

# POLICIES AND PROCEDURES

## Enrolment Policy



**Date**           **27 April 2022**

**Review**       **27 April 2024**

### Introduction

Lauriston Girls' School is a day school for girls from Prep to Year 12, with an Early Learning Centre for girls and boys.

Lauriston Girls' School has an open-entry, non-selective policy dependent on the availability of places at the relevant year level and our capacity to provide suitable programs for each student.

The school welcomes local and international students from a diverse range of social, cultural, religious and economic backgrounds. Lauriston Girls' School is inclusive and does not discriminate on the basis of disability, race, sexual orientation or gender identity.

### Educational Services Provided

Lauriston Girls' School provides educational services that are within the scope of the School's registration, being:

- Prep to Year 10 under the Victorian Foundation-10 priorities and standards (or equivalent if superseded)
- Senior secondary courses which are normally provided in Years 11 and 12, include the Victorian Certificate of Education (VCE) and the International Baccalaureate Diploma Program (IBDP)
- Lauriston Girls' School operates an Early Learning Centre service

Lauriston Girls' School's course offerings, including co-curricular activities and programs, will be determined by the School at its discretion and may be varied or withdrawn at any time without prior notice. This may include making changes to the curriculum, co-curricular offerings, approaches to teaching and processes and other services affecting students. The School's offerings and delivery may be subject to government directives in place at the time.

The School operates on a not for profit basis and a proportion of funds raised or fees charged may be used to support the operation of the Early Learning Centre (including 3 year old and 4 year old kindergarten programs).

### Admission Criteria

Admission to the School occurs after a written Offer of Enrolment is issued by the School and accepted by the student's parents/guardians, along with the payment of relevant fees and deposits.

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There are six main entry points for student admission to the School: 3-year-old Kindergarten, 4-year-old Kindergarten, Prep, Year 5, Year 7 and Year 10. Places will be offered at other levels where places are available.

To be eligible for enrolment into 3-year-old Kindergarten, a child must turn three prior to 31 January of that year and be daytime toilet trained. Children must turn four on or before 30 April to be eligible for 4-year-old Kindergarten.

All students entering Lauriston's Kindergarten program must be fully vaccinated for their age in accordance with Victorian legislation. Prior to a letter of offer being provided, the School must be in receipt of the child's current Immunisation History Statement from the Australian Immunisation Register (AIR); and the statement must show that the child is up to date with all vaccinations that are due for their age, or that they are able to receive.

Students must turn 5 on or before 30 April in the year they enter Prep.

Students entering Year 1 and above must show successful completion of their education up to the point of entry at Lauriston. Where this cannot be provided, places will be offered at the Principal's discretion.

English is the language of instruction and assessment across Lauriston Girls' School. A student must meet the School's English language requirements to be able to access the curriculum and be eligible for a place. Students may be required to sit a school-based English Language Assessment to determine if their Australian Education Assessment Services AEAS proficiency scores meet the requirement of Lauriston Girls' School. These requirements are available to view on the School's website.

Lauriston Girls' School is registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Australian law requires students who are not Australian Citizens, or Permanent or Temporary Residents to obtain an Australian Student Visa prior to entering Australia. International students who are not Australian citizens will only be eligible for entry once all Australian government requirements have been satisfied and pre-requisite minimum English language standards have been formally verified. International students must maintain a valid Student Visa for the duration of their enrolment at the School. International students on a Student Visa entering in Years 5 or Year 6 must be accompanied in Australia by a parent or person who has legal custody of the student and is on a Guardian Visa.

### Priority Order

All applicants must submit an Application for Admission. Applications will only be recorded on the waiting list if the applicant has correctly submitted to the School the Application for Admission form and all relevant fees.

When numbers outweigh the places available, and at the discretion of the Principal, entrance into the School will be allocated in the following priority order:

#### Kindergarten:

Over and above the priority order, the School has discretion to apply the gender balance ratio policy.

1. Continuing into Kindergarten from within Lauriston's Early Learning Centre
2. Current sibling attending Prep or above

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3. Committed to Prep financially or has a sibling committed to Prep or above financially (eg: Year 7, 2025 accepted)
4. Current sibling attending the Early Learning Centre (not committed to Prep)
5. Alumnae Mother or Grandmother
6. Student who is a relative of a current student or alumnae
7. Child of a staff member
8. Application Date

### Prep and above:

1. Current sibling currently attending Lauriston Girls' School
2. Committed to Prep financially or has a sibling committed to Prep or above financially (eg: Year 7, 2025 accepted)
3. Past student returning to Lauriston Girls' School
4. Alumnae Mother or Grandmother
5. Student who is a relative of a current student or alumnae
6. Child of a staff member
7. Application Date

## Enrolment Procedures

Applications for Admission are accepted from the time a birth certificate becomes available.

Families who are new to the School are encouraged to attend an Open Morning or Tour as part of their introduction to Lauriston Girls' School. Enquiries and visits are always welcome and can be arranged by contacting the Admissions Office.

<p><b>Step 1:</b></p> <p><b>Application for Admission</b></p>	<p>An Application for Admission form is required to be completed for each student applying to enrol at Lauriston Girls' School.</p> <p>The Application for Admission form can be completed online via the School's website. A hard copy can be made available on request.</p> <p>The Application for Admission form must be provided to the School, and in addition:</p> <ul style="list-style-type: none"><li>• Payment of a non-refundable Application Fee</li><li>• A copy of the child's birth certificate</li></ul> <p>International students must also provide:</p> <ul style="list-style-type: none"><li>• A copy of the student's two most recent reports</li></ul>
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	<ul style="list-style-type: none"><li>• A copy of AEAS English test results (if available)</li><li>• A copy of the student's and parent's visas (if issued)</li><li>• A copy of the student's passport</li></ul> <p>Upon receipt of the Application for Admission form, required documents and Application Fee, the student's name will be registered on the future list for the entry year and year level nominated.</p> <p>The admissions team will be in contact up to 2 years prior to commencement if the applicant is entering Kindergarten or Prep and up to 3 years prior if entering Year 5 or Year 7, and up to 12 months prior to commencement for other year levels. Applications may be submitted for immediate commencement and the admissions team will process these applications providing a position is available.</p> <p>Completion of the Application for Admission form does not guarantee enrolment into the School.</p>
<p><b>Step 2:</b></p> <p><b>Pre-Enrolment Enrolment Profile and Student Profile</b></p>	<p>When the enrolment process commences, applicants are required to complete the below pre-enrolment documentation:</p> <ul style="list-style-type: none"><li>• Enrolment Profile (completed and signed by parents/guardians)</li><li>• Student Profile (completed by students entering Year 1 or above) and signed by the student and parents/guardians</li></ul> <p>As part of the Enrolment Profile, parents/guardians will be asked to include:</p> <ul style="list-style-type: none"><li>• Reports from the student's current school</li><li>• NAPLAN results (if applicable)</li><li>• An up-to-date Immunisation History Statement</li><li>• Reports from external providers, such as educational psychologist assessments (if applicable)</li><li>• Medical reports (if applicable)</li><li>• Documentation regarding court orders relevant to the student's custody or living arrangements (if applicable)</li></ul> <p>Completion of the Enrolment Profile and Student Profile forms do not guarantee enrolment into the School.</p>
<p><b>Step 3:</b></p> <p><b>Enrolment Interview</b></p>	<p>Parents/ guardians and students will be invited to the School to attend an enrolment interview with the Principal up to 36 months before the nominated date of entry.</p>

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	<p>For international students, this interview may be held via Skype or Zoom.</p> <p>In the case of entry into the Junior School, parents and students will meet with the Principal and/or the Vice Principal-Head of Junior School.</p> <p>In the case of entry into the Kindergarten, parents and children will meet with the Director of Kindergarten. For Kindergarten, this step occurs after an acceptance of offer, usually in the Term prior to commencement.</p>
<b>Step 4:</b> <b>Offer of Enrolment</b>	<p>An offer of enrolment is conditional upon the Principal being satisfied as to the ability of the School to meet the student's educational needs. Parents/guardians will be notified after the interview as to whether a Letter of Offer will be provided for their child.</p> <p><i>Letter of offer</i></p> <p>Where a place is offered, parents/guardians will be issued with a letter of offer. This letter of offer will include an Acceptance of Offer of Enrolment form for the parent/guardian to complete and sign. By signing the Acceptance of Offer of Enrolment form, families enter into an Enrolment Agreement with the School which constitutes a binding contract between the School and parents/guardians.</p> <p><i>Notification of non-acceptance</i></p> <p>For applicants not being offered an offer of enrolment, written notification will be sent to the parent/guardian.</p>
<b>Step 5:</b> <b>Acceptance of Offer</b>	<p>Acceptance of the School's offer is made by:</p> <ul style="list-style-type: none"><li>• Completing the Acceptance of Offer of Enrolment form and agreement by parents/guardians to the School's Enrolment Agreement and the documents and policies that govern the terms and conditions under which students are enrolled at Lauriston Girls' School. The Acceptance of Offer of Enrolment form must be signed by both parents/guardians unless there is one parent/guardian and documentation is provided.</li><li>• Making relevant payments outlined in the Schedule of Fees by the due date.</li><li>• For international students, details of where the student will be residing are required. Students on a 500 Student Visa will be appointed a guardian at no cost with ISA Guardian and Welfare Services. To ensure their wellbeing, all students, regardless if they are over 18, are required to have a guardian if they do not live with</li></ul>

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	<p>their parents. Students will be required to register for homestay with the School's provider, Australian Homestay Network (AHN).</p> <p>Confirmation of a student's place will not be issued until all documents and fees as requested by the School have been received.</p>
<p><b>Step 6:</b></p> <p><b>Confirmation of Enrolment</b></p>	<p>Once all relevant documents and fees are received, the school will email a confirmation of enrolment.</p> <p>For international students, an eCOE (required by the student to obtain a Student Visa) and a CAAW (confirmation of appropriate accommodation and welfare) will also be issued. It is the family's responsibility to apply for and renew visas and to provide a copy of their visa as soon as it is granted. A student must always be in receipt of a current Student Visa to allow them to commence or continue their studies at Lauriston.</p>

Parents/guardians are responsible for notifying the School of any changes of their contact details. An applicant may be removed from the waitlist if, after repeated attempts, parents/guardians are unable to be contacted or do not respond.

In the year prior to entry, when last minute vacancies arise, the Principal may offer places at their discretion from the remaining waitlist.

Cancelled applications for enrolment can be reinstated without payment of a new Application Fee. Reinstated applications will be placed on the waitlist according to the original application date. A newly completed Application for Admission form may be required.

### Additional Requirements

#### Acceptance into the Year 9 Howqua Program

Due to the unique nature of the Year 9 program at the Howqua campus, new and returning enrolments after the commencement of Year 8 are subject to additional requirements.

In addition to attending an enrolment interview with the Principal, the student will have an interview with the School Psychologist for an assessment of her social and emotional resilience.

Parents/guardians and students must visit the Howqua campus and have an interview with the Vice Principal-Head of Howqua campus.

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Parents/guardians will be requested to provide a certificate from their GP confirming the medical and psychological fitness of the student to undertake the Howqua program.

Local student enrolments for the Year 9 Howqua Program are not accepted after the commencement of Term 4 of the year prior.

Overseas student enrolments for the Year 9 Howqua Program are not accepted after the commencement of Term 3 of the year prior. Overseas students with English as an Additional Language (EAL) who wish to enter in Year 9 must complete Term 3 and Term 4 in Year 8 at Lauriston Girls' School's Armadale campus. EAL students enrolling in Year 8 must achieve the English language requirements prior to commencement.

### Admission into the International Baccalaureate Diploma Programme (IBDP)

The School has an open enrolment policy for entry to the IBDP to allow broadest possible access and aims to provide a programme of Diploma studies that is relevant to students' skills, interests, linguistic background and potential university requirements.

Course selection for Year 11 and 12 (VCE or IB Diploma) is supported by the education of parents/guardians and students about course offerings, assessment, expectations, and contents of courses. Students and their parents/guardians participate in course counselling prior to selection of the IB Diploma course in order to understand the requirements of the course and the attributes of an IB learner.

The School provides written information about the IB Diploma course requirements and the attributes of the IB learner as these pertain to the IB Diploma course. Potential IBDP students should recognise that motivation, self-discipline and perseverance play a key role in determining student success in the IBDP.

### **Offers of Enrolment**

Offers of enrolment are made in accordance with this Enrolment Policy and at the Principal's discretion.

To accept an offer of enrolment from Lauriston Girls' School, parents/guardians must complete the Acceptance of Offer of Enrolment form and pay all initial fees and deposits outlined in the Schedule of Fees, available on the School's website.

When accepting an offer of enrolment at Lauriston Girls' School, families enter into an Enrolment Agreement with the School which constitutes a binding contract between the School and parents/guardians.

### Conditional Offers of Enrolment

In some circumstances, the School may make a conditional offer of enrolment, which will be subject to additional terms and conditions.

If an applicant accepts a conditional offer of enrolment, the applicant is bound by the terms and conditions of the School's Enrolment Agreement and any additional terms and conditions applicable to their enrolment.

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### Appeals

Where the School does not offer a place to a child for enrolment in the School, applicants may appeal the School's decision within 3 weeks of being notified they have not received an offer of enrolment. The appeal must be in writing, signed by all parent/guardians and include the grounds for appeal. The School will assess and make a determination for appeals on a case-by-case basis. The School may preference students as set out in this Enrolment Policy and permitted by the Education and Training Reforms Act 2006 (Vic). The School will notify parent/guardians of the outcome of the appeal within 2 weeks of receiving the appeal. If applicants are not satisfied their appeal was adequately considered, applicants can escalate their appeal in accordance with the School's Complaints, Grievances and Concerns Policy.

### Scholarships

The School makes a number of scholarships available for students with talent and an enthusiasm for learning and also for students who might otherwise not have the opportunity of a Lauriston Girls' School education. The School awards scholarships based on a scholarship application, testing and interview process. Scholarship holders are bound by the terms and conditions in the Enrolment Agreement.

### Deferral of Enrolment

Following the formal acceptance of an offer of enrolment, a student's year of entry and year level may be deferred to a later year of entry and year level by the applicant a maximum of 3 occasions. The Admission Fee already received will be applied to any ensuing enrolment.

A request for a deferral of commencement must be provided in writing to the Principal with one full term's notice.

The Head of Admissions will place the Application for Admission on a waitlist for the requested year level and entry year and this will be considered by the School in the order in which it is received along with all other Applications for Admission forms for the same year level and entry year. There is no guarantee that a place will be offered.

### Cancellation of Enrolment

A full term's notice in writing must be received by the Principal prior to the withdrawal of a student. Where less than one full term's notice of withdrawal is given, the School will charge a Fee in Lieu of Notice equivalent to one term's tuition fee.

### Extended Absence

The Principal must be notified in writing when a student is going to be absent for extended leave of one term or less. The request can be granted only where all fees, charges and any other amounts owing to the School at the time of the request have been paid in full.

When a student is going to be absent for extended leave of more than one term, parents/guardians must notify the Principal in writing. A non-refundable Holding Fee equivalent to 10% of the Tuition Fee for each term a student is absent will be applied in order to retain the student's place upon return to the School. Failure to pay a Holding Fee may lead to cancellation of the student's enrolment.

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### Continued Enrolment

Enrolment at Lauriston Girls' School commences in the first year of the student's enrolment and continues each subsequent year until completion of Year 12 or until the student is withdrawn or removed from the School, except for boys where enrolment ceases in the final year of Early Learning.

Students in Prep to Year 12 returning to Lauriston Girls' School after school vacation periods must join their classes on the dates fixed for commencement. A student is not permitted to leave the school at the end of term or return to school at start of term at a date other than the recognised closing or commencement date, unless parents have notified the Principal in writing and received prior approval.

The holistic development of the student remains the priority of Lauriston Girls' School in carrying out its duty of care to the student. Lauriston Girls' School makes no representation or promise regarding any particular academic achievement or level of performance of any student.

### Fees and Charges

A separate Schedule of Fees is available for domestic students and overseas students. These Schedule of Fees are available on the School's website.

Signatories to the Acceptance of Offer of Enrolment form acknowledge that they agree to be bound by the terms and conditions of the Enrolment Agreement and Schedule of Fees and will continue to be bound by their terms as they may be amended from time to time by the School. Signatories are jointly and severally responsible for all fees and charges payable as a result of enrolling a child at Lauriston Girls' School.

### Expectations of Students and Parents

All students and, where applicable, their parents/guardians are required to abide by the Lauriston Girls' School policies and procedures included but not limited to those concerning:

- Codes of conduct
- The care, safety and welfare of students
- Student behaviour, discipline and standards of dress
- Anti-harassment and discrimination
- Technology and social media use
- Complaints, concerns and grievances

Lauriston Girls' School may cancel or suspend a student's enrolment at any time by giving notice of such to the parent. Cancellation or suspension of enrolment is at the discretion of the Principal and may occur as a result of (but not limited to):

- Unsatisfactory conduct, behaviour or attendance of the student
- Failure by the student or parent/guardian to follow the School policies, guidelines, procedures or codes of conduct
- Failure to pay Tuition Fees or charges within the terms of this agreement

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- A break down in the relationship of trust and cooperation between the parent, School or its staff to the extent it is detrimental to the education or welfare of the student or the good of the school.

### Disclosure

The applicant acknowledges that the Application for Admission form has been completed honestly and correctly, and that the applicant has made full disclosure in response to the matters and questions raised in the Application for Admission form, Student enrolment and Profile form, Acceptance of Offer of Enrolment form and Student Confirmation documents.

A failure to complete the Application for Admission form, Student Profile forms, Acceptance of Offer of Enrolment form and Student Confirmation documents honestly and correctly, or to make full disclosure, may result in the immediate termination of the Enrolment Agreement by Lauriston Girls' School.

The school reserves the right to obtain further information regarding the student including all academic information, school reports, living arrangements and all medical and other reports regarding the student, if applicable.

### Consumer Protection Laws

The terms and conditions of Lauriston Girls' School's Enrolment Agreement and the availability of the School's Complaints, Concerns and Grievances processes, do not affect the rights of the applicant to take action under the Australian Consumer Law if the Australian Consumer Law applies.

CRICOS provider code 00152f

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