



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.

Enrolment Policy

Good Shepherd Lutheran College, a member school of the Lutheran Church of Australia, LESNW District, offers its program 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

The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be considered on its merits, taking individual circumstances, finances and practical implications into account as well as:

- the physical numbers of currently enrolled students;
- the resources available to cater for the educational needs of students; and
- the willingness of the Student and the Applicant (where applicable) to comply with the College's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- relevant information is withheld or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College. In these circumstances,

all due consultation will take place with the Applicant involved, and the Student where appropriate.

The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

Consideration for enrolment may include:

- Children of practising Lutheran families
- Children of staff members
- Current students from the College Early Learning Centre will automatically transfer into a Junior School Campus at Transition, subject to:
 - o 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
 - o financial ability / commitment to continue
 - o the acceptance of a place before the end of Term 2,
- Junior School students will automatically transit into (Middle School) at Year 6, subject to:
 - o 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
 - o financial ability / commitment to continue
 - o acceptance of a place before the end of Term 2, Year 5.
- Siblings of students already enrolled in the College (for a minimum of one year)
- New applicants (according to the date of application) Regardless of the order of preference, no student shall have an automatic right of acceptance.

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 Terms and Conditions of Enrolment (This includes but is not be limited to, the payment of fees in a timely manner, full disclosure of infectious diseases or disabilities, ongoing compliance with College expectations, rules and policies)

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 to 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 themselves to the best of their 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, Relationships Policy and all other College policies)
- 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 online Parent Lounge.

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 viability.

Family Law

Good Shepherd Lutheran College recognises the responsibilities of both parents or legal guardians of each student, unless a court or similar order expressly restricts such responsibilities. If a parent/legal guardian seeks to restrict the other parent/legal guardian from engaging with the College and/or student in regard to the student's admission at the College, the parent/legal guardian seeking the restriction must provide the College with a copy of the genuine sealed court or other order authorising this restriction.

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 Board has the ultimate responsibility for the wellbeing of the whole student body. The College Board's representative i.e. the Principal (or delegate) has the right to cancel a student's place at Good Shepherd Lutheran College in the following circumstances:

- For breach of the rules and regulations;
- For non-payment or late payment of tuition fees or levies;
- If the parents/legal guardians have provided any false or misleading information to the College;
- If the parents/legal guardians have failed to disclose relevant information that was required by the College;
- If the behaviour of the parents/legal guardians is unacceptable (for example, but not limited to, abusive, violent, disruptive, harassing and/or threatening behaviour); or
- If the student's circumstances change and those circumstances affect, in the sole discretion of the College, the ability for Good Shepherd Lutheran College to provide the necessary resources to accommodate the student's needs
 - A parent's unwillingness or inability to engage in an appropriate level of contact with the College in regards to their child's schooling.

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 Principal of the College.

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

Procedures

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

1. Available on the College website, Parents/guardians are required to complete the Application for Enrolment form and provide all information requested. They are expected to make full declaration of all infectious diseases and disabilities, behavioural concerns or other matters which may impact 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.
2. The completed Application for Enrolment is to be submitted online to 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.

4. 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)
5. Prior to enrolment being considered or 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.
6. 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 concerns identified at the interview will need to be resolved before an offer is made.
7. 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.
8. 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 and conditions of the enrolment. The Enrolment Application contains an agreement to accept the terms and conditions of enrolment and the policies and procedures of the College. For the wellbeing of the whole student body the College Board has the absolute discretion to amend College policies from time to time which will have the effect of amending the terms of each individual enrolment agreement contract between the College and parent/s or legal guardian/s.
9. 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.
10. 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.

Process for Termination of Enrolment by the College

1. 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
2. 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 their parent to be clearly informed as to the substance of the allegation;
 - An opportunity for the student and their parent to be able to respond to the allegation;
 - Availability of support for the student and their parent;
3. A face-to-face interview with the Principal or nominee.
4. The decision being made by the Principal in the light of all available evidence

Definitions

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.

Related Forms and Documents

[Terms and Conditions of Enrolment](#)

Review and Monitoring

This standard will be regularly reviewed in accordance with College policy and monitored using the Assurance system.

Status	Assurance Key	Document Owner	Approver(s)	Approval Date	Last Reviewed	Review Frequency	Next Review Date
Current	GSLC-PR-107	Principal	College Board	22/05/2025	22 May 2025	3 Years	May 2028