

Enrolment Policy

Rationale

To ensure that all applicants are treated fairly, a process is in place which selects potential students according to the College's enrolment priority.

Definition

Sibling: Sibling means one of two or more children or wards related: (a) By blood or adoption through a common legal parent; or. (b) Through the marriage of the children's or wards' legal or biological parents.

Enrolment Policy

Good Shepherd Lutheran College, which is owned and operated by the Lutheran Church of Australia, LSA District, offers its programme of Christian education to all applicants regardless of ethnic origin, gender, religion, ability or disability, provided that:

- Parents seeking enrolment for their child/ren undertake to support willingly and freely the Christian (Lutheran) basis, philosophies and behaviour standards of the College, even if these teachings vary from that of their own faith.
- Adequate space and resources are available.
- Parents agree to comply with the College Fee Policy.

There will be one intake of Transition students each year which will occur at the beginning of the school year. Children who turn five years of age by the end of June may be admitted in this intake.

Good Shepherd Lutheran College aims to provide an efficient process of enrolment that satisfies the needs of students and the College and to provide potential students with a smooth transition that enables them to become part of our College with a minimum of disruption and maximum support.

Enrolment Priority

Where applications for enrolment exceed the number of places available, the following order of preference will normally apply:

Priority 1: Children of practising Lutheran families

Priority 2: Children of staff members

Priority 3: Current students from the College Early Learning Centre will automatically transfer into a Junior School Campus at Transition, subject to:

- ongoing recommendation from their Head of School to continue based on willingness of family and student to support the principles and purposes of the College
- financial ability / commitment to continue
- the acceptance of a place before the end of Term 2.

Priority 4: Junior School students will automatically transit into (Middle School) at Year 6, subject to:

- ongoing recommendation from their Head of School to continue based on willingness of family and student to support the principles and purposes of the College
- financial ability / commitment to continue
- acceptance of a place before the end of Term 2, Year 5.

Priority 5: Siblings of students already enrolled in the College (for a minimum of one year)

Priority 6: New applicants (according to the date of application)

Regardless of the order of preference, no student shall have an automatic right of acceptance.

Enrolment Procedure

The procedure that the College follows in the enrolling of new students is as follows:

Upon request, an Application for Enrolment form is sent out to the prospective parent (one form per student) This form may also be downloaded from the College website.

Parents/guardians are required to complete the Application for Enrolment form and the Data Collection form, on the Application for Enrolment form, they are expected to make full declaration of all infectious diseases and disabilities which might impact on the College's ability to provide adequate educational services for the student or other students, or which might require special services or facilities. The College will comply with anti-discrimination legislation in implementing its enrolment policy.

The completed Application for Enrolment is to be lodged with the College Registrar, accompanied by the non-refundable application fee and any documentation requested on the Application form, including the student's birth certificate and immunisation records and the student's last school report and NAPLAN report. This must happen before any consideration is given to the enrolment of the student. The non-refundable Application fee of \$60 which pays for the processing of the application for enrolment.

On receipt of a completed application, the Registrar enters the student's name and year level onto the College's applicant database for the year of enrolment applied for. (Please note that lodging an application form and fee does not automatically gain acceptance into the College)

Prior to enrolment being offered, parents/guardians are required to attend an interview with the appropriate Head of School. Parents/guardians will be contacted by the College Registrar to arrange a mutually convenient time for this to occur.

The College Principal, applicable Head of School, and if necessary the Learning Support and Enrichment Coordinator, will assess the application and the interview notes and will decide whether to make an offer of enrolment. Any financial issues identified at the interview will need to be resolved before an offer is made.

An offer of enrolment must be signed by all parties responsible for the child and payment of fees, and returned to the College with the student bond of \$300/student before enrolment can be confirmed.

The signed enrolment offer is a legally binding contract and can only be terminated by the withdrawal of the student(s) from the College in accordance with the terms of the enrolment. The Enrolment Agreement contains an agreement to accept the policies and procedures of the College.

The College reserves the right to terminate the enrolment agreement when a disclosure of a student's needs has not been provided or if there is a serious or persistent breach of the College's Code of Conduct on the part of the student.

The Enrolment Bond is refunded when the student leaves the College, providing there is no money owing to the College at the time, all other conditions of the enrolment have been met and all college property returned. However, the Bond will not be refunded if the offer of enrolment is accepted but withdrawn before the student commences.

Expectations of Continuing Enrolment

It is important to note that Good Shepherd Lutheran College has waiting lists for acceptances across most year levels.

The continued enrolment of all students of Good Shepherd Lutheran College will depend on compliance with all the terms and conditions as detailed in the Enrolment Agreement (This include but is not be limited to, the payment of fees in a timely manner, full disclosure of infectious diseases or disabilities)

Enrolment Deferral

If a family wishes to defer enrolment for a period of time and not hold a place, the student joins the end of the appropriate waiting list, if applicable. If a family wishes to defer enrolment and hold a place, then a place may be held, but charges and fees must be paid (unless prior arrangements are agreed to by the Principal).

Overseas Student Enrolment

Enrolment in the Good Shepherd Lutheran College - Overseas Student Program is subject to special conditions. Please contact the College Registrar for more information.

Medical Insurance for Students

Included in the College fees is a 24 hour student accident insurance cover, as well as school ambulance cover for the first conveyance trip while on College activities. The College holds Public Liability Insurance in the case of injury involving negligence by the College.

College Community

Enrolment at Good Shepherd Lutheran College assumes a commitment by parents to the life of the College. This commitment may include, but is not limited to:

- Supporting the Christian ethos of the College
- Attendance at parent/teacher nights and information evenings held by the College
- Attendance at special celebrations/events held by the College including the College supported church services, graduation and award evenings, wherever possible

Disciplinary Matters

Enrolment at Good Shepherd Lutheran College also assumes a commitment by the student the life of the College. This commitment includes, but is not limited to:

- Supporting the Christian ethos of the College
- Adhering to the main principles set out in the College's Code of Conduct requiring respect for themselves and others
- Applying him/herself to the best of his/her ability
- Attendance and participation in College events.

Serious breaches of the College's Code of Conduct may result in suspension or termination of enrolment of the student. Such breaches may include, but are not limited to:

- The possession, use or supply of illegal substances at the College or on College based activities (as is covered by the College's Drug Policy)
- Major property damage or theft

- Sustained or serious harassment or victimisation
- Sustained refusal to cooperate with College requirements for student behaviour (as is covered by the College's Conduct and Relationships Policy)
- Any behaviour that undermines the Christian ethos of the College

Uniform

Each student is required to wear full College uniform as per the Uniform Policy. A copy of the uniform guidelines is available from the administration offices at each campus and is found in the Parent Handbook and Student Diary.

Camps/Excursions

All Junior and Middle School camps are considered an integral part of a student's education at Good Shepherd Lutheran College and are compulsory. Parents will be informed of the camps and excursions that are included in their child's schedule as they arise. Activity specific permission forms, including the extra costs involved in such activities (where applicable), may require completion from time to time.

Curriculum Matters/Subject choices

Any matters concerning curriculum, courses, electives and pathways will be addressed by the relevant Head of School at the time of interview with the prospective applicant. There may be subject limitations and this will be the responsibility of the Head of School to inform the parents of these. Places in specific courses cannot be guaranteed and courses are subject to change from year to year due to demand and hence viability.

Parental Access restrictions

Some students have custody orders concerning access by a parent. It is the responsibility of the parent/s to inform the Principal in writing of these arrangements and to provide evidence of these if required.

Privacy

Good Shepherd Lutheran College will comply with Privacy legislation requirements and its Privacy Policy appears on the College website. Where there are special family/child circumstances that require additional privacy measures on the part of the College, the parent(s)/guardian(s) are required to communicate these in writing to the Principal.

Probationary Enrolment

From time to time the Principal may decide to offer an applicant probationary enrolment. The circumstances for this would generally be one or more of the following:

- The child's previous school report or reference indicate there is a possibility of the child being unwilling or unable to adhere to the College Code of Conduct
- Uncertainty over whether or not the family may be able to pay the College fees.

The confirmation letter will contain details of the probation, which normally means that a review of the enrolment will be held at the conclusion of the first term of enrolment and as required thereafter. If the student's behaviour is unsatisfactory or if fees are not paid, the enrolment will be terminated at the discretion of the Principal.

Termination of Enrolment by Parents

One term's notice must be given or the family will forfeit the enrolment deposit and the full fee for the term will be charged.

Termination of Enrolment by the College

The College reserves the right to terminate the enrolment where:

- Disclosure of a student's special need has not been made known prior to enrolment;
- Severe or persistent breach by the student of the College Code of Conduct. This might be a one-off serious breach or repeated misbehaviours that have significantly disrupted the learning of the student or of other students;
- There has been ongoing non-compliance with all the terms and conditions as detailed in the Enrolment Application which includes but is not limited to the payment of fees in accordance with the College Fee Policy;
- The parent or guardian of a student is guilty of serious or persistent misconduct in relation to another student, a member of staff, a parent or to the reputation of the College.
- A parent's unwillingness or inability to engage in an appropriate level of contact with the College in regards to their child's schooling.

Process for Termination of Enrolment by the College

The parent will be notified in writing that there is an issue that could lead to termination of enrolment. The amount of notice will depend on a number of factors, for example, for a serious, sudden behavioural issue no notice might be given, whereas, for non-payment of school fees several weeks' notice may be given.

The College will seek to apply principles of natural justice and procedural fairness to the process by which termination of enrolment occurs, particularly in response to student misbehaviour. The process would normally include:

- An investigation into the misbehaviour being conducted as far as possible in an impartial manner to examine the evidence and establish the facts;
- The past behavioural history of the student being examined;
- Any College behavioural interventions that have taken place being identified. (This is particularly important if the behaviour has been going on for some time and numerous attempts have been made to correct it);
- An identification of any special needs of the student or special considerations that may apply to the situation;
- An opportunity for the student and his/her parent to be clearly informed as to the substance of the allegation;
- An opportunity for the student and his/her parent to be able to respond to the allegation;
- Availability of support for the student and his/her parent;

A face-to-face interview with the Principal or nominee.

The decision being made by the Principal in the light of all available evidence.

Fee Assistance

The College has a policy of offering a level of fee assistance to families of good standing with the College who may have difficulty in paying the school fees on a short term basis. The College Board normally sets benchmarks for the total amount of such discounts that can be made available.

Fee assistance for a particular family is at the discretion of the Business Manager and Principal of the College.

The College's decision is based upon the information provided in the Application for Temporary Fee Assistance

References

- Good Shepherd Lutheran College Fee Policy
- Good Shepherd Lutheran College 'Code of Conduct'
- *Application for Temporary Fee Assistance* form

Version	Approved by Board Date	Author	Review
PN10.04.04	24.05.2016	Principal / Business Mgr	3 Years
			March 2022

CONDITIONS OF ENROLMENT

COLLECTION OF INFORMATION

As parent(s)/guardian(s) of the student enrolling at Good Shepherd Lutheran College I/we jointly and severally understand:

1. The College collects personal information, including sensitive information about students and parents or guardians before and during the course of the student's enrolment at the College in accordance with the College Privacy Policy.
2. Some of the information collected by the College is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. The College from time to time discloses personal and sensitive information to authorised College personnel within the College and to others for administrative, educational and pastoral care purposes. This includes disclosure to other schools, government departments, Lutheran Education Australia, the Lutheran Church, medical practitioners and other persons serving the College, including specialist visiting teachers and volunteers.
4. If we do not receive the information referred to above we may not be able to enrol or continue the enrolment of your child at the College.
5. Personal information collected from students is regularly disclosed to parents or guardians. On occasions information such as academic or sporting achievements and other news and photography/film footage is published in College newsletters, magazines, multi-media presentations the College website and the College facebook page. If you do not agree with this please advise the Principal in writing and attach this to this form.
6. Parents may seek personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions where this will be denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student of where students have provided information in confidence.
7. If you provide the College with personal information of others, such as emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access the information if they wish and that the College does not usually disclose the information to third parties.
8. The College reserves the right to enquire on any aspect of the child's attendance at a previous school.

Photographs

Good Shepherd Lutheran College publishes a quarterly College magazine, annual yearbook, regular newsletter publications, website and facebook page that includes photographs with or without names, which identify College students.

For all other advertising/promotions purposes do you give permission to use photographs, videos, audio recordings of your child. Please select the box which indicates your wishes.

Yes No

ENROLMENT AGREEMENT

As parent(s)/guardian(s) of the student enrolling at Good Shepherd Lutheran College I/we jointly and severally:

1. Agree to abide by the College's education policies and other regulations as communicated by the College via newsletters, handbooks, letter and website from time to time hereafter.
2. Agree to pay a bond of \$300 per student before enrolment will be confirmed.
3. Agree that all tuition and other fees are to be paid by the due date, unless another agreement, in writing, has been made with the Principal or Business Manager. The College's default payment option is for parents to sign a direct debit authority to enable automatic fortnightly payments from a nominated bank account or credit card.
4. Understand that non-compliance with clause 3, unless specifically agreed to by the College, will result in debt recovery action and the suspension of the student's enrolment, and that in the event of any debt recovery action, I/we am/are responsible for any and all debt recovery fees and expenses incurred by the College.
5. Agree that if I/we experience difficulty in meeting the payment of College fees, to contact either the Principal or the Business Manager to discuss payment options, and to comply with the conditions of any special arrangement made.
6. Agree to give the College a minimum of one term's notice before withdrawing a student, or forfeit the student bond paid at the time of enrolment in lieu of notice. Should a student be required to leave the College for any reason during the course of a term, the fee for the full term will apply.
7. Understand that siblings of current students will not be granted enrolment into the College while the family's fees are not in good standing.
8. I authorise the College, in the event of my child suffering from sickness or injury, to take such action as it deems fit to obtain medical and/or hospital care and attention and to indemnify the College against all costs.
9. I give permission for my son/daughter to leave the grounds of the College for any minor excursion or sporting fixture that may occur during the course of the school year.
10. Exonerate the College, its staff and agents from any legal responsibility for personal accident, loss of personal effects, including money belonging to the student.

I/we are aware that the College operates under the name of the Lutheran Church of Australia and by enrolling our child/children at this College undertake to support willingly and freely the Christian (Lutheran) basis, philosophies and behaviour standards of the College, even if these teachings vary from that of our own faith.

I/we understand that an unwillingness or inability to fulfil the above requirements may constitute a breach of the enrolment agreement and possible termination of enrolment may result.

Signed: Date:

Parent/Guardian Parent/Guardian

Signed: Date:

Parent/Guardian Parent/Guardian

NB: All parties responsible for the enrolment of the student and for the payment of fees must sign this agreement.

Daft date:

Author: Principal / Business Manager