

Enrolment Policy

Oxley College's Enrolment Process and Procedures



1 Introduction

- 1.1 Oxley College (“College”) is an independent, co-educational, non-denominational school based on Christian principles. The vision for the College is to be a “vibrant, respectful, and inclusive learning community, where development of character, care for the whole child, and enlightened academic rigour inspires individuals to thrive.” It’s core values of “*Kindness, Courage, and Wisdom*” inform the College’s learning and wellbeing framework.
- 1.2 The College currently provides a school curriculum for students in Pre-Kindergarten to Year 12, which is based on the NSW syllabuses for the Australian Curriculum.

2 Purpose

- 2.1 This policy sets out the principles and processes governing enrolments at the College, including specifically the College’s approach to inclusivity. It also sets out the requirements for parents and legal guardians (“parents”) of prospective students who wish to enrol a child at the College.

3 Aim and Key Principles

- 3.1 Through this policy, the College aims to:
- (a) Maintain an open, transparent, and fair enrolment procedure that is non-discriminatory.
 - (b) Explain clearly to prospective parents the College’s enrolment process from initial enquiry through to acceptance of an enrolment offer.
 - (c) Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College’s duty of care obligations.
 - (d) Ensure the College maintains its core values.
 - (e) Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their known diagnoses.
 - (f) Comply with the requirements of the *Education Act 1990 (NSW)*, as amended from time to time, and other relevant legislation.
 - (g) Ensure that procedures are in place for the secure management, storage, and retrieval of enrolment data, including in relation to the child's identity, in accordance with the College’s *Privacy Policy*.

4 Key Entry Levels

- 4.1 The key entry levels into the College are:
- (a) Preparatory (Pre-Kindergarten)
 - (b) Kindergarten
 - (c) Year 7
 - (d) Year 11
- 4.2 The College welcomes entry at all year levels if vacancies exist. Parents of prospective students are advised to contact the Registrar to ascertain if any vacancies exist, or may arise in the future, at the desired entry level.

- 4.3 Parents are encouraged to enrol their child as soon as possible. The College accepts applications at any time from birth. Parents are recommended to contact the Registrar if they are submitting an *Enrolment Application* less than two (2) years before the required entry year.
- 4.4 A child can commence Pre-Kindergarten if they turn 4 years old on or before 30 April or Kindergarten if they turn 5 years old on or before 30 April, and is considered appropriately ready based on the College's reasonable opinion and assessment. By law, all children must be enrolled in school by their sixth birthday.
- 4.5 In determining whether a child is school-ready, various factors may be considered including:
- (a) *Separation*: Is the child ready to separate from the parent for a day?
 - (b) *Physical independence*: Can the child manage their toileting, own clothes, and belongings independently on a regular basis?
 - (c) *Social maturity*: Is the child ready to be part of a large group with approximately 22 children and one teacher? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
 - (d) *Confidence*: Is the child able to ask for help and assistance when required?
- 4.6 *Language*: Is the child able to communicate sufficiently in order to be understood, including with staff and other students, during class and in the playground? If English is not the primary language spoken at the home of a prospective student, such students will need to demonstrate satisfactory English Additional Language (**EAL**) skills, as determined by screening tests and any pre-enrolment interview, to ensure they will be able to meaningfully benefit from the College's education program.

5 Eligibility Criteria

- 5.1 To be eligible for enrolment, the prospective student must be either:
- (a) an Australian citizen;
 - (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - (c) deemed eligible and approved for enrolment by the Head of College, as determined in their sole discretion.

6 Open entry policy

- 6.1 The College is not academically selective and has an open entry policy. However, the College may:
- (a) offer scholarships to specific groups of students, including for academic ability, hardship, or general excellence, as per scholarship process;
 - (b) determine enrolments based on its ability to provide educational services to the prospective student; or
 - (c) apply the priorities for enrolment as set out in clause 7.6(b) of this policy.

7 Application Process

Get informed

- 7.1 Before submitting an *Enrolment Application* form, parents are encouraged to learn more about the College and the vision and values that underpin its educational framework by:
- (a) browsing the College's website and requesting a Prospectus;
 - (b) attending Open Mornings, as advertised on the College's website, or contacting the College to arrange a tour; and/or
 - (c) requesting from the College, or downloading from the website, an *Enrolment Application* form.

Submit an Application

- 7.2 To apply for a place at the College, parents need to submit a completed *Enrolment Application* form with the requested supporting documentation. Where applicable, parents should provide full details of the needs of the prospective student, including any medical reports, action plans and / or learning assessments.
- 7.3 A non-refundable *Enrolment Application fee* is charged to cover the College's administrative costs in managing the enrolment process. This is payable at the time the enrolment application is submitted.
- 7.4 Please be aware that submitting the *Enrolment Application* form and paying the *Enrolment Application fee* **does not guarantee an enrolment place** at the College.

Processing Enrolment Applications

- 7.5 Upon receipt of a fully completed *Enrolment Application* form, the application will be processed to determine whether to offer the prospective student an enrolment interview or place them on the College's waitlist. Each application is considered on a case-by-case basis.
- 7.6 The College looks to enrol students who are able to make a positive contribution to the life of the College, who will benefit from the College's academic and pastoral care programs, and who demonstrate a willingness to be involved in the College's wide-ranging co-curricular opportunities. Enrolment offers are made to students who, with their parents, understand the College's values and vision. The College ultimately has discretion whether to offer a prospective student an enrolment interview, and following that, a place of enrolment, or to place them on the College's waitlist. In exercising that discretion, the College considers a range of criteria including, but not limited to, the following:
- (a) The date a fully completed *Enrolment Application* is received.
 - (b) Whether the prospective student is eligible to be a priority enrolment applicant based on the following, listed in order of priority:
 - (1) as a sibling of a current student, provided an *Enrolment Application* has been submitted within 2 years prior to the start of the school year they are due to commence;
 - (2) as a child of an Old Oxleyan, provided an *Enrolment Application* has been submitted within 2 years prior to the start of the school year they are due to commence; or
 - (3) as a child of a permanent staff member.

- (c) The merits of the application, the prospective student's suitability for enrolment at the College, and individual circumstances including:
 - (1) whether the prospective student's reports and other information provided reflect good behaviour, engagement, effort, and a capacity to thrive at the College;
 - (2) the prospective student's interests and participation in extra-curricular activities;
 - (3) whether the values and beliefs of the prospective student and their parents clearly align with the College's vision and values and the family circumstances indicate a willingness and ability of the prospective student and their parent(s) to endorse and comply with the College's vision, values, policies, and procedures;
 - (4) the prospective student's willingness and ability to comply with the College's behavioural standards and to derive a benefit from the College's educational program; and
 - (5) the prospective student's school-readiness.
- (d) Operational and practical implications including, but not limited to:
 - (1) the number of students currently enrolled at the College;
 - (2) the gender balance of the year level the student is applying to;
 - (3) the entry level of the prospective student and whether this aligns with a key entry level at the College;
 - (4) the reasonableness of any adjustments required to facilitate the prospective student's education, including their individual learning plan;
 - (5) the College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - (6) the College's capacity, as an inclusive school, to support a prospective student's special needs in the College environment, see clause 13 below; and
 - (7) any other considerations set out in this policy.

7.7 Several places are kept for scholarship and bursary recipients, and also for enrolments at the Head of College's discretion.

8 Enrolment interview

8.1 Once an *Enrolment Application* is processed, if and when appropriate, the College will invite a prospective student and their parents to attend an enrolment interview with a member of the College's Executive, namely the Registrar, Head of Senior School, or Head of Junior School. The enrolment interview will generally be conducted the year preceding the desired year of entry, except for Year 7, where students are interviewed as early as two years prior to the desired year of entry.

8.2 This enrolment interview will:

- (a) enable the College to understand the prospective student's strengths, weaknesses, school-readiness, and special needs, as well as what they and their parents can contribute to the life of the College;
- (b) enable the College to understand if the prospective student's and their parents' values align with those of the College and accept the expectations and requirements of the

College's educational program; and

- (c) enable the prospective student and their parents to better understand the College and its approach to delivering an educational curriculum model.
- 8.3 Prior to the enrolment interview, parents may be asked to provide additional information and documentation to supplement the material provided with the *Enrolment Application*. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing, including psychometric and behavioural assessments.
- 8.4 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms, as appropriate and determined by the College.
- 8.5 Attending an enrolment interview does not guarantee a place at the College and is not an offer of enrolment.
- 8.6 If for any reason, in the College's absolute discretion, the College forms the opinion, as a result of the enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may cancel the enrolment process.

9 Offer of Enrolment

- 9.1 After attending the enrolment interview, the prospective student's application will be reviewed by the College's Enrolment Panel, which typically consists of: the Head of College, Deputy Head of College, Registrar, Head of Senior School, and / or Head of Junior School.
- 9.2 The College's Enrolment Panel will then decide whether to offer an enrolment place ("*Offer of Enrolment*") to the prospective student. The Head of College has absolute discretion to make the final decision about whether an *Offer of Enrolment* should be made to a prospective student.
- 9.3 Any *Offer of Enrolment* made by the College will be made in writing.
- 9.4 It is not the College's practice to disclose a prospective student's place on the waiting list or provide specific feedback regarding the timing of an offer of enrolment, or, where no offer is made, the reasons for this.
- 9.5 An *Offer of Enrolment* may be accepted in the form approved by the College subject to the following:
 - (a) An *Offer of Enrolment* will not be accepted until both parents, or one parent, where supported by a Court Order or as otherwise agreed by the College, have agreed to be bound by the College's *Terms and Conditions of Enrolment*, the *Parent Code of Conduct*, and any other terms set out in the *Offer of Enrolment*, and have signed and returned the requested documents by the deadline stated in the *Offer of Enrolment*.
 - (b) Failure to adhere to the deadline stipulated in the *Offer of Enrolment* will result, at the discretion of the College, in the offer being terminated so that, in the interests of fairness, the offer can be made to another prospective student.
 - (c) Acceptance of the *Offer of Enrolment* must be accompanied by payment of the non-refundable Enrolment Charge. Details regarding the Enrolment Charge and payment methods are contained in the *Schedule of Fees and Charges*, which is provided with the *Offer of Enrolment*.
 - (d) An *Offer of Enrolment* may be withdrawn by the College, regardless of the availability of places, where:
 - (1) Information provided to the College is found to be withheld, false, or misleading.
 - (2) There is a significant change in the circumstances of the student or their

family, which impacts the College's capacity to reasonably accommodate the student.

- (3) The offer is not accepted on the terms provided by the College.
- (4) The Head of College exercises their reasonable discretion to withdraw the offer.

9.6 Details about the College's annual tuition fees, Distinctive levies, and recharges ("school fees") and information regarding sibling discounts, billing procedures and payment options are set out in the *Schedule of Fees and Charges*.

9.7 If Parents accept an *Offer of Enrolment* but the child does not subsequently begin schooling at the College, the parents will forfeit the Enrolment Charge and any school fees paid in advance to the College, unless parents provide one term's written notice informing the College that they are withdrawing the child's enrolment.

10 Decline, Defer or Vary an Offer of Enrolment

10.1 Parents must notify the College in writing if they wish to decline, defer, or vary an *Offer of Enrolment*. This must occur by the date stated in the *Offer of Enrolment*, otherwise fees will be payable in accordance with the *Terms and Conditions of Enrolment* and the *Schedule of Fees and Charges*.

10.2 Parents who wish to vary the entry date for their child's enrolment, either to another date in the same school year or to a subsequent intake year, should understand that:

- (a) notice must be given to the College in accordance with clause 10.1;
- (b) the College in its absolute discretion may or may not agree to that request;
- (c) if the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the issued *Offer of Enrolment* will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date;
- (d) should a place be available for their child to commence enrolment at a later entry date, parents will receive a new *Offer of Enrolment* for acceptance by the due date specified in the offer; and
- (e) the College may, in its absolute discretion, require the payment of a further Enrolment Charge.

11 Appealing an enrolment decision

11.1 Parents may appeal an enrolment decision in accordance with the College's *Complaints Handling Policy*, which is available on the College's website, [linked here](#).

12 Orientation

12.1 The College provides an Orientation program for parents and new students at the College, with relevant information provided in advance.

13 Commitment to inclusivity

- 13.1 The College is an inclusive school and welcomes students and other members of the College community, including parents and staff, with a varying range of academic, behavioural, cultural, lifestyle, religious, and special needs. In this policy, special needs include allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and other needs of a medical, psychological, health or dietary nature.
- 13.2 The College is committed to complying with its legal obligations regarding inclusivity and supports the National Disability Standards for Education. However, the College is not necessarily able to cater to every prospective student's needs. The College must be satisfied that it has the capacity and resources to adequately respond to a student's needs and to ensure they are able to meaningfully derive from the educational program on offer.
- 13.3 Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- (a) A child poses a threat or presents a risk of harm to a member of the College community, including staff, students, and parents.
 - (b) The child exhibits behaviour that significantly interferes with, or compromises, the teaching and learning experiences of others in the classroom and / or co-curricular activities, or social integration in the playground and / or at College events and programs.
 - (c) The child exhibits behaviours, including violent or sexualised behaviours, that otherwise have an emotional or psychological impact on others.
 - (d) The child does not have, or does not effectively respond to, strategies or supports recommended from qualified medical professionals to assist the child to self-regulate and best support their positive experiences at College.
- 13.4 Accordingly, prior to an offer of enrolment being made, parents must inform the College of all needs a prospective student has that may be relevant to the education or welfare of the child or that may impact upon the education or welfare of others.
- 13.5 Failure to promptly inform the College of a student's or prospective student's needs, or of any significant change to those needs, damages the trust and confidence required for an effective enrolment relationship between the College and the student's family or prospective student's family. In such circumstances the College, in its absolute discretion, may refuse to make or may terminate an *Offer of Enrolment* or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the *Terms and Conditions of Enrolment*.
- 13.6 Where a parent promptly informs the College about a student or prospective student's needs, or of any significant change to those needs, the College will act in accordance with applicable laws and its *Terms and Conditions of Enrolment*.

14 Enrolments Register

- 14.1 The College keeps an electronic *Enrolments Register* of all students who have been enrolled at the College. This register includes the following information:
- (a) name, age, date of birth, and residential address of student;
 - (b) parent(s) names and contact details;
 - (c) date of enrolment;
 - (d) medical information for emergency management purposes;
 - (e) emergency contact details;
 - (f) if applicable, any home care arrangements, court orders, and transfer records;
 - (g) date of leaving the College and, where appropriate, details concerning the student's departure; and
 - (h) details of previous schools attended or other pre- enrolment information.
- 14.2 Information in the *Enrolments Register* is stored and managed in accordance with the College's *Privacy Policy*, which is available on the College's website.

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