

1 Purpose and scope

- 1.1 Mentone Grammar School (the School) is an independent school offering exceptional educational opportunities for students from Three-Year-Old Kindergarten to Year 12.
- 1.2 The School currently provides various curricula:
 - (a) Early Learning Centre (Three-Year-Old Kindergarten & Pre-Prep), which is based on the Australian National Quality Standards for early education and care services.
 - (b) Foundation (Prep) to Year 10, aligning with the Victorian Curriculum priorities and standards (or equivalent if superseded).
 - (c) Years 11 and 12, based on the Victorian Certificate of Education (VCE) or Victorian Certificate of Education Vocational Major (VCE VM)(or equivalent if superseded).
 - (d) For more details, refer to the School's Schedule of Educational Services and the School's annual Learning Teaching Subject Guide (subject to amendments at the School's discretion).
- 1.3 This policy sets out the principles and requirements for enrolling students at the School, including the School's commitment to inclusivity.
- 1.4 Mentone Grammar affirms that its teaching and learning programs are consistent with the principles of the Australian democracy.

2 Aim and Key Principles

- 2.1 Through this Enrolments Policy, the School aims to:
 - (a) Maintain a transparent and equitable enrolment process for prospective students.
 - (b) Ensure enrolment decisions are fair, unbiased and not unlawfully discriminatory.
 - (c) Maintain a diverse student body, embracing various cultural backgrounds and faiths.
 - (d) Clearly communicate the School's enrolment process to prospective parents or legal carer/s (referred to as parents for convenience)
 - (e) Provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
 - (f) Uphold the School's core Values.
 - (g) Ensure the School complies with its commitment to supporting students with differing and varying needs, including by making reasonable adjustments for students with disabilities where appropriate.
 - (h) Comply with the Education and Training Reform Act 2006 (Vic) (as amended or replaced from time to time), and other relevant legislation.
 - (i) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including a student's identity, immunisation and visa status (for further detail, refer to clause 13).

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To assist in achieving the aims, the School has allocated the following responsibilities:

POSITION/ROLES	RESPONSIBILITIES
BOARD	<ul style="list-style-type: none">• Ensure the School meets its legal and regulatory responsibilities.• Review and endorse this policy.• Review and set the annual tuition fees on an annual basis and otherwise as required.
PRINCIPAL	<ul style="list-style-type: none">• Establish and approve an Enrolment Policy and procedure that is open, fair and complies with all school registration and other applicable legislation.• Final decision-maker in relation to enrolment decisions.
REGISTRAR	<ul style="list-style-type: none">• Ensure compliance with this policy.• Provide prospective parents with the necessary information for the enrolment processes.
PARENTS	<ul style="list-style-type: none">• Read and complete the online Registration for Enrolment, New Student Profile and Data Collection forms. Read and carefully consider the School's Terms and Conditions of Enrolment.• Read and carefully consider the School's current fee schedule and acknowledge that the School will publish in advance of each school year an updated fee schedule setting out all tuition fees, and other charges and levies, imposed by the School for that school year in relation to a student's enrolment at the School.• Disclose their child's individual needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to a student, the student's welfare, or the education and welfare of other students.• Declare that the information contained in the prospective student's application for enrolment remains, true, correct and up to date, unless advised the School in writing. Updates can be provided by contacting the School.

3 Entry Points

3.1 The main entry points into the School are traditionally:

- (a) Three-Year-Old Kindergarten.
- (b) Year 5.
- (c) Year 7.

3.2 Other levels may have vacancies available for new students, except for Year 12.

3.3 Parents can add a prospective student to the School's wait list at any time from the student's birth. This requires an online Registration for Enrolment form, along with a non-refundable, non-transferable registration fee and a copy of the student's birth certificate.



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- 3.4 For Three-Year-Old Kindergarten, students must have turned three (3) by January 31 of the proposed commencement year. For Pre-Prep, students must have turned four (4) by April 30 of the proposed commencement year. Full toilet training is required for Early Learning Centre enrolment.
- 3.5 The School complies with the “No Jab, No Play” Legislation, and is unable to provide enrolment into the Early Learning Centre unless the prospective student is fully vaccinated for their age, on a vaccination catch-up program, or unable to be fully immunised for medical reasons.
- 3.6 For Foundation (Prep), students must have turned five (5) by April 30 of the proposed commencement year and be, in the School’s reasonable opinion, school-ready.
- 3.7 In determining the school readiness of a child, the following are examples of factors that will be considered:
- (a) Separation: Is the child ready to separate from the parent for a day?
 - (b) Physical independence: Can the child manage toileting and their own clothes and belongings independently?
 - (c) Social maturity: Is the child ready to be part of a large group?
Can the child interact with other children and adults?
Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
 - (d) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
 - (e) Language: Is the child able to communicate in order to be understood?

4 Eligibility Criteria

- 4.1 To be eligible for enrolment, the prospective student must be either:
- (a) An Australian citizen.
 - (b) Entitled to enter and stay in Australia without limitation.
 - (c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

5 Open Entry Policy

- 5.1 The School maintains an open entry policy but may:
- (a) Offer scholarships or bursaries to specific student groups, and also for enrolments at the Principal’s discretion.
 - (b) Base enrolment decisions on the School’s ability to provide educational services to the particular student.
 - (c) Apply the priorities set out in clause 5.2(c) of this policy.
- 5.2 The School takes into account a range of criteria when making offers to students, in line with the principles of this policy, including but not limited to the following:
- (a) The information provided in the online Registration for Enrolment and New Student Profile forms.
 - (b) The student’s enrolment interview and if applicable, pre-enrolment assessments.



- (c) Enrolment offers are based on waiting list priorities, the date and time of Registration for Enrolment, and at Principal's discretion in exceptional circumstances. Priority points include:
- (1) Priority 1* (4 points): Siblings of current or past Mentone Grammar students and/or;
 - (2) Priority 2 (3 points): Children of Alumni – Includes great grandchildren, grandchildren, nephews and nieces (mother's brother, mother's sister, father's brother and father's sister) of Mentonians (alumni) and/or;
 - (3) Priority 3 (2 points): Children of current Mentone Grammar staff and/or;
 - (4) Priority 4 (1 point): Siblings on the waiting list and Returning past ELC 4 students; and
 - (5) Earliest Date and Time of Registration for Enrolment.

**Includes siblings starting together and siblings starting later*

- (d) The student's academic record and behavioural history.
- (e) The School's capacity, as an inclusive school, to support a prospective student's individual needs (see below).
- (f) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
- (1) number of students currently enrolled at the School;
 - (2) prospective student's family circumstances (including the willingness of the student and their parents to comply with the School's policies and procedures); and
 - (3) prospective student's interests and participation in cocurricular activities.

5.3 As it may not be possible to accommodate all prospective students, the waiting list will be ordered according to the date and time a fully completed enrolment registration is received (noting incomplete registrations will not be processed), but with priority given to applicable applications in accordance with this policy.

6 Local Student Enrolment Process

6.1 Registration

- (a) Parents submit an online Registration for Enrolment form with the non-refundable, non-transferable registration fee and a copy of the prospective student's birth certificate. If the birth certificate is not Australian, a copy of residency or visa status documentation (issued in the prospective student's passport or; DIBP Visa grant letter or e-mail – letter issued by the Department of Immigration and Border Protection confirming the visa subclass granted) and copy of the passport is required. Please note that commemorative birth certificates are decorative mementos of the birth. They're not a legal document and can't be used for official purposes.
- (b) According to the Education and Training Reform Act 2006, the School must enrol a student with the details on the prospective student's birth certificate (full name, date of birth and gender). The School can change the name under which a student is enrolled if new legal documentation with an amended name is provided, such as:
- (1) officially amended birth certificate;
 - (2) proof of adoption;
 - (3) court order authorising another name; and/or
 - (4) proof is provided that the enrolling parents or the prospective student is using another name under a designated scheme to ensure their safety, such as witness protection.

- (c) Separate Registration for Enrolment forms are required for each prospective student. All registered prospective students are placed on our waitinglist for their requested entry year (i.e. 2036) and year level (i.e. Year 7). Three-Year-Old Kindergarten – Year 4 and Years 10–12 students are placed on co-educational waitlists, whilst Years 5–9 students are placed on the waitlists for our Together-Apart-Together learning model which involves single-sex classes rooms for students at these year levels.
- (d) Acceptance of your registration will place the prospective student on our waitlist – this does not guarantee an enrolment.
- (e) Registration fees cover the School's administrative costs in managing the enrolment process:
 - (1) \$200 non-refundable, non-transferrable Registration Fee (local students)

6.2 Application

- (a) As far ahead as practicable and where the possibility of places exist, the School will contact the prospective parents to confirm their intent to proceed with the application. Parents submit an online Data Collection Form and a New Student Profile Form.

6.3 The application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) and student's specialist (if applicable) – which is used to assist the School in considering whether it can meet the child's welfare, educational and behavioural needs. Parental consent is requested in the New Student Profile Form.

6.4 Each completed application form and accompanying documents will be considered by the School on a case-by-case basis.

7 Interview

7.1 Prospective student and their parents are invited to attend an enrolment interview with the Head of Campus or other relevant staff member either in person or online as determined by the School. Attending an enrolment interview does not guarantee a place at the School, and is not an offer.

The interview will:

- (a) enable the School to understand the prospective student's strengths, areas for improvement and growth, school-readiness and individual needs (if any), and what they and their family can contribute to the life of the School; and
- (b) enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which may depend upon a child's personalised plan.

7.2 During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including academic and psychometric assessments).

7.3 Having considered all information requested and provided, the the Head of Campus or other relevant staff member will make a recommendation about whether an offer into the School can be made. If approved, the School will issue a letter of offer. If for any reason in the School's absolute discretion the School forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).



8 Offer

- 8.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 8.2 Any offer of enrolment made by the School will be made in writing.
- 8.3 Entrance fees:
- (a) \$1000 non-refundable, non-transferrable Entrance Fee - first child at Mentone Grammar
 - (b) \$400 non-refundable, non-transferrable sibling Entrance Fee - second or subsequent child at Mentone Grammar.
 - (c) \$200 non-refundable, non-transferrable Returning Student Entrance Fee.
 - (d) \$1000 non-refundable, non-transferrable Foundation (Prep) Holding Fee.
Fee will be deducted from Semester 1 Foundation (Prep) fees if your child commences in Foundation (Prep).
- 8.4 The enrolment offer does not guarantee the programs, subjects, sport or cocurricular offerings that will be provided in future years, including but not limited to enrichment, learning support and wellbeing. These may change from year to year according to the School's operational needs.
- 8.5 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 8.6 All tuition fees and course levies, and other charges and levies, imposed by the School for that school year (collectively, the School Fees) in relation to a student's enrolment are set out in the Schedule of Fees. A portion of funds raised or fees raised by the the School may be used to support the operation of the Early Learning Centre. A copy of the current Schedule of Fees is available on the School's website.
- 8.7 In the ordinary course, each parent must agree to be bound by the School's Terms and Conditions of Enrolment. In the event that only one parent agrees to be bound by the School's Terms of Business, or to be liable for the payment of school fees, acceptance of any such arrangement is at the School's absolute discretion.
- 8.8 If parents accept an offer of enrolment but the student does not subsequently begin schooling at the School, the parent(s) will forfeit the registration fee, Entrance Fee, and Foundation (Prep) Holding Fee paid to the School, as these fees are non-refundable and non-transferrable.

9 Defer, Refuse or Vary an Offer of Enrolment

- 9.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.



9.2 Parents who wish to vary the date of entry for the student's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

- (a) Notice must be given to the School in accordance with clause 9.1.
- (b) The School in its absolute discretion may or may not agree to that request.
- (c) If the School agrees to the parents' request, the student will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
- (d) Should a place be available for the student to commence enrolment at a later date of entry, parents must sign an updated copy of the Enrolment Agreement and otherwise comply with the School's enrolment requirements at that time.
- (e) The School may or may not in its absolute discretion require the payment of a non-refundable, non-transferrable Entrance Fee.

10 Period of enrolment

10.1 Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:

- (a) a child otherwise completes a Year 12 education at the School; or
- (b) a child's enrolment is otherwise withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment.

11 The School's Commitment to Inclusivity

11.1 The School is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and needs.

11.2 In this policy, a child's individual needs includes any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare or others). A child's individual needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

11.3 The School is committed to complying with its legal obligations regarding students with disabilities, and supports the National Disability Standards for Education and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's needs.

11.4 The School must be satisfied that it is equipped to adequately respond to a student's individual needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's individual needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students.



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11.5 The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:

- (a) A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
- (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
- (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
- (d) The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.

11.6 Accordingly, prior to an offer of admission being made parents must inform the School of all needs a prospective student has.

11.7 If parents fails to promptly inform the School of a student or prospective student's individual needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).

11.8 Where parents promptly inform the School about a student or prospective student's individual needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

12 Register of Enrolments

12.1 The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:

- (a) Name, age and address of student.
- (b) Parent names and contact details.
- (c) Date of enrolment.
- (d) The Victorian Student Number allocated to the student.
- (e) Medical information for emergency management purposes.
- (f) Emergency contact details.
- (g) Date of leaving the School and details concerning student's departure, where appropriate.
- (h) For students older than six years, details of previous schools or pre-enrolment situation.

12.2 The register is retained for a period of seven years after the student leaves the School, and copies of information in the register are stored off-site at regular intervals.

MENTONE GRAMMAR POLICIES

Mentone Grammar Enrolment, Schedule of Educational Services, Privacy, Parent Conduct and Child Safe Policies and Terms & Conditions of Enrolment can be viewed at www.mentonegrammar.net/policies or phone Main Reception on **+61 3 9584 4211** for a copy.

