



# West Moreton Anglican College

## Policy and Procedures 7.1 Enrolment of Domestic Students Policy

This document outlines the policy and procedures associated with the Enrolment of a Domestic student at West Moreton Anglican College.

### CONTENTS:

	Page
1.0 Introduction .....	2
2.0 Admissions Function.....	2
3.0 Criteria for Admission.....	2
4.0 Sequence of Admission .....	2
5.0 Class Size .....	2
6.0 Year-Level Streams .....	2
7.0 Registration Pool.....	2
8.0 Enrolment Process.....	3
9.0 Enrolment Conditions.....	3
10.0 Students with disabilities.....	4
11.0 Enrolment Process for students with disabilities.....	4

#### Parent Policy

7.0	Marketing and Community Relations Strategic Policy
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#### Referenced Policies and Procedures

8.22	Fee Policy
12.2	Privacy Policy

# WEST MORETON ANGLICAN COLLEGE

## 1.0 Introduction

West Moreton Anglican College, hereafter known as the College, looks to enrol students who can contribute to and benefit from its program. The College is open to all students, regardless of their ethnic or religious origins, who support the College's philosophy. Students are invited to apply for admission to the College on the basis of academic potential, developmental maturity, College achievement and readiness for the College's program. Where appropriate, testing is used as a tool to provide information to assist in the enrolment of each candidate. West Moreton Anglican College retains the right in all cases to determine, at its discretion, whether or not to select a student for admission.

## 2.0 Admissions Function

The Principal is responsible for the admission of students to the College and, at times, their removal. The Principal delegates the admissions function to the Enrolments Officer and the respective Heads of School who assume full responsibility for the area.

## 3.0 Criteria for Admission

Admissions decisions are necessarily based on multiple criteria, namely:

- Academic readiness or qualification
- Attitude and motivation
- Maturity
- Age appropriateness
- Educational History
- Appropriateness of the match between the family and West Moreton Anglican College.

## 4.0 Sequence of Admission

Normally applicants are admitted in a sequence depending on the chronological order of the application.

## 5.0 Class Size

The College will have as its target a class size that does not exceed the following maximums. It is acknowledged that circumstances may dictate that these class sizes may from time to time need to be exceeded, however this will be by exception and will be remedied through attrition as soon as practicable:

Prep to Year 3:	Class size maximum of 25
Years 4 to 10:	Class size maximum of 28
Years 11 and 12:	Class size maximum of 25

## 6.0 Year-Level Streams

The College will operate with the following year-level stream structure. The College Principal shall have the discretion to alter these streams in response to enrolment patterns, however total streams within a College sub-school may not exceed the total as indicated within this policy (i.e. Junior School maximum of 22 streams, Middle School and Senior School combined maximum of 36 streams):

Prep to Year 5:	3 streams per year-level
Year 6:	4 streams
Years 7 to 12:	6 streams per year-level

## 7.0 Registration Pool

Enrolment at WestMAC is generally offered to students in chronological order of receipt of their enrolment form. In the case of enrolment requests being in excess of available places in any given year, the College shall add these excess names to a registration pool and allocate available places in the following order of priority:

1. Siblings of students currently enrolled at the College
2. Children of members of staff
3. Children of Defence Force Families
4. Children of past students of the College

The College will not reserve places for these priorities beyond June of the year preceding student commencement. After June, all remaining places will be allocated on date order.

## WEST MORETON ANGLICAN COLLEGE

Students outside of the above categories are offered placement strictly in adherence to the date of their enrolment form. As offers are declined, the next student in date order will be offered placement.

When an offer of placement is made, payment of the family deposit (if applicable) must be made within fourteen (14) days of the offer to secure the place. Should this requirement not be complied with, the College will offer the place to the next enrolment application by date order.

### **8.0 Enrolment Process**

Enrolment for Australian students at the College remains conditional until all formalities, documentation and payments are completed, as outlined below:

#### **REGISTER**

Parents are invited to register their interest in WestMAC by completing the step-by-step process online or by completing the application form, and providing the child's birth certificate/Australian citizenship. A non-refundable application fee of \$45 is payable for each student. Parents /guardians are required to acknowledge that they have read and accept the Enrolment Policy, Privacy Policy and Fees Policy when registering their child with the College.

#### **ENROL**

Approximately 12 to 18 months prior to the proposed date of entry, parents are invited by email to proceed with their child's enrolment. At this stage you will be required to provide additional documentation including:

- Health Information form
- immunisation records
- latest school reports (Years 1 to 12) and NAPLAN results (Years 3 to 12)
- any other specialist reports (i.e. psychological and/or medical reports)

A non-refundable confirmation fee of \$180 is payable for each student. Please note a family deposit of \$300 is also payable prior to your first child's commencement and is fully-refundable when your last child leaves the College.

#### **ASSESSMENT AND REVIEW**

Students entering in Years 4 to 12 are required to undertake an online academic examination prior to attending an interview with the Head of School. Students from Prep to Year 3 are required to sit a paper-based examination. The results of this literacy and numeracy assessment further informs the enrolment process.

WestMAC is a non-selective school and accepts enrolments in chronological order. If a waitlist applies, consideration is given to siblings, children or staff members, Defence families and alumni.

#### **INTERVIEW**

Within three months of enrolling your child, the sub-school will contact you to arrange an interview with the Head of School. An enrolments with the Head of School is an essential part of the process. At the end of the interview, the Head of School will advise if an offer will be recommended to the Principal. Parents and students are required to acknowledge that they have read and accept the Code of Behaviour and the Parent College / College Contract at the interview.

#### **OFFERS**

A letter of offer will be issued within one week of the interview.

#### **ORIENTATION**

Parents and incoming students will be invited to attend an orientation 'New Students' Day' in the November before the entry year.

### **9.0 Enrolment Conditions**

Enrolment at the College is offered to students regardless of their race, religion or disability, on the following conditions:

- Parents must undertake to support the ethos of the College.
- Parents must accept the conditions of the enrolment agreement, including conditions related

## WEST MORETON ANGLICAN COLLEGE

- to the payment of fees and the student's academic progress and behaviour.
- The Heads of School may request further and more detailed history and assessment. Failure to disclose the above may result in termination of the enrolment.
- The College will consider whether it is able to meet the student's needs sufficiently, by considering its capacity to take further enrolments and the availability of resources.

### 10.0 Students with disabilities

The College has a full Anti-Discrimination policy and this policy establishes appropriate procedures to manage enrolment applications from prospective students with disabilities.

West Moreton Anglican College does not discriminate in:

- Failing to accept a person's application for admission as a student.
- The way in which a person's application is processed.
- The arrangement made for, or the criteria used in, deciding who should be offered admission as a student.
- The terms on which a person is admitted as a student.

### 11.0 Enrolment Process for students with disabilities

When there are available places and a student with a disability seeks admission, particular care is taken to ensure that the application is properly considered. To achieve this, the College establishes a Case Management Team chaired by the relevant Head of School, and comprising any of the following relevant personnel: the Enrolment Officer, a College Counsellor, a Differential Learning Teacher, the parents, the student and outside specialists as required. In considering the application, the procedures listed below are followed:

1. The application is discussed with the parents or caregivers and the student (depending on the age of the student).
2. Detailed notes are kept of this meeting and of all subsequent conversations and meetings.
3. Written permission will be sought from parents or caregivers for the College to investigate the student's educational needs.
4. The Principal or delegate will advise the parents or caregivers in an open, honest and straightforward manner of the services and facilities available within the College. An inspection of the College's facilities will be offered at the earliest opportunity.
5. The parent's views on the additional services and facilities that the student needs will be obtained, with verification of this information sought where necessary.
  - a) It may be appropriate to obtain assessments or reports from any medical practitioners or other professional involved in treating or assisting the student. Associated costs will be met by the enrolling parent.
  - b) Enquiries will be made to determine if additional funding might be available from the Commonwealth or State Governments. This additional funding may be in the nature of recurrent or capital funding.
6. The student seeking enrolment may be observed in his/her present setting, and the teachers at the school presently attended may be consulted to ascertain the assistance the student is currently receiving. Advice will be sought about the services and facilities that may be required in the future.
7. A College Counsellor, a College Differential Learning Teacher, and an external child psychologist if appropriate, may be involved at an early stage of the process. Formal assessment of the student may be requested, with associated costs being met by the enrolling parent.
8. Any additional services and facilities that may be required will be quantified and costed.
9. It may be necessary to engage other specialists in other fields (Auditory, Visual Impairment) as well as an Occupational Therapist, SLP, Educational Psychology, building consultant or architect to obtain detailed costing of modifications that may be needed.

If the student requires additional services and facilities because of the disability and the provision of these services and facilities by the College would cause unjustifiable hardship, the enrolment may be refused by the Principal on that basis.