

# POLICY

## ENROLMENT



### 1. INTRODUCTION

Scotch College is an independent boys' day and boarding school for students from Prep to Year 12.

The School accommodates boarders from Years 7 to 12. The School offers a broad curriculum to students from a diverse range of backgrounds.

Scotch College enrolls boys who may gain benefit from the broad and balanced education offered by the School and who may contribute to the life of the School by participating as fully as possible in the broad range of activities available.

Scotch College is committed to an open enrolment policy that is consistent with all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy, and immunisation legislation.

### 2. SCOPE

This policy applies to domestic student enrolments only.

### 3. OUR CHRISTIAN VALUES

Scotch College is affiliated with the Presbyterian Church of Victoria and Christian teachings underpin all that we do.

The School's constitution requires the School to provide for its students:

*'an education of humane, scientific and general nature consistent with the teachings of Christianity' and 'to encourage each student to achieve the highest standard of which he is capable in all his activities and the full development of the personality and sense of responsibility of each student and respect for others and capacity to work with them so as to promote the development of Christian ideals of citizenship, personal character and a spirit of reverence in the entire life and work of the College'.*

### 4. ENROLMENT PRIORITY

Applications for enrolment will generally be accepted by the School in order of the date on which a properly completed Application Form was received (subject to payment of the application fee).

However, at the discretion of the School, applications may be given priority for enrolment based on factors including:

- Family or other association with the school
- Siblings currently or previously at the school
- Intake type (Day or Boarding)
- Academic record and potential
- Co-curricular and leadership record and potential
- Sons of permanent staff
- Sons of Christian ministers and sons of Old Boys in full-time Christian ministry
- Sons of adherents of religious observance and worship consistent with the usages of the Presbyterian Church of Victoria from time to time
- Principles and values alignment
- Willingness and ability to contribute to the wider life of the School
- Good character, as evidenced by behaviours, attitudes and willingness to serve for the greater good
- Transfers from interstate or overseas schools similar to Scotch
- Interview
- Returning students who were offered a priority at the time of departure.

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Boarding applications may be given priority on the Waiting List according to the places available, subject to assessment and interview, and readiness for boarding.

### 5. ENTRY YEAR LEVELS

The main entry levels for day students are Prep and Year 4 in the Junior School and Year 7 in the Senior School. There is a limited intake in Year 9. Boys may be enrolled at other year levels where vacancies arise.

Boarders enter in Years 7-11.

### 6. APPLICATIONS FOR ADMISSION

To apply for a place at Scotch College, a completed and signed Application Form, along with any supporting documents and the non-refundable Application Fee must be submitted to the Scotch College Admissions Office.

Applications for admission:

- must be made online through the School website;
- must be on the current Application Form and a separate Application Form must be completed for each child;
- will be accepted only after the birth of the child;
- will only be accepted and processed once the Admissions Office has received fully completed Application Forms signed by the child's parents/guardians, any supporting documentation requested on the Application Form, and payment of the non-refundable Application Fee.

The Admissions Office will confirm receipt of the application and your child will be placed on the Waiting List for the nominated point of entry.

Acceptance of an application does not guarantee a place at the School for your child.

#### *Procedure*

The application procedure comprises the following steps:

- (a) Parents/guardians may enquire about enrolment through the Admissions Office or the School website.
- (b) Enrolment information is obtained online or sent.
- (c) Parents/guardians complete the Application Form online and provide all other requested information, and make payment of the non-refundable Application Fee online.
- (d) Application is processed and acknowledged by the Admissions Office.
- (e) The student is placed on the requested Waiting List (Prep, Year 4, Year 7 or Year 9).
- (f) The School undertakes a pre-enrolment assessment, which may include an invitation to an interview for short listed students.
- (g) The School considers application and enrolment determination is made.
- (h) The School makes an offer or advises if application is unsuccessful.

#### *Application Form*

- Every Application Form must be accompanied by, or followed by, a birth certificate
- Payment of the non-refundable Application Fee.

#### *Pre-enrolment Assessment Documentation*

The following documentation must be provided on request:

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- one passport sized photo (infants excluded, however photo may also be required closer to enrolment date)
- for primary school enrolment, the student's Immunisation History Statement from the Australian Immunisation Register (AIR)
- where applicable, a copy of the student's latest two school reports
- where applicable, a copy of the student's NAPLAN results
- where applicable, a copy of any Family Court Orders
- where applicable, any information relevant to the student's education including medical or diagnostic reports
- evidence of citizenship
- any visa granting temporary or permanent residency in Australia that is a condition for enrolment in an Australian school.

Failure to provide all required information may result in the School declining or delaying placing the student on the required Waiting List and may also result in the School declining or delaying the student's enrolment.

Failure to disclose an educational or other additional care need on the initial Application Form may lead to the cancellation of the application and/or enrolment.

Placement on a Waiting List does not guarantee a confirmed place at the School.

### *Time of admission:*

Entrance may be accommodated at any time throughout the school year depending on circumstances, however, preference is given to a student requiring admission at the commencement of an academic year.

### *Parental/guardian consent:*

The School is unable to involve itself in any family matters. In the case of all families, including divorced or separated parents, if there are two parents/guardians, it is the School's assumption and understanding that prior to contacting Scotch College, both are in agreement to the application and potential enrolment of their son.

Unless otherwise stated in Family Court Orders, both parents/guardians are required to sign the Application Form to indicate their consent and should a place be offered, both parents/guardians must sign the Enrolment Agreement and the Enrolment Form.

## 7. ENQUIRIES

The Admissions Office will send everyone enquiring about enrolment the details of the procedure either by email, or by directing them to the website to download the information, including:

- The Scotch College Prospectus
- the Application Form (the School's Enrolment Agreement can be viewed on our website)
- the most recent Schedule of Fees
- online payment of the non-refundable Application Fee
- information regarding the School's Education Program
- information regarding the School's Indigenous Education Program (where applicable)
- and any other relevant material based on the academic year requested.

## 8. ASSESSMENT REVIEW

### *Junior School:*

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Approximately 2 years prior to entry, and upon confirmation that the parents/guardians still wish that their child be considered for a place, students on the Waiting List for Year 4 onwards entry may be invited to participate in a pre-enrolment assessment.

As the School is essentially a non-academically selective school, the assessment is age and academic year related and is used to assist understanding of academic potential and for forward planning to better understand and cater to the wide range of academic abilities and to assist with class placements. Co-curricular potential is also considered.

All shortlisted students and their parents/guardians, including those seeking entry from Prep to Year 3, may be invited to participate in an interview. The interview aims to gauge principles and values alignment, as well as suitability and fit, amongst other criteria.

Prior to the assessment and interview, the School needs to be provided with:

- Recent school reports (two are required if available) and Naplan results (one required if available)
- A completed Scotch College Questionnaire form
- Any other supporting documentation which has been updated subsequent to submitting the initial Application Form.

The School no longer allocates places on a Definite List. Parents/guardians who have been advised that their child has a place on the Definite List prior to the implementation of this Policy will continue to have a place on the Definite list. Please note that Definite List allocations on their own are not a guarantee of a place, but rather that the parents/guardians will receive an offer of a place if they remain contactable, meet any other future prerequisites for enrolment and return any required documentation prior to the enrolment year.

### *Senior School:*

Approximately 2.5 years prior to entry, and upon confirmation that the parents/guardians still wish that their child be considered for a place, students on Waiting Lists for Years 7 – 11 entry may be invited to participate in a pre-enrolment assessment.

As the School is essentially a non-academically selective school, the assessment is age and academic year related and is used to assist understanding of academic potential and for forward planning to better understand and cater to the wide range of academic abilities and to assist with class placements. Co-curricular potential is also reviewed.

All shortlisted Senior School students and their parents/guardians may be required to participate in an interview. The interview aims to gauge principles and values alignment, as well as suitability and fit, amongst other criteria.

Prior to the assessment and interview, the School needs to be provided with:

- Two recent school reports
- A completed Scotch College Questionnaire form
- Any other supporting documentation which has been updated subsequent to submitting the initial Application Form

The School no longer allocates places on a Definite List. Parents/guardians who have been advised that their child has a place on the Definite List prior to the implementation of this Policy will continue to have a place on the Definite list. Please note that Definite List allocations on their own are not a guarantee of a place, but rather that the parents/guardians will receive an offer of a place if they remain contactable, meet any other future prerequisites for enrolment and return any required documentation prior to the enrolment year.

### *Medical information:*

As part of the enrolment process, parents/guardians will be asked to provide any recent medical, psychological or any other relevant reports concerning the student prior to the interview.

In considering all prospective enrolments, the School may ask parents/guardians to authorise the Director of Admissions, or a nominated delegate, to contact:

- the student's previous school to obtain or confirm information pertaining to the student or his enrolment
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

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### *Conditions:*

Where information obtained by the School suggests:

- a profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, or
- the parents/guardians may not be able to meet the financial commitment required by a having a student at the school, or
- the level of English language is not adequate to undertake the rigours expected by the School,

notwithstanding that the student may be the sibling of a current student, the School may decline to proceed any further with the enrolment process.

An application may be cancelled if no confirmation of interest is received by the required date.

Some applicants may miss out on assessments and interviews due to demand for places exceeding the number of places available.

Parents/guardians of students on non-intake year Waiting Lists will only be contacted by the School if there is a possibility of a place for the prospective student.

## 9. DISABILITY OR LEARNING NEEDS

Where a student has disclosed educational needs, or a learning disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student and/or his parents/guardians as part of the collaborative planning process.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's current school or (with the parents/guardians' agreement) the home, to more accurately assess the learning needs of the student.

The School may:

- require the parents/guardians to provide medical, psychological or other reports from specialists outside the school; and/or
- require the parents/guardians to obtain an independent disability assessment of the student.

Where information obtained by the School indicates that the student has a disability or special learning needs, the School will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the School will determine whether the student, if enrolled, would require some measures or adjustments to assist the student to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a student without the disability or special learning need.

Where the School determines that the student would require some such measures or adjustments, the School will seek to identify the nature of the measures or adjustments required and whether they are reasonable. In assessing whether a particular measure or adjustment for a particular student is reasonable, the School will comply with the standards outlined in the Disability Standards for Education 2005 (Commonwealth).

Where the School determines that the student would require unreasonable measures or adjustments, or they would cause unjustifiable hardship to the School, the School may decline to offer a position for the student or defer the application.

## 10. INTERVIEW

If an interview is required, prospective students will be invited with their parents/guardians to attend at the School usually approximately 2.5 years prior to their requested year of entry.

The criteria used is multi-dimensional and the School considers the 'whole person' and attempts to enrol students who will be best suited to the holistic education offered by the School, including its co-curricular program.

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At the interview, among other things, the School will seek to establish the expectations of the parents/guardians are consistent with the vision, values, goals, policies and resources of the School.

### 11. ACCEPTING AN OFFER

Offers of places are made subject to availability and at the discretion of the School.

At the satisfactory conclusion of the assessment and interview process, the School may make an offer to the parents/guardians enclosing the following documents:

- (a) A Letter of Offer – The School requires both parents/guardians (if two) to sign and return the Enrolment Form and the Enrolment Agreement.
- (b) Enrolment Form
- (c) Enrolment Agreement
- (d) Online payment of the non-refundable Enrolment Fee
- (e) The Enrolment Policy
- (f) The Parent and School Community Code of Conduct
- (g) Student Code of Conduct
- (h) Scale of Fees

To accept the offer, the parents/guardians must return the signed documents and make payment of the non-refundable Enrolment Fee and Holding Fee by the specified date on the offer. If the offer is not accepted within that time, it will lapse.

If the School is unable to offer your child a place at the intake years of Prep, Year 4 and Year 7, the parents/guardians will be notified and you will be given options regarding your child's application. If you fail to respond, your child's application may be cancelled.

### 12. FEES AND CHARGES

The following fees and charges are applicable:

- (a) An **Application Fee** must be paid upon submitting an application to register a child's place on the School's Waiting List. The Application Fee is not refundable, whether or not the child is offered a place.
- (b) An **Enrolment Fee** must be paid at the time the offer of enrolment is accepted. The Enrolment Fee confirms the enrolment of the child at a particular point of entry. The Enrolment Fee is not refundable, whether or not the child commences at the School.
- (c) A **Holding Fee** must be paid at the time the offer of enrolment is accepted (along with the Enrolment Fee). The Holding fee will be credited against the second fee instalment account rendered by the School in the student's first year of enrolment, but is otherwise non-refundable if the student does not commence at the school.

### 13. CHANGES TO APPLICATIONS

Subsequent to making an application, if you wish to amend the point of entry for which you have applied, you must make this request in writing to the Admissions Office, being sure to include your child's full name, address, and e-mail address of the parents/guardians, the current point of entry and calendar year for which you have applied, and the new point of entry and calendar year for which you wish to apply.

### 14. RECORD KEEPING

Records will be kept and destroyed in line with the College Privacy Policy and Records Management Policy.

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### 15. RELATED LEGISLATION AND STANDARDS

- *Education and Training Reform Act 2006* (Vic)
- Education and Training Reform Regulations 2017 (Vic)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- *Equal Opportunity Act 2010* (Vic)
- *Disability Discrimination Act 1992* (Cth)
- Disability Standards for Education 2005 (Cth)
- *Australian Education Act 2013* (Cth)
- Australian Education Regulation 2013 (Cth)
- *Privacy Act 1988* (Cth)