Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College. A portion of funds or fees raised by the College may be used to support the operation of the ELC. A copy of the current Terms and Conditions of Enrolment is available on the College's website.
- 7.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the application fee and any tuition fees paid in advance to the College.
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8) Defer, Refuse or Vary an Offer of Enrolment

- 8.1** Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 8.2** Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:
- (a) Notice must be given to the College in accordance with clause 8.1.
 - (b) The College in its absolute discretion may or may not agree to that request.
 - (c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.
 - (d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.
 - (e) The College may or may not in its absolute discretion require the payment of a further admission fee.

9) Appealing an enrolment decision

- 9.1** Parents may appeal an enrolment decision in accordance with the College's Complaint Resolution Policy. A copy of the College's Complaint Resolution Policy can be found on the website.

10) Period of enrolment

- 10.1** Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
- (a) a child's enrolment is withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment;
 - (b) a child completes a Year 12 education at the College.

11) Orientation

- 11.1** Orientation and induction takes place for all new students and their families, and includes:
- (a) Orientation days.
 - (b) Student orientation on commencement.
 - (c) Information sessions and feedback opportunities.
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12) The College's commitment to inclusivity

- 12.1** The College is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and needs.
- 12.2** In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 12.3** The College is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs.
- 12.4** The College must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.
- 12.5** The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- (a)** A child poses a threat or presents a risk of harm to a member of the College community (including staff, students and parents).
 - (b)** The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
 - (c)** The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d)** The child does not have or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
- 12.6** Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.
- 12.7** If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 12.8** Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.
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13) Register of Enrolments

- 13.1** The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
 - (b) Parent names and contact details.
 - (c) Date of enrolment.
 - (d) Medical information for emergency management purposes.
 - (e) Emergency contact details.
 - (f) If applicable: Home care arrangements, court orders, transfer records.
 - (g) Date of leaving the College and details concerning student's departure, where appropriate.
 - (h) For students older than six years, details of previous schools or pre-enrolment situation.
- 13.2** The register is retained for a period after the student leaves the College, and copies of information in the register are stored on-site at regular intervals.
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