

# Enrolment Policy

## Principal

## Enrolment

## ADM011

- 1.0 Purpose
- 2.0 Scope
- 3.0 Policy Statement
- 4.0 Roles, responsibilities and delegations
- 5.0 Definition
- 6.0 Information
- 7.0 Related policy documents and supporting documents

### 1.0 Purpose

The purpose of this Policy is to provide a framework for the appropriate selection and enrolment of students in accordance with the philosophy, mission and ethos of the College.

The Policy also complies with all applicable Commonwealth and State / Territory laws.

### 2.0 Scope

The Policy applies to all current and future enrolments at the College.

### 3.0 Policy Statement

Immanuel Lutheran College (College), is owned and operated by the Lutheran Church of Australia Queensland District and as such offers a Christian education that values diversity in accordance with a Lutheran ethos. It is our belief that the whole person is the whole point and as such the programs offered by the College are aimed at fostering and extending students academically, spiritually, pastorally and physically.

#### **Enrolment Policy – Terms and Conditions**

##### **1. Application for Enrolment**

- 1.1 Application for admission of a student can only be made in the approved and official application for enrolment form and must be accompanied by:
  - a. a non-refundable application fee as nominated by the College;
  - b. a copy of the prospective student's birth certificate, extract of birth entry or passport;
  - c. copies of the last two years school reports (if applicable);
  - d. all of the student's available NAPLAN testing reports;
  - e. any current relevant medical reports and information regarding the student's social, emotional, behavioural, learning or medical needs that are pertinent to the student such as speech/language, occupational therapy, psychologist, audiologist, allergies, asthma, diabetes, ADHD, etc. In some cases, the College may request an updated report to allow the College to assess how to meet any health or other needs of the student;
  - f. sealed copies of any Court or parenting orders that exist and pertains to the care arrangements for the student (if applicable); and
  - g. a completed reference from the student's current or most recent school principal where the student's previous school reports do not record student behaviour or attendance.
- 1.2 All of the above information must be presented with the Enrolment Application. The Enrolment Application will not be assessed until all of the above listed documentation has been received by the College. The provision of the above listed documentation and payment of the application fee does not constitute or guarantee an offer of placement and/or enrolment at the College at any time or for any reason.
- 1.3 Where the College has received all of the above documentation, the College will need to assess the application to determine whether any additional information is required. All documentation and information provided to the College will be collected and dealt with in accordance with the College's Privacy Policy.
- 1.4 The College has the right to request further information (medical or otherwise) and/or an interview with the parent or guardian and/or request that the prospective student undergo any relevant assessment to determine the prospective student's additional educational, physical, emotional and/or mental needs. This request is for the purpose of caring for the prospective student's needs and assessing whether the College has capacity to provide the appropriate level of support and/or facilities for the student. Any assessments requested will be at the expense of the parent/guardian.
- 1.5 Each enrolment will be assessed on individual merits and, in determining an offer of enrolment, the following factors will be considered:

- a. class sizes and available places;
- b. class composition;
- c. siblings (of existing students) and children of current staff members or former students;
- d. students awarded scholarships from Immanuel Lutheran College;
- e. children who are currently attending Immanuel Early Learning Centre;
- f. students of staff members;
- g. students previously enrolled at the College or are returning from an approved leave of absence;
- h. date of receipt of application;
- i. the need to maintain the College's ethos; and
- j. the College's capacity to resource identified additional learning and/or support needs.

A prospective student's family situation, medical or other needs will not affect their application unless the College considers, after consultation with the parents/guardians, that the College cannot meet the student's needs and/or cannot make any reasonable adjustments to meet those needs without unjustifiable hardship on the College.

- 1.6 Where the College determines that the College cannot make any reasonable adjustments to meet the student's needs and/or cannot make any reasonable adjustments to meet those needs without unjustifiable hardship on the College, the College inform the parents/guardians of this determination in writing.
- 1.7 Where a future accepted or current student experiences a change to their health which impacts their ability to learn, participate actively and/or access facilities within the College, the Principal in conjunction with the parents/guardians will determine the College's ability to meet the student's needs both immediately and in the future. If the College considers that the College is not able to reasonably support the student's needs and well-being, then in the best interests of the student, enrolment will be cancelled.
- 1.8 The College aims to offer an Immanuel education to all students and families whose values align with those of the College and it may not be possible to offer a place to every Applicant and where the number of applicants exceeds the College's available places, a waiting list will be created and offers will be made once vacancies or places become available.
- 1.9 Where an offer for enrolment has been made, the parents/guardians must accept or decline the offer in writing within 14 business days from the date of receipt of the offer at which time the offer will lapse. Where a parent/guardian fails to inform the College in the specified

timeframe, the College will offer that student's placement to another prospective or waitlisted student.

## **2. Scholarships**

- 2.1 Scholarships may be offered for academic, sporting, artistic or other reasons. Please refer to the Scholarships Guidelines for more information.

## **3. Parents/Guardians**

- 3.1 It is the expectation of the College that parents/guardians adhere to relevant College policies, rules and procedures as they exist from time to time. The College reserves the right to terminate the Agreement where there is a serious or persistent breach of the College's policies, rules and/or procedures.
- 3.2 The College's policies, rules and procedures are found on the College's website.
- 3.3 The College reserves the right to amend College policies, rules and procedures from time to time at the discretion of the College. Such amendments may have the effect of amending the terms of each individual Agreement between the College and parents/guardians.
- 3.4 The College recognises the responsibilities of both parents/guardians of each student unless a Court or similar order expressly restricts such responsibilities. If a parent/guardian seeks to restrict the other parent/guardian from engaging with the College and/or the student in regards to the student's enrolment at the College, the parent/guardian seeking the restriction must provide the College with a copy of the genuine sealed Court or other order authorising this restriction.
- 3.5 Parents/guardians are expected to:
- a. be involved in and committed to the College;
  - b. support the ethos of the College and its policies, rules, regulations, work programs and procedures including any changes that may be introduced in the future;
  - c. promptly pay the Fees when they fall due;
  - d. be willing to work through issues as or when they arise in an atmosphere of collaboration and mutual respect;
  - e. abide by the conditions as stated in the Agreement and other College policies, rules and procedures including, but not limited to, students arriving on time at the College.

## **4. Students**

- 4.1 It is the expectation of the College that parents/guardians and students adhere to College policies, rules and procedures as they exist from time to time both on and off campus. The College reserves the right to terminate the Agreement where there is a serious or persistent breach of the College's policies, rules and/or procedures.
- 4.2 Students are expected to respect, participate in and support College activities and subjects as planned by the College in line with the Lutheran ethos and the purposes of the College.
- 4.3 Students must adhere to the College's start and finish times each school day except where the student is suffering from a disease or condition which is contagious or where a medical practitioner has recommended the student not attend school, or where the student has been granted a leave of absence by the College.

## **5. Cancellation of Enrolment**

- 5.1 Where parents/guardians decide to withdraw a student from the College for any reason, the parent/guardian must provide the College ten (10) weeks written notice thereof.
- 5.2 Where parents/guardians fail to provide the required notice, the parents/guardians will be liable to pay the College an amount equal to one (1) Term's Tuition Fees in lieu of notice.
- 5.3 In accepting an offer of enrolment from the College, parents/guardians accept that the Principal reserves the right to cancel a student's enrolment at the College for any of the following reasons:
  - a. a parent/guardian and/or student has breached the policies, procedures and rules of the College;
  - b. a parent/guardian and/or student has engaged in conduct (including conduct online) that the College considers inappropriate and unacceptable and/or may unduly damage the reputation or property of the College;
  - c. parents/guardians breach the Agreement and the parents/guardians fail to remedy that breach within a reasonable timeframe nominated by the College;
  - d. the mutual trust and cooperation between the Applicant and the College breaks down;
  - e. due to a late or overdue account;
  - f. where false or misleading information was provided to the College pertaining to the student, including the student's needs whether medical or otherwise;
  - g. the parents/guardians failed to disclosed relevant information that was requested by the College;

- h. the student's circumstances change and those circumstances affected, in the sole discretion of the College, the ability for the College to provide the necessary resources to accommodate the student's needs;
- i. the student's attendance rate falls below the College's expected attendance rate in accordance with College Policy; and
- j. for any other reason as decided by the Principal.

## **4.0 Roles, responsibilities & delegations**



Roles	Responsibility
College Board	<ul style="list-style-type: none"> <li>Ensuring this policy is developed, complied with and reviewed as appropriate, and</li> <li>Approving the College fee structures annually</li> </ul>
The Principal (or authorised delegate)	<ul style="list-style-type: none"> <li>Ensuring all prospective applicants are assessed against the College's criteria, which reflects the ethos of Immanuel Lutheran College and the diversity of the community,</li> <li>Ensuring the enrolment process is documented and published to the current and wider College community,</li> <li>Ensuring all persons involved in the enrolment process are competent and understand the Enrolment Policy, maintain relevant documentation and adhere to all relevant laws</li> </ul>
Head of Business Operations	<ul style="list-style-type: none"> <li>Establishing enrolment fees and annual review of fees,</li> <li>Ensuring the effective implementation of this policy and associated procedures</li> </ul>
Enrolments Registrar	<ul style="list-style-type: none"> <li>Managing the enrolment process and approvals,</li> <li>Implementation of this policy and associated procedures in a consistent and transparent manner, in conjunction with authorised delegates,</li> <li>Liasing with staff in relation to enrolment practices and procedures,</li> <li>Provision of recommendations to the Principal for approval all enrolment applications to offers</li> </ul>

## 5.0 Definition

- a) **“The Applicant”** means either parent/guardian or both.

- b) **“Agreement”** means the enrolment contracts which sets out the terms and conditions of enrolment by which the Applicant agrees to be bound.
- c) **“Class Composition”** means the number of students permitted to be enrolled in a particular year level or class whichever is applicable.
- d) **“College”** means Lutheran Church of Australia Queensland District (ARBN 051 602 996) trading as Immanuel Lutheran College.
- e) **“Enrolment Application”** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.
- f) **“Fees”** means any and all fees or charges levied by the College from time to time in connection with a student’s education.
- g) **“Principal”** means the Head of the College, or the Head of the College’s authorised representative.

## 6.0 Information

Title	Enrolment Policy
Document number	Provided by relevant Policy team
Purpose	<p>The purpose of this Policy is to provide a framework for the appropriate selection and enrolment of students in accordance with the philosophy, mission and ethos of the College.</p> <p>The Policy also complies with all applicable Commonwealth and State / Territory laws.</p>
Audience	Public
Category	Operational
Subcategory	
Approval date	June 2024
Effective date	June 2024
Review date	January 2026
Policy advisor	Head of Business Operations



Approving authority      College Council

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## 7.0 Related Policy Documents and Supporting Documents

Legislation	The Policy also complies with all applicable Commonwealth and State / Territory laws.
Policy	Anti-discrimination Policy Privacy Policy Fee Billing and Collection Policy
Procedures	Enrolment Procedure
Local Protocol	N/A
Forms	Application for Enrolment Enrolment Contract

