

Enrolment Policy

1.0 Purpose

The purpose of this document is to outline the procedure, terms and conditions that enable the enrolment of students at St Michael's Grammar School (St Michael's).

2.0 Scope

The following policy and procedure applies to all students who apply for entry into St Michael's.

3.0 Guiding principles

St Michael's is a caring and creative school, which strives for educational excellence and celebrates the diversity of its community.

Non-selective and open entry, St Michael's comprises a community that values diversity, dignity, care and compassion, respect for one's self and others. Support, care and understanding are considered essential in ensuring students are happy and succeed.

St Michael's is an Anglican school, which teaches the fundamentals of many religions. Multicultural and multi-faith, the School insists on respect for the beliefs of all, and treats all members of its community equally.

St Michael's is committed to supporting and promoting the principles and practices of Australian democracy, including a commitment to:

- elected government
- the rule of law
- equal rights for all before the law
- freedom of religion
- freedom of speech and association
- the values of openness and tolerance.

Enrolment procedures aim to facilitate authentic experiences of the School and its programs and provide opportunities for open consultations for prospective families.

There are six main entry points for student admission to St Michael's: 3-Year-Old Kindergarten, Preparatory Year 4, Year 5, Year 7 and Year 9.

Offers of enrolment are made at the discretion of the Head of the School or one of his representatives.

The framing of this policy takes into account the requirements of State and Federal Laws pertaining to privacy, discrimination, equal opportunity and immunisation.

This policy and procedure is subject to regular review.

4.0 The enrolment Process

- 4.1 An application form must be made on the School's official Application for Entry form and supplied to the School with a non-refundable Application Fee and a copy of the child's birth certificate, birth extract or Copy of Passport. Note: An application for entry does not itself constitute an enrolment.

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- 4.2 Applications are placed on a waitlist in order of the date application was received. However, at the discretion of the School, applications may be given preference on the waitlist if the applicant:
- has a sibling whose enrolment has been confirmed at St Michael's
 - is a former student of St Michael's, or is a child/grandchild of a former student
 - is a child of a current full-time staff member of St Michael's
 - is a returning student who arranged leave of absence at the time of their departure.
 - for other reason(s) as seen fit by the Head of the School
- The School also reserves the right to enrol students which enable a balanced gender ratio within any class group and year level (exemption from provisions of the Equal Opportunity Act 2010 was granted 30 October 2013, Application Number A96/2013).
- 4.3 Parents will be asked to complete a *Preparing for St Michael's* form for their child. This form is designed to assist the School in preparing for the child's entry and planning the student's educational program, should he/she proceed to enrolment. A copy of the most recent school report must be supplied with this form. As an open entry school, disclosure of this information assists the School in preparing for the child's entry.
- 4.4 Admission to the School is conditional upon the Head of the School or his nominated representatives being satisfied as to the suitability of the applicant.
- 4.5 If a place is offered, a formal letter of offer, including an acceptance of enrolment form, will be forwarded to the parents. The offer will be accepted if the School receives the signed acceptance form with the non-refundable Confirmation Fee and Advancement of School Fees by the due date.
- 4.6 It is the responsibility of the parent to ensure the School has accurate contact details. Change of address, email and telephone contact details should be supplied promptly. Failure to do so may result in the School being unable to make contact and cancellation of a child's application may result.
- 4.7 Personal details may be used by the School and School Associations for school-related communications purposes. St Michael's handles personal information in accordance with the Privacy Act. Further details are available in the School's privacy statement, which is published on the School's website.
- 4.8 St Michael's request that parents provide the details of any significant learning/behavioural needs during the application process. Disclosure of this information assists St Michael's in preparing for the child's entry.
- 4.9 Parents and guardians must agree to abide by the regulations of the School and to support the School's Behavioural Expectations Policy at all times.
- 4.10 The School reserves the right to terminate the enrolment of any student without notice on the grounds of unsatisfactory conduct or for behaviour that is contrary to, or which does not meet, the values and expectations, rules and regulations which apply to all students in the School.

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5.0 Kindergarten to Year 6 enrolments

- 5.1 Kindergarten to Year 6 enrolments are conducted as stated in Section 4 with one variation. Parents will be asked to submit copies of their child's immunisation certificates to St Michael's before the commencement of the school year.

6.0 Full-Fee Paying Overseas Student enrolments

- 6.1 St Michael's is registered on the Commonwealth Register of Courses and Institutions for Overseas Students under CRICOS Provider Code 00345G to provide courses for primary years (016053M) and secondary years (016054K).
- 6.2 Full-Fee Paying Overseas Student (FFPOS) enrolments are conducted as stated in Section 4 with the following variations:
- 6.3 If, based on the student's visa type, the School is not eligible to receive government funding for the student's place, the student will be treated as a FFPOS and St Michael's international student fee schedule will apply.
- 6.4 All FFPOS will be required to submit the following documentation with their Application for Entry:
- a copy of their passport and visa
 - a copy of their most recent school report
 - full details of their guardian arrangements if the family is not residing in Melbourne. Guardian arrangements will need to be approved by the School.
- 6.5 In addition, all FFPOS whose first language is not English, will be required to submit with their Application for Entry a copy of an Australian English Assessment Standard (AEAS) test report.
- 6.6 St Michael's considers the following criteria when assessing the suitability of FFPOS applicants:
- Age. FFPOSs must be of the appropriate age to enter the year level for which they are applying. A student cannot be admitted if they will be more than 12 months older or six months younger than a local student in the same year level. St Michael's will not offer a place to a FFPOS who is younger than 15 years of age at time of entry to St Michael's, unless the student will be living with their parent(s) or approved relative while studying in Australia.
 - English language competency. As a general guide, students studying English as a Second Language should be achieving an 80% average in their AEAS test. This information enables St Michael's to evaluate the English capabilities of the student and whether they have achieved sufficient skills to reach their potential at St Michael's.
 - Academic performance: Students must show consistent performance in their academic studies and achieve an average of 80% in their AEAS test for all subjects assessed.
 - A willingness to contribute. Further, students must demonstrate a willingness to embrace fully the opportunities provided through the St Michael's educational program and participate as a contributing citizen of the School.
- 6.7 The family will be invited to attend an interview with the Head of the School or their nominated representative(s) if they are located in Melbourne. A tele or video-conference may be arranged if the family is not located in Melbourne at the time of the interview.

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6.8 A formal letter of offer outlining the conditions of enrolment will be sent to the family/agent. Acceptance of all terms will be required in writing, along with payment of a non-refundable confirmation fee. If written acceptance and payment is not received by the date specified, the place is forfeited. In the event the visa is denied, the tuition fee and health cover payment (only) will be refunded.

7.0 Leave of Absence and Past Students re-entry to the School

7.1 The School will only grant a Leave of Absence (LOA) and guarantee a place on return under the conditions below.

7.2 All requests for LOA must be made in writing to the Head of the School.

7.3 It is the responsibility of the family to maintain contact with the School. The School will endeavour to make contact with the parents six months prior to the student's expected return. If we are unable to make contact, the enrolment will be cancelled.

7.4 Students deemed on LOA will have school fees suspended for the time of their absence.

7.5 If a student leaves the School or a place is no longer held for that student, the family will need to re-apply for entry into the School. These students will be placed back on the waiting list based on the original application date and will receive an Old Michaelian priority. A place will be subject to availability. In the event they are offered another place, the Application Fee will be waived, however, payment of a Confirmation of Enrolment Fee and an Advancement of School Fees will be required to accept the offer.

7.6 A LOA place will not be held for longer than two years. Families wishing to withdraw their child/ren from the School, with a view to returning at a later date (eg, withdraw after completing Kindergarten and returning in Year 4 or Year 7), will not have the place/s held.

7.7 Parents will only be able to change the nominated return to school date once, as long as it falls within the two year period. Should the LOA need to be extended again, the place will no longer be held.

7.8 A Deferral Fee will be paid to ensure a place is held if the student takes leave longer than a one year period. This Fee will be credited towards the School fees upon return. Should the offer lapse for any reason identified above, the Fee is non refundable.

7.9 In order for the place to be held, the School fees must be paid in full up to the relevant term. If the account is not current, the place will be forfeited and the student will need to re-apply for entry into the School.

7.10 Any student wishing to embark on an overseas study program for a period of one term to one year will need to notify the Head of the School in writing. A place will be held for the student upon return. The Deferral Fee will apply if the student's place is held for more than one year.

7.11 If a student's leave falls within a time where a student is completing or will be starting VCE, it is the parents' responsibility to make themselves aware of the rules and regulations in terms of meeting VCE requirements.

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8.0 Fees and charges

- 8.1 All fees are reviewed on an annual basis.
- 8.2 No student may commence until all initial charges (application fee, confirmation fee, tuition fees, private health care fee, as appropriate) have been paid.
- 8.3 A non-refundable Application Fee of \$150(including GST), per application, per child, is payable at the time of lodging the Application for Entry form.
- 8.4 A non-refundable Confirmation Fee of \$1800 and Advancement of School Fees of \$1200 is payable upon acceptance of enrolment. If payment of fees are not received by the due date, the enrolment may be cancelled.
- 8.5 In the event a that a family wishes to cancel an enrolment at St Michael's, notice must be given in writing to the Head of School by email at head@stmichaels.vic.edu.au. The periods required for notice to be given are detailed in St Michael's Grammar School Annual Fees and Charges which can be downloaded from the School's website, and are detailed on the fee statements issued to families.
- 8.6 Fees are charged in advance by the term and must be paid in full by the due date. Failure to pay may impact on a child's enrolment at the School. A late payment fee of up to \$500 per family may be levied if the fees for any term are not paid by the due date indicated on the School account
- 8.7 A full term's fees will be charged if a student's place is cancelled without appropriate notice as detailed in 8.6.
- 8.8 Additional costs that are added to the School account are Out-of-School Care, Music charges and the additional cost of the Year 11 Exodus. Furthermore, replacement of padlocks, School diaries and library books will also be charged to the account. All other charges (eg swimming and tennis lessons, Skills Extension Program charges, Performing Arts tickets and bus tickets) are to be paid when purchased. Payment for international or interstate tours are organized and accepted by the relevant Faculty prior to the departure of the tour.
- 8.9 Fees can be paid by cheque, credit card, BPAY or via the School's intranet. Cash payments are not accepted. Monthly instalments can be arranged by contacting the Finance Office. All arrangements need to be confirmed in writing.
- 8.10 Goods and Services Tax (GST) is not charged on school fees, childcare and co-curricular activities. Other activities, however, may attract GST. School costs and charges have been calculated on the basis that they are GST free.
- 8.11 School fees Levy – this levy assists us in maintaining school assets, maintenance and extension of the School's computing infrastructure and the basic cost of outdoor education at each year level.
- 8.12 A 10% concession of the tuition fee will apply for a second child. A 25% concession of the tuition fee will apply for subsequent children attending School at the same time. Fee concessions for children of clergy are available. Concessions for refugee children can be established. Sibling discount will not apply where another concession has been granted.
- 8.13 Uniform prices are available from the school website, www.stmichaels.vic.edu.au, or on

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request from Bob Stewart at the School Uniform Shop, telephone +61 (0)3 9529 1365. The school uniform is subject to GST.

- 8.14 The School has taken out basic accident cover and travel insurance for students. The cost of insurances is covered in the school fees.

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