ENROLMENT POLICY

1 Purpose and scope

1.1 Mentone Grammar (the School) is an independent school offering exceptional educational opportunities for students from) Three-Year-Old Kindergarten to Year 12.

1.2 1.2 The School currently provides curriculum for students:

(a) The 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to Year 10, aligning with the Victorian Curriculum Foundation (Prep) to 10 priorities and standards (or equivalent if superseded).

(c) Years 11 & 12, based on the Victorian Certificate of Education (VCE) or VCE Vocational Major (VCE VM)(or equivalent if superseded).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 families of prospective students who are seeking to enrol a child 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 an open and fair procedure for the enrolment of students seeking enrolment to the School.

(b) Ensure the procedure for enrolment and admission to the School is fair, transparent and not unlawfully discriminatory.

(c) Explain clearly to prospective parents/carers (referred to as parents for convenience) the School's enrolment process (from enquiry to enrolment).

(d) Provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.

(e) Uphold the School's core Values.

(f) 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 and providing a pastoral and learning environment that support their disability(ies).

(g) Comply with the Education and Training Reform Act 2006 (Vic) (as amended or replaced from time to time), and other relevant legislation.

(h) 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).

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

POSITION/ROLES	RESPONSIBILITIES
BOARD	• Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity. Review and set the annual tuition fees on an annual basis and otherwise as required.
PRINCIPAL / EXECUTIVE	• Establish and approve an Enrolment Policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decisionmaker in relation to enrolment decisions. • Review and endorse this policy.
.REGISTRAR	• Ensure compliance with this policy. • Provide prospective parents with the necessary information for the enrolment processes.
PARENTS	• Read and comply with this policy • 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, suspected or imputed), or information which may otherwise be relevant to the School providing an education to the child, the child'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. • Provide details of any past, current, or emerging learning, developmental, medical, behavioural, social, emotional, or wellbeing needs that may impact the child or others in the school environment. • Provide copies of any relevant reports, assessments, diagnoses, management plans, therapy reports, support plans, or recommendations. Full disclosure assists the School in understanding the child's educational needs, considering any reasonable adjustments that may be required, and determining whether it has the resources and capacity to provide an appropriate educational program and support.

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 Years 11 and 12 unless under exceptional circumstances as determined by the School.

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.

3.4 For Three-Year-Old Kindergarten, students must have turned three (3) by 31 January of the proposed commencement year. For Pre-Prep, students must have turned four (4) by 30 April of the proposed commencement year. Full toilet training is required for ELC enrolment. The School complies with the "No Jab, No Play" Legislation, and is unable to provide enrolment into the ELC 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.

3.5 For Foundation (Prep), students must have turned five (5) by 30 April of the proposed commencement year and be, in the School's reasonable opinion, school ready.

3.6 In determining the school readiness of a child, which is assessed against the School's commitment to inclusivity, 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 with approximately 24 children and one teacher? 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 sufficiently in order to be understood (including with staff and other students during class and in the playground)?

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, or.

(c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

5 Registration Fee

A non-refundable fee of $200 per child is payable when lodging the Registration for Enrolment Form.

6 Entrance Fee

A non-refundable entrance fee of $1000 is required for enrolment upon acceptance of a place.

A non-refundable entrance fee of $400 per child is required for subsequent siblings.

A non-refundable entrance fee of $200 per child is required for returning students.

A non-refundable, non-transferable Foundation (Prep) Holding Fee of $1000 is required for enrolment upon acceptance of a place. This fee will be deducted from Term 1 Foundation (Prep) fees if the child commences in Foundation (Prep).

7 Open Entry Policy

7.1 The School maintains an open entry policy but may:

(a) Offer scholarships or bursaries to specific students, 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 7.3(d) of this policy.

7.2 The School ultimately has absolute discretion about whether to place a prospective student on the School's wait list, offer an interview, or offer a place of enrolment.

7.3 In exercising that discretion, 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 date a fully completed registration is received (noting incomplete registrations will not be processed).

(b) The information provided in the online Registration for Enrolment, Data Collection and New Student Profile forms.

(c) The student's enrolment interview and if applicable, pre-enrolment assessments.

(d) Enrolment offers are based on wait list priorities, the date and time of Registration for Enrolment, and at the 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 wait list and Returning past Pre-Prep students; and

(5) Earliest Date and Time of Registration for Enrolment.

**Includes siblings starting together and siblings starting later*

(e) The student's academic record, attendance and behavioural history.

(f) Whether the values and beliefs of the child's family clearly align with the ethos, Vision, Mission and Values of the School.

(g) The starting year level of the child and whether this aligns with a main year level entry point at the School.

(h) The School's capacity, as an inclusive school, to support a prospective student's individual needs (see below).

(i) 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 compulsory cocurricular activities including but not limited to sport, Religious Education/Chapel, Learning Journeys and Cadets.

(4) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);

(5) School's resources and capacity to deliver an education to the student in accordance with its educational model;

(6) prospective student's willingness and ability to comply with the School's behavioural standards;

(7) prospective student's willingness and ability to derive a benefit from the School's educational model;

(8) prospective student's school-readiness;

(9) willingness of each family to endorse the School's Vision, Mission and Values; and

(10) any other considerations set out in this policy.

7.4 While Mentone Grammar is committed to maintaining an open and inclusive enrolment approach, the School reserves the right to decline an application where, following consultation with parents/carers and consideration of available information, it determines that it may not have the resources, facilities, or capacity necessary to adequately meet the prospective student's educational, wellbeing, behavioural, or support needs. In such circumstances, the School may recommend that parents/carers consider alternative educational settings better placed to support the student's individual requirements.

7.5 As it may not be possible to accommodate all prospective students, the wait 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.

7.6 The School will apply the federal Department of Education's Priority of Access Criteria if there is a wait list for the School's ELC or if the number of applications exceed the number of available places at the ELC.

8 Local Student Enrolment Process

8.1 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 Boarder 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 are not a legal document and cannot 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 wait list 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 wait lists for our Together-Apart-Together learning model which involves single-gender classes for students at these year levels

(d) Only fully completed Registration for Enrolment forms (inclusive of all required fees and documentation) will be recorded on the School's wait list.

(e) Acceptance of a registration will place the prospective student on our waitlist – this does not guarantee an enrolment.

(f) Registration fees cover the School's administrative costs in managing the enrolment process:

(1) $200 non-refundable, non-transferable Registration Fee (local students)

8.2 Application process

Get Informed, before submitting an application for enrolment form, families of prospective students are encouraged to browse the School's website

8.3 Review this policy and other policies and procedures available on the School's website to fully understand the ethos, Vision, Mission and Values that will frame a student's education at the School.

(a) As far ahead as practicable and where the possibility of places exists, 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.

8.4 Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable; NAPLAN results, school reports, Prep Transition Statements, visa grant notice, relevant court and parenting orders must accompany the Enrolment form. 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 (including with regard to the School's duty of care obligations). Parental consent is requested in the New Student Profile Form. To help us understand the child's strengths, needs, and any support they may require, prospective parents must provide details of any past, current, or emerging learning, developmental, medical, behavioural, social, emotional, or wellbeing needs that may impact the child or others in the school environment. Copies of any relevant reports, assessments, diagnoses, management plans, therapy reports, support plans, or recommendations must accompany the application.

Full disclosure assists the School in understanding child's educational needs, considering any reasonable adjustments that may be required, and determining whether it has the resources and capacity to provide an appropriate educational program and support.

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

9 Interview

9.1 If and when appropriate, the School will invite a prospective student and their parents 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.

9.2 During the enrolment process, prospective students may be required to undertake assessments or testing, including academic, psychometric or other relevant assessments.

Following the interview, the prospective student's application may be reviewed by the School's multi-disciplinary team, which may include the Principal, relevant Head of Campus, members of the Enrolments team and other relevant staff, such as Learning Enhancement or Wellbeing staff.

The multi-disciplinary team will consider the information provided by the family, the results of any assessments or testing, and any other information reasonably requested by the School. The relevant Head of Campus or other staff member will then make a recommendation regarding whether an offer of enrolment should be made.

If the application is approved, the School will issue a Letter of Offer.

The School reserves the right, in its absolute discretion, to refuse or discontinue an enrolment application where:

the School forms the view, following the pre-enrolment interview, assessment or review of the application, that it would be inappropriate or unsuitable for the child to be enrolled at the School; or

parents/carers do not provide information or documentation reasonably requested by the School, including relevant medical, psychological, educational or specialist reports, where such information is reasonably necessary to assess the application and the School's capacity to support the student.

Where a child is already enrolled, the School may, where permitted by the enrolment agreement and applicable law, terminate the enrolment agreement if the School subsequently forms the view that the student's continued enrolment is inappropriate or unsuitable.

10 Offer

10.1 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.

10.2 Any offer of enrolment made by the School will be made in writing.

10.3 Entrance fees:

(a) $1000 non-refundable, non-transferable Entrance Fee - first child at Mentone Grammar

(b) $400 non-refundable, non-transferable sibling Entrance Fee - second or subsequent child at Mentone Grammar.

(c) $200 non-refundable, non-transferable Returning Student Entrance Fee.

(d) $1000 non-refundable, non-transferable Foundation (Prep) Holding Fee. Fee will be deducted from Semester 1 Foundation (Prep) fees if your child commences in Foundation (Prep).

10.4 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.

10.5 It is not the School's practice to disclose a prospective student's place on the wait list or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).

10.6 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 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.

10.7 An offer will not be accepted until both parents (or where supported by a court order, evidence of parent death or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of any entrance fees and return of requested documents by the stated deadline).

10.8 If parent(s) 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 (if relevant) paid to the School, as these fees are non-refundable and non-transferable.

10.9 Acceptance of the offer must be provided within 14 days unless the School's offer states otherwise.

10.10 An offer may be withdrawn by the School, regardless of the availability of places where:

10.11 Information provided to the School is found to be withheld, incomplete, false or misleading.

(i) There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.

(ii) The offer is not accepted on the terms provided by the School.

(iii) The Principal exercises their reasonable discretion to withdraw the offer.

11 Defer, Refuse or Vary an Offer of Enrolment

11.1 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.

11.2 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:

(e) Notice must be given to the School in accordance with clause 11.1

(f) The School in its absolute discretion may or may not agree to that request.

(g) If the School agrees to the parents' request, the student will be placed on a wait 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.

(h) 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 the School's Terms and Conditions of Enrolments and otherwise comply with the School's enrolment requirements at that time.

(i) The School may or may not in its absolute discretion require the payment of a non-refundable, non- transferable Entrance Fee.

12 Families who withdraw their child

Families who withdraw their child may place their child on the waitlist to potentially re-enter the School in the future. Enrolment at Mentone Grammar is highly competitive, and wait lists are extensive. Placement on the waitlist does not guarantee enrolment. Places are offered in accordance with the School's waitlist priorities, as well as the date and time of application.

13 Student leave outside school holiday periods – short term

Leave requests outside of school holidays must be **submitted in writing** and approved by the **Head of Campus, wherever possible, one full term's written notice** provided prior to the proposed leave (if not a term's notice, as much forewarning as possible).

Please email: enrol@mentonegrammar.net

During an approved leave of absence:

- no educational services will be provided, including liaison with external providers;
- students will retain access to Teams; and
- families will continue to receive School and campus communications.
- The student will be recorded as absent for the duration of the approved leave.
- No adjustment to fees will be made for extended holiday absences.

14 Leave of absence / holding a place – extended leave

The School offers a maximum of two terms of approved (extended) leave of absence for the purposes of holding a place. Any leave of absence requests must be **submitted in writing** and approved by the **Head of Campus and Principal, with at least one full term's written notice** provided prior to the proposed leave of absence.

Please email: enrol@mentonegrammar.net

A non-refundable **holding fee of $2,500 per term** applies to maintain a student's place. Places may be held for a **maximum of one semester** (two terms).

During an approved leave of absence:

- no educational services will be provided, including liaison with external providers;
- students will retain access to Teams; and
- families will continue to receive School and campus communications.
- The student will be recorded as absent for the duration of the approved leave.

***NB**: Families do not have the option to pay full fees to access educational services during the leave of absence, as the School is only registered to provide onsite, face-to-face teaching and learning and is not registered to provide online learning.*

15 Appealing a decision

Parents may appeal an enrolment decision in accordance with the School's Grievances Policy (Community). A copy of the policy can be found on the School's website.

16 Period of enrolment

16.1 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.

17 The School's Commitment to Inclusivity

17.1 Mentone Grammar 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 and religious needs.

17.2 In this policy, a child's relevant needs include 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 of others).

A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed, suspected or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

17.3 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 relevant needs (including when having regard to the particular needs of the broader student cohort).

17.4 The School must be satisfied that it is equipped to adequately respond to a student's relevant 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 relevant 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.

17.5 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:

(c) A child poses a threat or presents a risk of harm to a member of the School community (including staff, students and parents).

(d) The child exhibits behaviours that significantly interfere with or compromise the teaching and learning experiences of others in the classroom, or social integration on School grounds (including when off campus, at any School-related activity, in the School's online environments and while representing the School).

(e) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.

(f) 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.

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

17.7 If parents fail to promptly inform the School of a student or prospective student's relevant 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).

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

18 Register of Enrolments

18.1 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, date of birth and residential 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 health and emergency management purposes.

(f) Emergency contact details.

(g) If applicable: home care arrangements, court order or parenting plans, transfer records

(h) Date of leaving the School and details concerning a student's departure, where appropriate.

(i) For students older than six years, details of previous school(s) or pre-enrolment situation.

18.2 The register is retained for a period as specified in the School's Record Management Policy, and copies of information in the register are securely 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.