



POLICY: Enrolment

System: School Management	Audience: School Community
Primary Responsibility:	Registrar
Approved by:	School Board – final approval to go to the Governance Committee
Updated Document:	18/2/2013, 1/7/2016, 1/4/2018
Effective: 6/11/2018	Review Date: 6/11/2021
Manual Reference:	3.6.2

1. OBJECTIVE

This policy gives guidance to all community members' concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations, which are not specifically covered. In such instances, it is the Headmaster's responsibility to decide the appropriate course to take in the circumstances.

2. CONTEXT

- 2.1 The School is committed to fulfilling its obligations under the law in relation to the discrimination Acts noted under associated documents. These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, or race by refusing to enrol them at the School.
- 2.2 The Registrar will usually send (mail or electronic format) everyone enquiring about enrolment details, the procedure for enrolment at the School including:
- A statement about the School Fees
 - An Enrolment Registration form

- 2.3 1 – 2 years prior to the proposed year of entry the Registrar will mail an invitation to apply with an Enrolment Application form to the parents of Registered children in order of date of Registration.
- 2.4 Priority is given to a sibling of a current student or the child of a former student.
- 2.5 The School will undertake an assessment process at some time decided by the School after an Enrolment Application has been received. As part of the assessment process, the School may ask the parents to provide more information about the child.
- 2.6 Parents are requested to submit an up to date Immunisation History Statement for each child entering CCGS.
- Any child without an Immunisation History Statement will not be prevented from enrolling at CCGS. However, if the child’s Immunisation History Statement is not up to date, parents refuse to provide an Immunisation History Statement to the School, or parents submit an immunization conscientious objection form, their child will be classified as not immunized and may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school.
 - If parents provide the school with a record of vaccines given overseas the parent is advised to consult a local doctor who can assess whether the child needs additional vaccines. The doctor will then transfer the additional information to the ACIR and an Immunisation History Statement can be requested from Medicare.
 - CCGS is required to keep the student’s Immunisation History Statement for three years after the student has left the school.
- 2.7 Receipt of an Enrolment Registration form or an Enrolment Application form by the School does not mean that a place will be offered.
- 2.8 Where the Headmaster determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School’s courses or programs, or to use the School’s facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Headmaster may decline the offer of a position or defer the offer.
- 2.9 Where information obtained by the School suggests:
- (a)** a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child’s enrolment at the School is likely to be detrimental to other students, the staff or the School; or
 - (b)** the parents may not be able to meet the financial commitment required by having a child at the school,
- notwithstanding that the child be the sibling of a current student, the Headmaster may decline to proceed any further with the enrolment process.
- 2.10 The School reserves the right to terminate the attendance and enrolment of any student whose lack of progress or whose conduct or behaviour is, in the opinion of the School, inappropriate.

2.11 The School reserves the right to terminate an enrolment where the parents have not provided known information pertaining to their child's needs, or have provided misleading information about those needs or otherwise.

2.12 The School also reserves the right to terminate the enrolment where there are consistent and/or serious breaches of the Parent Charter.

2.13 Throughout this policy and the Enrolment Procedure, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

disability in relation to a child means:

- (a) total or partial loss of the child's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the child's body; or
- (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behavior.

and includes a disability that:

- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.

To avoid doubt, a **disability** that is otherwise covered by this definition includes behavior that is a symptom or manifestation of the disability.

3. ASSOCIATED DOCUMENTS

The Enrolment Procedure

The Parent Charter