



1. ENROLMENT POLICY

Last Review: March 2013, July 2014, July 2015, April 2016, September 2017	Constructed / Reviewed by: Clayton Utz
Next Review: August 2019	Approval Required: Board Motion
Policy Number: 1	Board Sign Off Date: August 2018

1. Statement of Context and Purpose

Choosing the right school can be one of the most difficult decisions every parent has to face. Mentone Grammar strives to ensure that students are treated with respect and courtesy.

It is the responsibility of Mentone Grammar's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential.

Mentone Grammar is committed to child safety.

Mentone Grammar provides students with a strong academic program and offers a range of extra-curricular activities to enable each student to continually grow.

This Policy is designed to be consistent with the philosophy, mission statement, values and ethos of Mentone Grammar and provide guidelines and processes to enable appropriate selection and enrolment of students.

2. Application

This policy applies to parents, guardians, international registered education agents, students, prospective parents, prospective guardians and prospective students of Mentone Grammar.

3. Reference Points/Background Papers

- Privacy Policy;
- Child Safety Policy and Procedure;
- *Privacy Act 1988* (Cth).

4. Mentone Grammar's Discretion to Accept

Mentone Grammar has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. Due to the limited places available, applicants may not be offered a place.

Offers of places are made at the discretion of Mentone Grammar and Mentone Grammar reserves the right to refuse any application for enrolment without providing a reason.

Places at Mentone Grammar are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion.

Our Priority points are:

- Priority 1 (3 points); Siblings of current or past Mentone Grammar Students and/or;
- Priority 2 (2 points); Children of past Mentone Grammar students and/or;
- Priority 3 (1 point); Children of current Mentone Grammar staff and/or;
- Date of Application

5. Enrolment Process

The Registrar and the Principal are responsible for the enrolment process. Mentone Grammar will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on Mentone Grammar's internet page for further information.

The typical enrolment process outlined below is intended as a guide only. For more information parents are encouraged to call the Registrar.

Local typical enrolment process

Enquiry

Prospective student, parent(s) or guardian(s) makes contact with the Registrar. Mentone Grammar is an open entry school and accepts local students at all year levels where places are available.

Registration

Parents or guardians submit an online registration for enrolment together with payment of a non-refundable registration fee and required documentation. The acceptance of your registration will place your child on our waitlist. Please note that this does not guarantee an enrolment. Please note you will need to complete one form per child. All registered students are placed on our waitlist for requested entry year (i.e. 2029) and year level (i.e. Year 7). Years ELC-4 and Years 10-12 boys and girls are placed on co-ed waitlists, whilst Years 5-9 boys and girls are placed on single sex waitlists according to our unique Together-Apart-Together model.

Application

Approximately two years prior to the requested entry year, the Registrar's Team will contact families to confirm their intent to proceed with the application. Parents or guardians submit an online new student profile form with up to date reports and other required documentation. Students on a visa who do not have English as their first language require an appropriate level of English language proficiency prior to entry. Student applying to enter Years 4-11 will be required to take an English assessment (AEAS). AEAS are conducted by external providers and the associated fees are payable by the student or parents/guardians.

Interview

Families are invited to attend an enrolment interview with the Head of Campus.

Offer

Mentone Grammar makes an offer. Places at Mentone Grammar are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion. Mentone also reserves the right to withdraw an offer at any time, prior to acceptance.

Enrolment Confirmation

Upon receiving an offer for a place at the school, parents have 14 days to accept the offer by completing and returning the enrolment acceptance documentation together with payment of the non-refundable acceptance fee. Foundation families are also required to pay a tuition deposit in the year prior to commencement. The tuition deposit amount is credited upon commencement. Where the offer is not accepted within 14 days by completing these actions, the offer will lapse and Mentone Grammar may offer the place to another prospective student. Mentone also reserves the right to withdraw an offer at any time, prior to acceptance.

International typical enrolment process

Enquiry

Prospective student, parent(s), guardian(s) or international registered education agent makes contact with the Registrar. Please note Mentone Grammar welcomes international students from Years 9 to 11.

Mentone Grammar requires all international students enrolled at the School, irrespective of age, to have a guardian for the duration of their enrolment, and the student must live in homestay accommodation approved by Mentone Grammar or with a parent.

Registration

To register at Mentone Grammar as an international student there are a number of procedures that should be followed. These procedures can sometimes be complicated and it is recommended that an international registered education agent is engaged to assist with the application. Please note that international registered education agent fees/commission are only payable for International Students on 500 visas to Mentone Grammar international registered education agents. A list of Mentone Grammar's Registered Education Agents can be found on our website.

A Parent(s), guardian(s) or an international registered education agent submits an online registration for enrolment, together with payment of a non-refundable registration fee and required documentation including a copy of English assessment (AEAS) results. The acceptance of the registration will place your child on our waitlist. Please note that this does not guarantee an enrolment. Please note you will need to complete one form per child.

We require a minimum AEAS score of **50** (intermediate) and stanine **5** (average) to apply and require a minimum AEAS score of **70** (upper intermediate) and stanine **5** (average) to attend a pre-enrolment interview.

Review

The Registrar's Team will review the student application and supporting information. Families may be invited to attend an enrolment interview with the Registrar's Team. This may occur via Skype or another platform where necessary. It is the responsibility of the family to organise an interpreter if required.

Provisional Offer

The School issues a Provisional Offer. When an offer has been issued, parents have 14 days to accept by completing and returning the international student agreement documentation, new student profile form, reports, other required documentation, pay tuition fees for one semester in advance and the non-refundable acceptance fee. Where the provisional offer is not accepted within 14 days by completing these actions, the provisional offer will lapse and Mentone Grammar may offer the place to another prospective student. Mentone also reserves the right to withdraw an offer at any time, prior to acceptance.

Provisional offers are conditional upon the student reaching required English proficiency for the year level of entry and confirmation from the School of the offer proceeding. Reports from the relevant external English language school will form part of this assessment.

Interview

Families are invited to attend an enrolment interview with the Head of Campus. Places at Mentone Grammar are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion.

Enrolment Confirmation

Upon receiving an offer for a place at the school, parents have 14 days to accept by completing and returning the enrolment acceptance documentation.. Where a student is not offered a place at the School, following the provisional offer, the one semester tuition fee that had been paid in advance will be refunded.

6. Withdrawals

Parents must give one term's notice in writing to the Principal of the intention to withdraw a student from Mentone Grammar. If the required notice is not given, a charge equivalent to a term's fees will apply.

7. Mentone Grammar's Discretion to Expel

A student may be asked to leave Mentone Grammar if their conduct or performance is unsatisfactory or they fail to obey Mentone Grammar's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

8. Implications for practice

8.1 At Board / Principal Level

To properly implement this policy, Mentone Grammar, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents and prospective students, for example on the Mentone Grammar internet page;
- that this policy is incorporated into the Board's / Principal's record of current policies.

8.2 At Other Levels

To properly implement this policy, all Mentone Grammar's prospective parents and prospective students will be required to sign appropriate terms and conditions of enrolment.