

1. Purpose

The purpose of this Enrolment Policy is to establish a fair, transparent and equitable process for admitting students to the school. It is designed to ensure all prospective students are given equal opportunity to access quality education, and that the enrolment process is clear and inclusive. Our approach is based on principles of transparency and equity.

Transparency is central to building trust and confidence in the enrolment process. My College is committed to providing clear, accessible information about enrolment criteria, procedures and timelines. This policy outlines each stage and ensures all applicants are informed of outcomes in a timely and respectful manner.

Equity ensures every student, regardless of background, ability and circumstances, has a fair chance to be considered for admission. My College recognises and values the diversity of its community and actively works to remove barriers to enrolment for students with disabilities, those from culturally and linguistically diverse backgrounds, and those facing socio-economic challenges.

2. Scope

This policy applies to all prospective families seeking to enrol a student at My College, regardless of year level, background, or entry point during the academic year. In addition, this policy applies to staff who are responsible in the administration process. This includes personnel involved in assessments, reviews and communication with families.

3. Policy Statement

My College is committed to providing equal access to quality education. Enrolment will be conducted in a fair, inclusive, and timely manner, based on eligibility criteria and year level availability.

4. Implementation

Enrolment Eligibility

To be eligible for enrolment, applicants must:

- Meet the minimum age requirement as specified for the year level.
- Complete and submit My College enrolment form to the school office or via email.
- Copies of any relevant legal documents, including family court rulings or protective orders (if applicable).
- Provide all necessary academic school reports (if possible for previous year level).
- Up-to-date medical documentation, including details of any health conditions such as allergies, asthma, diabetes, or similar (if relevant).
- Recent reports from specialists, such as a paediatrician, psychologist, or other healthcare professionals (if applicable).
- Submit proof of identity and residency status (where applicable).
- Comply with any additional My College specific entry requirements.

Application Assessment Guidelines

All enrolment applications will be assessed impartially and in accordance with the procedures and principles outlined in this policy. My College is committed to ensuring that the application process is conducted with integrity, consistency, and full transparency.

To initiate the assessment process, the Enrolment Application Form must be fully completed and signed by both biological parents or legal guardians, unless specific circumstances prevent this. Such exceptions may be granted at the discretion of the Principal in cases where:

- One parent is deceased or medically unfit
- A legal order or family court directive is in place
- Or in other situations deemed appropriate by My College

If the application is submitted by someone other than a biological parent or recognised legal guardian, official documentation verifying lawful guardianship or custodial responsibility must be included with the submission.

Visa Holder Applicants: Please note, My College is not registered with CRICOS, and is unable to accept students on CRICOS-dependent visas. My College is only able to enrol overseas students who hold an approved visa.

Application Process

Step 1. Application Submission

- Submit official Enrolment Form by published due date.
- Applicants must be submitted in person or via email according to instructions.
- It is the responsibility of the parent/guardian to ensure all sections of the form are completed accurately.
- Incomplete or late applications may result in delays or exclusion from the intake round.

Step 2. Application Documentation

- Child's birth certificate or passport.
- Two recent passport-sized photos.
- Immunisation history statement.
- Medicare Care and/or Health Care card.
- Copies of any kindergarten or previous school reports.
- Medical records or specialist reports relevant to student health and learning support.
- Family court documentations (if applicable).

Step 3. Application Review

- Upon submission the enrolment application and supporting documents will be reviewed by the Admissions Office or a designated Enrolment Committee.
- This review is conducted objectively, based on set eligibility criteria, the availability of places in the requested year level, and alignment with My College's enrolment priorities.

Step 4. Application Notification

- **Successful applicants:** will receive a formal Letter of Offer outlining the terms of enrolment, including important next steps, key dates, and any required documentation or payments to secure their child's place at the school.
- **Waiting-list applicants:** will be notified in writing. The notification will include their position on the waiting list (if available), an explanation of the current capacity for their requested year level, and assurance that they will be contacted should a place become available.
- **Unsuccessful applicants:** will receive a formal written notification of the outcome. Where possible including a general explanation of possible reasons such as: no availability at the requested level, incomplete documentations, failure to meet eligibility criteria, outcomes of the assessment or interview process.

Step 5. Application Acceptance

To finalise the enrolment, families must formally accept the offer by the deadline according to the Letter of Offer. This includes signing the acceptance form and completing any required administrative steps such as payment of fees, medical forms, consent forms etc. Only once these steps are completed will the child's place be secured.

Priority Enrolment

In situations where the number of enrolment applications exceeds the number of places available, My College will implement a priority enrolment process to ensure that placement decisions are made fairly, consistently, and in alignment with My College's values and obligations.

Priority may be granted to applicants who fall into one or more of the following categories:

- **Current or Continuing Students:**
Priority will be given to students who are currently enrolled and progressing through a sequential year level or program within My College. This ensures continuity of learning and supports the ongoing educational journey of existing students.
- **Siblings of Current Students:**
Priority will be given to applicants who have a sibling currently enrolled at My College. This supports family unity, strengthens the school community, and assists families by enabling siblings to attend the same educational institution.
- **Children of Staff Members:**
Preference will be given to the children of current staff members as part of the College's commitment to supporting its employees and fostering a strong, inclusive school community.
- **Performance in Entrance Assessment:**
Applicants who successfully meet or exceed the required benchmarks in the entrance assessment will be given priority, as this demonstrates readiness for the academic expectations of My College.
- **Length of Time on the Waiting List:**
Where multiple applicants meet similar criteria, priority will be given to those who have

been on the waiting list for the longest period, reflecting the date their completed application was received

- **Previously Withdrawn Students (Within Policy Guidelines):**

Priority may be extended to students who have previously withdrawn from My College, provided the withdrawal occurred in accordance with the school's official withdrawal policy and procedures

Special Circumstances and Equity Considerations:

My College is committed to providing inclusive access to education. Priority consideration may be extended to students experiencing special circumstances, including but not limited to:

- Children with disabilities or additional learning needs
- Students from Aboriginal and Torres Strait Islander backgrounds
- Families experiencing financial hardship, family breakdown, or social disadvantage
- Children who are in foster care or under guardianship
- Students with health-related or wellbeing concerns

All priority enrolment decisions are guided by the principles of equity and inclusion, and are subject to the availability of resources and support services. Documentation or evidence supporting claims for priority may be requested as part of the application process.

Deferral and Withdrawal

My College outlines the following guidelines regarding the deferral and withdrawal of enrolment:

- **Deferral Requests:** Applicants may formally request a deferral of their child's enrolment for a period of up to one academic year. All deferral requests are subject to review and approval by My College's Principal and must be submitted in writing with supporting documentation, if applicable.
- **Withdrawal of Enrolment:** Parents or guardians may withdraw their child's enrolment from My College at any time by submitting a formal Withdrawal Request Form to the school office. Any applicable refunds will be processed in accordance with the College's Refund Policy.
- **Withdrawal of Enrolment of tested students:** Unsuccessful students who wish to still apply for My College will need to submit new enrolment form in order to be considered in My College waitlist. If new enrolment form is not submitted to My College then, the student will not be considered in My College waitlist.
- **Revocation of Enrolment Offers:**
My College reserves the right to withdraw or revoke an offer of enrolment under the following circumstances:
 - a) Where relevant information is withheld or inaccurate information is provided during the application process.
 - b) Where there is a significant change in the family's or child's circumstances that My College is unable to reasonably accommodate. In such cases, principal and enrolment committee will engage in thorough consultation with the parents/guardians prior to making a final decision.
 - c) Where the offer of enrolment is not accepted within the specified timeframe communicated via email. Failure to respond within the designated period will result in the offer being considered declined and subsequently withdrawn

Appeals & Complaints

Any applicant who believes they have been unfairly treated in the enrolment process may lodge an appeal in writing to the Principal or Enrolment Committee within 14 days of notification.

5.Roles & Responsibilities

- a) Applicants will be responsible for: providing truthful and complete information.
- b) Admissions Office will be responsible for: ensuring all applications are processed accurately and confidentially.
- c) Principal will be responsible for: overseeing the implementation of this policy, final decision on the outcome of enrolment and resolve disputes.
- d) School Board will be responsible for: reviewing this policy and monitoring compliance.

6.Related Policies

Privacy Policy
School Fee Policy
Student Code of Conduct

7.Communication of this Policy

This policy will be published on the school's website and intranet.

8.Policy Review

Approved by: Principal and School Board, April 2025
Next review: April 2027