RIVERMOUNT COLLEGE

Realising the Potential Within

ENROLMENT POLICY

PURPOSE OF THIS POLICY

The purpose of this policy is to detail the admission process and criteria for the enrolment of a student at Rivermount College.

SCOPE

Parents, guardians, carers and prospective students of Rivermount College.

RESPONSIBILITY

Principal reporting to the Board of Directors

LEGISLATION AND REFERENCES

This policy functions in conjunction with the following College policies and forms:

- Enrolment Application Form
- Enrolment Contract
- Student Code of Behaviour
- Parent and Community Code of Conduct
- Fee Payment Policy
- Anti-Discrimination Policy
- Disability Discrimination Policy
- Management of Family Arrangements Policy
- Privacy Policy

POLICY STATEMENT

Rivermount College offers a vibrant and inclusive learning environment where all students from Kindergarten to Year 12 are encouraged to realise their full potential. Our aim is to provide a balanced and holistic education for students of all ages and abilities.

Completion of an *Application for Enrolment* does not guarantee an offer of enrolment. Each application that includes the required information and documentation will be considered by the Principal or his delegate on its merits. Enrolment decisions consider the ability of the College

to adequately meet the needs of the child and the family's commitment to support our Mission, policies and procedures. The final decision to make an offer of enrolment rests with the Principal.

Support for College Mission, Codes of Behaviour and Policies

We believe the education of students is a partnership between the school and the home. As a partnership, parents (including guardians and carers) are expected to support the values, policies and procedures of the College, including the *Parent and Community Code of Conduct* and policies related to the health and safety of our community.

Parents are responsible for guiding their child to act in accordance with the *Student Code of Behaviour, Personal Appearance and Uniform Policy* and related student policies. Students are encouraged to achieve their best both academically and personally and are expected to participate fully in the curricular and co-curricular opportunities. With respect to behaviour management, parents are expected to support the College in its efforts to administer and develop discipline in students, according to the standards set by the College.

As a non-denominational Christian College, we ask all families to respect and support this ethos. Our curriculum and pastoral care program are reflective of biblical values and all students are required to participate in Christian Studies throughout their education.

Disclosure of Information

As a condition of enrolment, the *Application for Enrolment* must fully disclose all of the information and documentation relevant to the child's education including:

- Previous education
- Medical conditions, immunisation history and health needs
- Additional needs, including disabilities and learning needs
- Behaviour issues
- Legal matters pertaining to the child and parenting arrangements

Incomplete applications or a failure to respond to a request for further documentation may result in the College cancelling the Application for Enrolment.

Application Process

1. Online *Application for Enrolment*

   Applications must include copies of the following essential documentation and payment of the $50 Application Fee (non-refundable):

   - Child's birth certificate or passport
   - School reports for the two years prior to entry (if applicable)
   - NAPLAN results for Years 3, 5, 7 and 9 (if applicable). These can be obtained from your child's school.
   - Child's Immunisation Record/History or Exemption letter
   - Any Court Order/Parenting Plan/Legal Documents for the child (if applicable)
   - Any learning related reports or documents (if applicable)
   - Any disability related reports or documents (if applicable)
   - Any relevant medical reports or documents (if applicable)

2. Internal Review

Completed applications are reviewed by the Director of Community Relations and the relevant Head of School. The College reserves the right to contact the child's previous school/s if deemed appropriate.

3. Enrolment Interview

   Prospective students and families must attend an enrolment interview in which the College has the opportunity to learn more about the child and further explain our educational philosophy and College policies. Interviews are conducted in the year prior to admission and families will be contacted to arrange a mutually convenient appointment time. If the application is for the current year, the interview will be arranged as soon as possible.

Waitlist Priority

Where a cohort is full, the child's name may be added to a waitlist. The following factors are taken into consideration when prioritising names on the waitlist:

Priority 1	Siblings of students already attending the College
Priority 2	A child of a past student or current staff member
Priority 3	A strong family connection to the College, (eg, cousin of a student)
Priority 4	Date of application

Offer of Enrolment and Enrolment Contract

Upon the successful completion of the enrolment interview, the College will be in communication regarding an offer of enrolment. To secure an offer, the parent/guardian/s must sign and return an Enrolment Contract and pay a non-refundable Confirmation Fee ($200). The Enrolment Contract stipulates the terms and conditions of student enrolment, including adherence to College policies and procedures and a commitment to pay College fees. Additionally, in cases where there is a sibling currently enrolled as a student, the family's school fee account must be paid in full before an offer of enrolment may be made.

The offer of enrolment will be held for two weeks from the date of notification. If an offer is not secured within this two-week period, the child's name will be moved to the waitlist and the enrolment offer will be subject to availability.

Prep Enrolment

Families seeking to enrol their child in Prep are encouraged to apply one to three years prior to the year of entry. The child must be 5 years old by 30 June in the year of entry to enter prep.

Please note that preference is given to students currently enrolled in our Kindergarten program. However, admission is not automatic and all Kindergarten students must attend an enrolment interview to determine their readiness for transition into Prep.

Enrolment of Students with Disabilities

The College will adhere to the *Disability Standards for Education 2005* and will take reasonable steps to ensure that a student with a disability is able to seek admission to the College on the same basis as a prospective student without a disability, without experiencing discrimination. Reasonable steps will depend upon the specific circumstances at the time but may include reasonable adjustments that do not impose an unjustifiable hardship.

Ongoing Enrolment

For existing students, ongoing enrolment is contingent on student behaviour and parental support of our values, policies and procedures. The Principal has complete discretion to decline to continue the enrolment of a student for the following school year.

Withdrawal of Enrolment

In the case of withdrawing a student from enrolment, the parent/guardian/s must supply written notice to the Principal's Office one full term (a minimum of 8 school weeks) prior to the date of withdrawal. The College will charge one term's tuition fees if sufficient written notice is not provided. Verbal notification is not considered due notice.