



Enrolment for Australian Residents

Policy and Procedures

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Enrolment for Australian Residents Policy

PURPOSE

The purpose of this policy is to provide guidance for families considering the education of their daughter at MLC School.

SCOPE

This policy applies to all prospective students.

POLICY STATEMENT

MLC School seeks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from its academic and pastoral care programs.

They should demonstrate a willingness to uphold the values of the School, be involved in the extensive cocurricular opportunities and be sympathetic to the School's Uniting Church ethos. There are many aspects taken into consideration when offering a place at the School. The date of application is only one of these.

KEY PRINCIPLES

The key principles of this policy are:

- i. Admission to the School is conditional upon the Principal or their delegate being satisfied as to the suitability of the applicant. Either during or after the interview parents will be notified if a place will be offered to the applicant at MLC School.
- ii. An acceptable standard of English is a prerequisite for applicants entering Year 5 or above and if entering the School from outside of the New South Wales education system a diagnostic assessment may also be requested to determine the most appropriate entry level.

DEFINITIONS

TERM	MEANING
Parents	Includes carers 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.
Overseas Student	An overseas student refers to a student who enters Australia on a 500 sub-class student visa (or on a bridging visa attached to a substantive visa with study provisions), either with the primary purpose of that student undertaking a course of study, or as the dependant of another overseas student.

Enrolment for Australian Residents Procedures

1. PURPOSE

The purpose of this document is to provide clear guidance for families considering the education of their daughter at MLC School.

2. SCOPE

This procedure applies to prospective students.

3. KEY PRINCIPLES

The general key principles are to be taken into account:

- i. If a place is offered, families will be required to pay the non-refundable Final Enrolment Fee of \$A3,200.00 per student and sign an enrolment agreement (Enrolment Contract). The signed acceptance and payment should be returned to MLC School within 10 days of the letter to confirm the enrolment. If the offer is not accepted, then it will lapse.
- ii. The final enrolment fee is separate from the tuition fees.
- iii. If an enrolment is deferred to another entry point after acceptance, pending availability of a place, all enrolment fees are carried forward and the enrolment is moved to the requested year of entry. If the deferment is for two years or more, an additional learner profile assessment and interview will be required.

4. PROCEDURES

4.1 The Application Process

- i. To be considered for a place at MLC School, an Application Form must be completed and submitted to the Enrolments Office with the following additional documentation attached:
 - A copy of the applicant's birth certificate or passport.
 - A copy of the applicant's latest school report (if applicable).
 - A copy of the applicant's latest NAPLAN test results (if applicable).
 - A copy of educational and/or medical assessment reports where relevant.
 - A copy of any family court orders (if applicable); and

- A cheque or completed credit card form for the non-refundable application fee of \$A350.00 payable to MLC School.
- ii. Generally, applications are placed on a waitlist in order of receipt of the application. At the discretion of the School, applications may be given preference on the waitlist because the applicant has/is:
- A sister of a student currently or previously enrolled at the School; and/or
 - A daughter of an Old Girl provided such application is received by her first birthdate or three years prior to the nominated entry level.

4.2 Enrolment Entry Levels

There are six main entry points for student admission to the School:

- i. Pre-Kindergarten (students must turn 4 years by 31 May).
- ii. Kindergarten (students must turn 5 years by 31 May).
- iii. Year 3 – Junior School.
- iv. Year 5 – Junior School.
- v. Year 7 – Middle Years.
- vi. Year 11 Senior School.

Entry to other year levels depends on availability of places and applications for these year levels should be discussed with the Registrar prior to submission. Places in these years are offered at the discretion of the Principal. Currently MLC School will only accept enrolments in Year 12 under special circumstances.

4.3 Students Entering MLC School In Pre-Kindergarten

- i. Approximately two years prior to the applicant's proposed entry, applicants and their parents or guardians will be invited to attend an interview with the Head of Junior School or their delegate at MLC School.
- ii. The Pre-Kindergarten program consists of a five or three day program. Once a place has been offered into one of these programs, all other conditions and procedures of enrolment apply.

4.4 Students Entering MLC School Between Kindergarten To Year 6 (Inclusive)

Approximately two years prior to the applicant's proposed entry, applicants and their parents or guardians will be invited to attend an interview with the Head of Junior School or their delegate at MLC School.

4.5 Students Entering MLC School In Year 7

Approximately two years prior to the applicant's proposed entry, applicants and their parents or guardians will be invited to attend an interview with the Principal, Deputy Principal, Head of Senior School, or their delegates at MLC School.

4.6 Students Entering MLC School Between Year 8 – Year 12 (Inclusive)

- i. Approximately two years prior to the applicant's proposed entry, applicants are required to undertake a learner profile assessment to enable suitable class placement to meet their learning needs.
- ii. Following this assessment applicants and their parents or guardians will be invited to attend an interview with the Principal, Deputy Principal, Head of Senior School, or their delegates at MLC School.

4.7 Enrolment Fees and Charges

- i. All fees are reviewed annually. No student may commence until all initial charges (application fee, final enrolment fee and required tuition fees) have been paid.
- ii. All enrolment fees and charges include GST.
- iii. All students entering for Term 1 each year are required to pay an instalment towards the following year's fees by the end of Term 3, Week 4. The instalment is the equivalent of the current term's fee. Existing families are not charged, and if more than one daughter is starting, only payment for the eldest child is required. Partial scholarship recipients are charged pro-rata.

4.8 Conditions Of Enrolment

These Conditions are to be agreed to by parents/carers when they accept an offer of a place for a child at the School.

i. Fees

- We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Council and as published in the Scale of Fees from time to time.
- All fees are payable in advance and are due within 14 days of the date of the fee statement. If we fail to pay by the due date, we agree to pay an overdue charge ("Overdue Charge") calculated on the amount outstanding from the due date until the date of payment. The Overdue Charge is a rate percent per annum determined by the School from time to time. It is based on the average rate received by the School on its deposits plus an amount to reflect the administrative costs to the School in collecting outstanding fees. The Overdue Charge represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date. We understand that we may obtain the current rate from the Finance Office.
- If an account for fees is not paid in full by the end of the term in which they were due for payment, the student's enrolment may be suspended, and the School may subsequently without further notice refuse entry to the student or terminate her enrolment.
- A full school term's notice in writing must be given to the Principal before any student is removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it will suffer if we do not provide the required notice.
- We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
- We authorise the School to incur expenditure on our behalf such as purchases of books, stationery, and equipment, and to advance such fares from time to time as the School considers necessary.
- We agree to pay all medical and ambulance expenses incurred on behalf of the student.

ii. Expectations and Behaviour

- We understand that our acceptance of the School's offer of a place for the student implies that she will complete her schooling at the School unless unforeseen circumstances arise.
- We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors, and staff members should be conducted in a courteous and respectful manner.

We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity, or offensive comments.

- We agree to support the values and to abide by the rules of the School as set out in the appropriate publications such as the Parent Information Handbook and the Student Diary as published from time to time at the Principal's discretion. We note that the student must do the same and we agree to encourage her in this. We have noted the School's requirements in relation to discipline, home study, uniform code, attendance and leave.
- We accept that the School may determine which particular programs, courses and activities are offered and/or provided at any time and which of these programs, courses and activities are compulsory. We agree to obtain for the student the textbooks, technology and learning resources recommended by the School for its compulsory programs, courses, and activities and to ensure that the student has these available for use at school.
- All students must participate in and/or attend the following activities, as determined by the Principal:
 - As the School is a school of the Uniting Church in Australia, Sunday House Chapel Services, end of term Holy Communion Services (partaking of Holy Communion as a sacrament is optional but attendance at the Services is required), and devotional assemblies/chapel.
 - Co-curricular activities.
 - The School sports program including Junior and Senior swimming and athletics carnival.
 - Important School events such as Speech Day, Speech Night, and other events as required by the Principal, from time to time.
 - Various school camps and excursions that occur from time to time as an integral part of the School curriculum.
- Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most exceptional cases and must be applied for in writing to the Principal.
- We accept the School's Discipline and Behaviour Management Policy contained in the policy section of the School's community website. We agree to support the administration of the School's policy.

In particular, we accept that the Principal may in their absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.

- We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
- We agree that the Principal may, by giving us one term's written notice, exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the School and us has broken down to the extent that it adversely impacts on that relationship.
- We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Education Standards Authority (NESA) or has otherwise failed to make satisfactory progress in her academic work.

iii. Health & Safety

- We acknowledge that we have fully disclosed any additional needs (including but not limited to any medical, physical, learning, or psychological needs), which the student has. Where any disclosed additional needs change or where any additional needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School Health Centre.
- We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or their nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
- If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in their absence, a responsible member of the School staff, to give the necessary authority for such treatment.

- We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.
- We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss.

iv. Privacy

- We acknowledge that the School may from time to time collect personal information about parents and students, which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare, or development. We acknowledge having read the School's Privacy Policy.
- We give permission for photographs of the student to be placed in the School's records, displayed from time to time around the School including footage on the School's CCTV monitors, and published in School publications, including Excelsior, the School's community website and the weekly e-newsletter, Audacia. For promotional and other marketing material including the School's public website, social media, video footage and the digital version of Lucis, specific consent would be required if the student's identity could be established within the design framework. No student image and corresponding name would be included in any marketing or promotional material or vehicle.
- Where relevant, we agree to provide to the School all current Family Court or other court orders or parenting plans relating to the student and us. We note that the School's Privacy Policy deals with the confidentiality of such information.

v. General

- We agree that the School may change these Conditions provided it gives us at one term's notice and that the new Conditions take effect from the beginning of a term.
- We agree to give the School notice of any change in our contact details. Each of us agree that our obligations to the School, as set out above, are joint and several.

vi. **Terms & Conditions**

- It must be noted that the terms and conditions set out in the Prospectus and on the Application Form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.

5. ACTIONS AND RESPONSILITIES

The actions and responsibilities to be undertaken in respect of this procedure are set out below:

5.1 MLC School Is Responsible For:

- i. Following these procedures with regard to the enrolment and admission of students.
- ii. Maintaining duty of care as laid out in these procedures with regard to the health, safety, and welfare of enrolled students.
- iii. Informing parents/guardians/carers of any changes to these procedures in a timely manner.

5.2 Parents/Carers Are Responsible For:

- i. Following these procedures with regard to the enrolment and admission of their daughter(s).
- ii. Ensuring that MLC School is informed of any changes in circumstances with regard to their daughter(s)' enrolment.

6. RELATED POLICIES AND SUPPORTING DOCUMENTS

- MLC School Enrolment Contract.

7. ACCESS

Not restricted.

This document is available to all stakeholders via the School's Community website.

This document is available to all staff via Domus.

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