

ENROLMENT POLICY



St Hilda's
ANGLICAN SCHOOL FOR GIRLS

1. RATIONALE

St Hilda's Anglican School for Girls is a non-selective school that provides the education for students from Junior Kindergarten to Year 12. Enrolment decisions are always subject to the overriding discretion of the Principal for individual cases and in relation to operational decisions of the School.

The purpose of this policy is to establish a framework for the School to meet its statutory and regulatory obligations.

2. SCOPE

This policy applies to all prospective and current students of the School, their Parent/Guardian(s) and to all staff involved in the enrolment process.

3. DEFINITIONS

Throughout this policy, unless the context requires otherwise:

- a) 'parents' includes legal guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.
- b) 'disability', in relation to a student, is that as defined in the Disability Discrimination Act (Cth) 1992

4. LEGISLATION

Disability Discrimination Act (Cth) 1992
Education Services of Overseas Students Act 2000
National Code of Practice for Providers of Education and Training to Overseas Students
School Education Act, 1999
School Education Regulations, 2000
Public Health Act 2016 (WA)
Public Health Amendment (Immunisation Requirements for Enrolment) Bill 2019

5. RELATED POLICIES AND PROCEDURES

School Community Code of Conduct
International handbook
Immunisation Policy
Fee Schedule and Business Conditions

6. GUIDELINES

6.1 Enrolment Criteria

The School is a non-selective, independent, school. It caters for female students from Junior Kindergarten to Year 12 and boys in Junior Kindergarten and Kindergarten.

Priority of enrolment is to be at the discretion of the Principal. In the determination of enrolments, preference will generally be given in the following priority order:

- Siblings of current and future confirmed students,
- Children of Old Scholars
- New applicants in order of receipt of applications. Date of receipt of completed application may be used if other priorities and factors prove equal.

A number of positions will be held open for scholarship recipients. Notwithstanding the above order of preferences no student shall be regarded as having automatic right of acceptance.

The School has the right to meet with Parent/Guardian(s) of the student to determine the needs and the ability to address the needs of the student. An offer of place is conditional, amongst other things, upon the Principal being confident that the student does not have particular needs which the School could only satisfy if it were to suffer unjustifiable hardship or require unreasonable adjustments.

Continued enrolment at the School is dependent upon the student making satisfactory progress, attending consistently, and the student and the Parent/Guardian(s) observing all behavioural codes of conduct and other requirements of the School.

6.2 Pre-Enrolment Documentation

Confirmation of enrolment may only proceed when all documentation requested has been received. This is inclusive of but not restricted to:

- Previous NAPLAN results (if undertaken)
- Provision of specialist reports (including psychology testing, speech pathology, occupational therapy, in school programs or IEPs)
- Students enrolling in Junior Kindergarten and Kindergarten must supply their Australian Immunisation History Statement from the Australian Immunisation Register (AIR). This statement must show that they are either; up to date, on a current catch-up schedule or exempt. This statement must be supplied to the school within two months prior to the student commencing.
- For student enrolment, Pre Primary to Year 12, a copy of their Australian Immunisation History must be supplied prior to commencement.
- International students must supply a copy of immunisation history, translated to English, prior to commencement. Overseas immunisation history to be lodged on the Australian Immunisation Register by visiting a General Practitioner or Immunisation Clinic.

6.3 Boarding

Full-time boarding is available to girls from Years 7 to 12.

Boarders must observe all rules and codes of behaviour applicable to boarders and all requirements relating to leave.

Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a boarder to a day student or day student to boarder.

6.4 Overseas Students

The school is registered to accept students who are normally residents overseas (Overseas Students).

Students must comply with the conditions outlined in the International Handbook.

The School is compliant with CRICOS regulations.

6.5 Enrolment Changes

Fees and charges are reviewed annually and are published on our website.

Registration Fee - on application you will be required to pay a non-refundable registration fee.

Confirmation Fee - when a place is offered (subject to availability), all parents will be required to pay a non-transferable, non-refundable Confirming Fee.

School Fees - Fee invoices are issued prior to the commencement of each Term and are payable within the first 10 days of Term.

Scholarship confirmation – a non-refundable confirmation fee is required on confirmation of a scholarship.

6.6 Leave of Absence

Enrolled students may be granted leave, at the discretion of the Principal, for a maximum of two years. Fees are payable to hold a place.

Students who take a Principal approved absence (during which fees have not been paid) can re-commence, subject to a position being available, and a Re-Enrolment Fee, payable at the time of re-offer.

6.7 Termination of Enrolment

Termination of Enrolment by Parents

The School requires at least one full School Term's notice of withdrawal for an enrolled student. Payment of one Term's fees in lieu of notice is applicable, if sufficient notice is not received

Termination of Boarder Enrolment by Parents

Boarders are expected to board for a complete school year and one Term's notice of withdrawal is expected at the end of Term 3 if a Boarder is not continuing the following year.

All Boarding places are offered and held at the Principal's discretion.

Termination of Enrolment by the School

St Hilda's may terminate a student's enrolment if:

- i. fees are not paid by due date;
- ii. the Principal considers, in the Principal's absolute discretion, that:
 - a mutually beneficial relationship of trust and cooperation between the parents and the School has broken down; or
 - parents' (and or community members') behaviour towards the School, staff, students and/or parents of a St Hilda's student is not aligned, or is in direct conflict, to the School's value; or
 - parents (and or community members) engage in activity or the threat of activity that places St Hilda's reputation in disrepute including by making comments on social media and/or other publications.
 - Refusal to allow the student to participate in mandatory school activities
 - Failure of the parent or student to comply with School's policies and procedures
 - Failure of the parent to provide complete and truthful information on the Enrolment Form or other school documents
 - Severe breach by the student of the expectations for student behaviour which might

be a one-off serious breach or repeated misbehaviours that have significantly disrupted the learning of the student or of other students

- Non-immunisation of Junior Kindergarten or Kindergarten students

6.8 Policy Changes

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their community at a particular time. At St Hilda's, Enrolment Policy changes are approved by the School Council. At any time, parents are invited to phone our Enrolments Staff to ask if the policy has changed. School Council reserves the right to alter its enrolment policy to suit prevailing circumstances.

APPROVAL AND REVIEW

| APPROVAL AUTHORITY | Principal | ADMINISTRATOR: | Director of School Development & Philanthropy |
|--------------------|--|----------------|---|
| LAST REVIEW | AMENDMENTS | | NEXT REVIEW |
| June 2019 | <ul style="list-style-type: none"> • Document Created | | January 2020 |
| February 2020 | <ul style="list-style-type: none"> • Removal of Enrolment Levels and made Changes to Class Sizes – Point 3 • Update of Legislations – Point 5 • Simplification of expectations of students at enrolment – Point 7.2 • Inclusion of Requirements for International Students – Point 7.4 • Update to changing details for your child – Point 7.6 • Updated terms for termination of Enrolment by the School – Point 7.10 | | March 2021 |
| April 2021 | <ul style="list-style-type: none"> • Change in timeframe to Immunisation History being provided at Point 7.4 bullet 3 • Deferral Fee renamed to Leave of Absence/Re-Enrolment Fee – Point 7.9 • Correction of spelling, grammar and general formatting. | | April 2023 |
| September 2022 | <ul style="list-style-type: none"> • Updated and changes to guidelines | | September 2024 |