



# Peninsula Grammar School Enrolment and Acceptance Policy

## 1. Purpose

This Policy provides clear principles and requirements for prospective students seeking to enrol at Peninsula Grammar School (**PGS** and the **School**), and for parents seeking to access the School's boarding services for students.

## 2. Scope

Parents should read this Policy when applying for a place at the School for their child, and when applying for boarding services. This Policy should be read in conjunction with the applicable Student Enrolment Agreement (Domestic or International), Boarding Agreement, the School's Business Notices and Fee Schedules, and any supplementary documents as amended from time to time. These documents are published on the School's website and are available by contacting the School's Enrolment Office.

## 3. Principles

- 3.1 The School is committed to ensuring students are enrolled at the School in a manner that is fair, transparent and non-discriminatory
- 3.2 The School will publish clear criteria as to the basis on which enrolments are made
- 3.3 The School will provide accurate information about the enrolment process so that parents are in a position to make fully informed choices when entering into an Enrolment and/or Boarding Agreement. This includes information about the School, services and facilities provided, fees, expectations of parent and student conduct, and the grounds on which an enrolment and/or boarding agreement may be terminated by the School or student.
- 3.4 The School values diversity and this principle shapes how enrolment and boarding criteria are applied
- 3.5 The School manages records of School enrolments and boarding arrangements that comply with its Commonwealth and State legal and regulatory requirements.

## 4. Responsibilities

- 4.1 The Principal is responsible for authorising this Policy and for approving the criteria for School and boarding enrolments and acceptance and retains ultimate discretion regarding the School's acceptance or non-acceptance of an enrolment application or boarding application.
- 4.2 The Enrolment Manager is responsible for implementing this Policy, and ensuring compliance with its principles and criteria, in respect of enrolment and boarding applications.
- 4.3 The School's Executive and other staff (as applicable) may review an enrolment and/or boarding application and require further information for consideration, prior to an offer being made.

## 5. Enrolment Application

An application for a place at the School may be made at any time from the birth of a child.

The disclosure of all medical, physical, psychological/psychometric and educational testing, pending litigation or court orders relating to or against a prospective student, information relating to a prospective student's application is a condition of the acceptance of their enrolment at the School.



Such information is an important requirement in assessing an application for the purposes of duty of care and educational obligations for the student and to fully support the student's academic needs and progress.

Acceptance of the application form and associated documents constitutes a formal expression of interest by parents and/or guardians to enrol a student. It does not guarantee the student a place at the School.

## **6. Domestic Student Applications**

An application for a domestic student must be accompanied with the following:

- a completed application form (available on the School's website under Enrolments);
- a copy of the child's birth certificate and / or passport;
- immunisation history statement from the Australian Immunisation Register;
- a copy of the two most recent School reports;
- NAPLAN results (if applicable);
- any applicable Court Orders and
- a non-refundable registration fee (as amended from time to time) of AUD \$200 (inclusive of GST)

The needs of the School at a particular time will also be taken into account when applying any of the above criteria.

The School commences the confirmation of enrolment process approximately twelve months to two years prior to each entry year. Occasionally, a place may be offered in the current school year if a place becomes available.

### Eligibility Criteria

The School takes into account a range of criteria when making offers to students, in line with the principles of this Policy, including but not limited to:

- Student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student); the safety and wellbeing of the student or other students and School Employees;
- The academic progress of the student, including grades, comment on attitude and behaviour and in particular, effort;
- Whether reasonable adjustments can be made by the School to accommodate a child;
- Family association with the School;
- Siblings currently at the School;
- Date of application;
- Suitability of the child to board at the School (if applicable);
- For entry into our 3 Year Old Kinder program, children must turn three by 30 April of the proposed commencement year;
- For entry into our 4 Year Old Kinder program, children must turn four by 30 April of the proposed commencement year;
- For entry into Prep, children must turn five by 30 April of the proposed commencement year;
- All children must meet immunisation and evidence requirements in line with the 'No Jab, No Play' legislation unless an exemption applies within the legislation;



### Pre-commencement

The School will seek information from parents, and provide information to prepare students for commencement at the School, including but not limited to:

- Medical forms;
- Government reporting data;
- Uniform lists;
- Information on boarding arrangements (if applicable);
- Academic and co-curricular programs and
- Orientation and arrangements for commencement of the School term.

Parents/guardians may be asked to attend a pre-commencement meeting to assist the School in planning their child's educational and welfare needs.

### **7. International Student Applications**

An enrolment application for an International Student must be accompanied with the following:

- A completed application form (available on the School's website under Enrolments);
- A copy of the child's birth certificate and / or passport showing the child's date of birth and gender;
- Immunisation history statement from the Australian Immunisation Register;
- A copy of the two most recent School reports (and if applicable, provision of a certified English translation);
- A copy of an Australian English Assessment Standard (AEAS) test report (if applicable);
- Any applicable Court Order; and
- A non-refundable registration fee (as amended from time to time) of AUD \$200 (inclusive of GST)

### Eligibility Criteria

The School takes into account a range of criteria when making offers to students, in line with the principles of this Policy, including but not limited to:

- Student enrolment interview (including interests and activities of the student, what the student can contribute to the School, and how the School can support the student);
- The safety and wellbeing of the student or other students and School Employees;
- Suitability of the child to board at the School (if applicable);
- The academic progress of the student, including grades, comment on attitude and behaviour and in particular, effort;
- Whether reasonable adjustments can be made by the School to accommodate a child;
- Family association with the School;
- Siblings currently at the School and
- The date of application.
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The needs of the School at a particular time will also be taken into account when applying any of the above criteria.



### Pre-enrolment Process

As part of the application process, parents/guardians are required to complete a Pre-enrolment Questionnaire to assist the School to assess and plan their child's educational and welfare needs. Information required as part of this process includes, but is not limited to:

- Psychologist, psychiatrist or medical reports;
- Educational or IQ testing results;
- Learning plans;
- Diagnostic or English language proficiency testing and/or
- Details of any pending litigation, Court orders or parenting plans in relation to, or against a prospective student.

### Pre-commencement

New International Students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program prior to the commencement of Term 1. Students who commence at other times of the year will be provided with an individual orientation at the time of commencement.

International Students must also pay their second term's fees in full prior to their commencement at the School.

## **8. Overseas Student Applications**

An Enrolment Application for an Overseas Student on a student visa (subclass 500) must be accompanied with the following documentation:

- A completed application form (available on the School's website under Enrolments);
- A copy of the child's birth certificate and/or passport showing the child's date of birth and gender;
- A copy of the Visa Grant Notice;
- A copy of their immunisation history statement from the Australian Immunisation Register;
- A copy of the two most recent School reports (and if applicable, provision of a certified English translation);
- A copy of an Australian English Assessment Standard (AEAS) test report (if applicable);
- Any applicable Court Orders and
- A non-refundable registration fee (as amended from time to time) of AUD \$200 (inclusive of GST)

### Pre-enrolment

The prospective Overseas Student and parents/guardian will be required to attend an enrolment interview with the Executive Deputy Principal and/or their delegate. This may occur via telephone or virtual interview.

The prospective Overseas Student may be required to complete additional English language testing to confirm their readiness to commence. The fees associated with any testing is the responsibility of the parent/guardian.

If a place is offered, an Overseas Student Enrolment Agreement will be provided to the prospective Overseas Student's parents and education agent (if applicable).

Subject to the requirements within this clause, acceptance of the School's offer is made by the prospective Overseas Student's parents/guardian signing the Overseas Student Enrolment





Agreement and returning it to the School with a non-refundable Enrolment Fee payment of \$1,000, one term's tuition fees, and the Overseas Students Health Insurance levy.

If an Overseas Student is refused a student visa, the School will withhold a \$500 administration fee and refund the balance of the Application fee and Enrolment fee to the Overseas Student, Parent/Guardian or third party debtor if nominated on the Enrolment Application Form.

#### Pre-commencement

New Overseas Students commencing at the beginning of Term 1 each year must attend the compulsory Orientation Program prior to the commencement of Term 1. Overseas Students who commence at other times of the year will be provided with an individual orientation at the time of commencement.

Overseas Students must also pay their second term's fees in full prior to their commencement at the School.

### **9. Boarding Student Enrolment**

The School will consider and accept boarding applications broadly in line with this Policy. Information about boarding enrolment is available on the School's website.

The School has two registered co-educational Boarding Premises.

Type	Year Level	Campus	Hours/Days
Full Boarding	Year 7 to Year 12	Jaffray House	Monday – Sunday, 24 hours
Full Boarding	Year 7 to 12	Heather Reilly House	Monday – Sunday, 24 hours

In deciding whether to accept a boarding application, the School will consider the suitability of the prospective boarding student to board at the School including their maturity, needs and degree of independence, capacity to participate in the School's boarding programs and capacity and comply with its program standards.

### **10. Offer of Enrolment and/or Boarding**

At all times, the Principal has absolute discretion to make the final decision on enrolment and boarding offers.

It is not the School's practice to disclose a prospective student's enrolment or boarding student's enrolment place on the School's waiting list, or provide specific feedback regarding the timing of an offer to a student, or where no offer is made, the reasons for this. The School reserves the right not to offer or defer any student a place at its discretion, and particularly when the parents/guardians decline to disclose known educational needs for the student, or withhold relevant information pertaining to the student.

An offer of enrolment and/or boarding will not be regarded as accepted until an Enrolment Agreement (as applicable) and/or Boarding Agreement has been signed by each of the prospective student's parents (unless an exemption applies), and the other requirements set out in the offer (which will be consistent with this Policy) have been complied with.

Where a place is accepted but not subsequently taken up within a reasonable timeframe as determined by the School, the place and the enrolment fee will be forfeited to the School.

### **11. Deferral of Places**

Where an enrolment place is deferred, the student's most recent school reports must still be provided in the year prior to admission to the School. The School may elect to re-interview the student to seek to best support the student prior to the commencement date.



Regardless of whether an application has been previously submitted, enrolment into Years 9 to 12 is subject to completion of a new application process.

If a student's readiness for school is in doubt, the School may decide that a prospective student's enrolment should be deferred. This decision does not require parent agreement and is at the Principal's discretion.

If a student's readiness to progress to the next year level is in doubt, the School may decide that the student's progress should be deferred for a year. This decision does not require parent agreement and is at the Principal's discretion.

## **12. Agreement termination**

The School reserves the right to terminate an enrolment:

- If the parents/guardians have not disclosed or withheld known information pertaining to the student's needs.
- In line with clause 9.6 of the Enrolment Agreement (Domestic or International)

The applicable notice of termination is outlined at clause 9 of the Enrolment Agreement (Domestic or International).

## **13. Reasonable adjustments for students with a disability or additional needs**

Reasonable adjustments are considered in line with applicable laws and in consultation with the applicable Head of School and Head of Wellbeing.

## **14. Year Prior to Commencement**

During the year prior to commencement, the School will seek further information from parents/guardians, and provide information to prepare students for commencement at the School, including but not limited to:

- Medical forms;
- Government reporting data;
- Uniform lists;
- Information on boarding arrangements (if applicable);
- Academic and co-curricular programs and
- Orientation and arrangements for commencement of the School term

## **15. Scholarships and Bursaries**

Academic, music, and general excellence scholarships for entry to the School are offered each year and are awarded based on examinations and auditions held in the year prior to entry.

Bursaries are only awarded for current students at the School, on a temporary basis where there is evidence of financial need. Bursaries can be requested from the Principal's Office.

## **16. Distribution of Fees to the Early Childhood Centre**

Parents/guardians should be aware that a portion of fees collected by the School may be applied to the operation of the School's Early Childhood Centre.

## **17. Privacy and Data Collection**

The School collects information through the application, enrolment and boarding process for the purpose of enabling a child to be enrolled or board at the School. This information is relevant to provide education and necessary support for that child.

The School is also required to provide enrolment data to State and Federal Governments for funding allocation purposes.



## 18. Enrolment Decision Appeal Process

An appeal against an enrolment or boarding decision must be made in writing to the Enrolment Office. The appeal must be made within 14 days from when the decision was communicated by the School in writing.

Appeals are considered by the Executive Deputy Principal who will consult as necessary, with a right of final appeal to the Principal. Where practicable, the outcome of the appeal will be communicated in writing to the family within 14 days.

## 19. Relevant Legislation, Standards and Codes

*Education and Training Reform Act 2006*

*Education and Training Reform Regulations 2017*

*Education Services for Overseas Students Act 2000 (Cth)*

*Education Services for Overseas Students Regulations 2019 (Cth)*

*National Code of Practice 2018*

*VRQA Guidelines for the Enrolment of Overseas Students Aged Under 18 Years*

*VRQA Guidelines for the Minimum Standards for School Boarding Premises Registration*

## 20. Associated Documents

*Domestic Student Application*

*Domestic Student Enrolment Agreement*

*International Enrolment, Application & Fees*

*International Enrolment Agreement*

*PGS Boarding Agreement*

*PGS Fees Statements – Domestic and International*

## 21. Definitions

Boarding Premises	means Jaffray House and Heather Reilly House
Child	means a person under the age 18 who is under the care of a parent or legal guardian
Overseas Student	means a prospective international student who has been granted as Visa (Visa subclass 500) to undertake study with an educational institution in Australia
Parents	means the parent and legal guardian of a child or student
Guardian	means the legal guardian of a child or student
the School	means Peninsula Grammar School and its premises, including Boarding premises
Siblings	means one of two or more children having one or both parents in common
Visa Grant Notice	means the notice provided by the Department of Home Affairs which outlines a student's visa conditions and unique visa grant number.



## Document Control

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