

POLICIES AND PROCEDURES

Enrolment Policy Domestic Students



Date **February 2023**

Review **February 2025**

Introduction

Lauriston Girls' School is a day school for girls from Prep to Year 12, with an Early Learning Centre for girls and boys. Overseas students are welcomed from Year 5 onwards and must reside in Melbourne with a parent on a Subclass 590 Student Guardian visa. Please refer to the *Overseas Students Enrolment Policy*.

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 Domestic and Overseas 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

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- Prep to Year 10 under the Victorian Foundation -10 priorities and standards (or equivalent if superseded)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 Programme (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co-curricular activities and programs, will be determined by the School at its discretion and may be varied or withdrawn at any time without prior notice.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).

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Admission Criteria

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

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 subject to availability.

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

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 and all associated documents and fees.

When enrolment begins for any year level, families will be contacted based on the date of receipt of application and priority order:

1. Has a sibling currently attending Lauriston Girls' School, including the Lauriston Kindergarten (and long day care)
2. Has financially committed to Prep (for entry into Kindergarten) or has a sibling financially committed to Prep or above (entry into Prep -Year 12)
3. Is a child or grandchild of a Lauriston Alumnae (ie. Alumnae Mother or Grandmother)
4. Is a past Lauriston student and is returning to Lauriston
5. Is a child of a current staff member
6. Application date

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An Application for Admission is accepted from the time the child's 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 submitted via our website or by contacting the Admissions Office.

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| <p>Step 1: Application for Admission</p> | <p>An Application for Admission is required to be completed for each student applying to enrol at Lauriston Girls' School.</p> <p>The Application for Admission can be completed online via the School's website.</p> <p>A completed Application for Admission must be provided to the School together with:</p> <ul style="list-style-type: none">• Payment of a non-refundable Application Fee• A copy of the child's birth certificate or passport• A copy of the student's visa (if other than a Subclass 500 Student visa) if applicable• If the student is an Australian citizen and the parents are living in Australia on a visa, we will also require a copy of the parents' visa <p>Upon receipt of the Application for Admission, required documents and Application Fee, the student's name will be registered on the enrolment list for the entry year and year level nominated.</p> <p>Admissions will be in contact up to 2 years prior to commencement if the applicant is entering Kindergarten or Prep, up to 3 years prior if entering Year 5 or Year 7, or up to 12 months prior to commencement for other year levels.</p> <p>Applications may be submitted for immediate commencement and the Admissions Team will process these applications if there is a position available.</p> <p>Completion of the Application for Admission does not guarantee enrolment into the School.</p> |
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| <p>Step 2: Enrolment Profile and Student Profile</p> | <p>When the enrolment process commences, applicants are required to complete the below pre-enrolment documentation:</p> <ul style="list-style-type: none">• Enrolment Profile (completed and signed by parents/guardians)• Student Profile (completed by students entering Year 1 or above) and signed by the student and parents/guardians <p>As part of the Enrolment Profile, parents/guardians will be asked to include:</p> <ul style="list-style-type: none">• The student's two most recent School Reports from their child's current school. A certified translation on School letterhead is required if the report is not in English. (Year 1 and above only)• NAPLAN results (if applicable)• An up-to-date Immunisation History Statement (Kindergarten only)• Reports from external providers, such as educational psychologist assessments (if applicable)• Medical reports (if applicable)• Documentation regarding court orders relevant to the student's custody or living arrangements (if applicable) <p>Completion of the Enrolment Profile and Student Profile does not guarantee enrolment into the School.</p> |
| <p>Step 3: Enrolment Interview</p> | <p>For entry into Year 7 onwards, where a place is available, the student and Parent(s) will meet with the Principal. This may be up to 36 months before the date of entry.</p> <p>For entry into the Junior School (Prep - Year 6), parents and students will meet with the Principal and/or the Vice Principal-Head of Junior School.</p> <p>For entry into the Kindergarten, parents and children will meet with the Director of Kindergarten. Kindergarten interviews occur after an acceptance of offer, usually in the Term prior to the date of entry.</p> <p>Attending an interview does not guarantee enrolment into the School.</p> |
| <p>Step 4: Offer of Enrolment</p> | <p>An Offer of Place is conditional upon the Principal, or their delegate, being satisfied as to the ability of the School to meet the student's educational needs.</p> <p>Parents/guardians will be notified after the interview as to whether an Offer of Place will be provided for their child.</p> <p>Where a place is offered, parents/guardians will be issued with a written Offer of Place. This will include an Acceptance of Place for both parents/guardian to complete and sign.</p> <p>For applicants not being provided with an Offer of Place, written notification will be sent to the parent/guardian.</p> |

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| Step 5: Acceptance of Offer | Acceptance of the School's Offer of Place is made by: <ul style="list-style-type: none">• Completing and signing an Acceptance of Place. By signing the Acceptance of Place, families enter into an Enrolment Agreement with the School which governs the terms and conditions under which students are enrolled at Lauriston Girls' School and constitutes a binding contract between the School and parents/guardians. The Acceptance of Place must be signed by both parents/guardians unless there is one parent/guardian and documentation is provided to support this.• Making relevant payments outlined in the Schedule of Fees by the due date. Confirmation of a student's place will not be issued until all documents and fees as requested by the School have been received. |
| Step 6: Enrolment Confirmation | Up to six (6) months prior to commencement, parents/guardians are required to complete an Enrolment Confirmation. A student may only commence when a completed and signed copy has been received by the School. |

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.

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

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

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Admission into the International Baccalaureate Diploma Programme (IBDP)

The School has an open enrolment policy for entry to the IBDP to allow the 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 Year 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 programme in order to understand the requirements of the programme and the attributes of an IB learner.

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

Conditional Offers of Enrolment

In rare circumstances, the School may make a Conditional Offer of Place, which will be subject to additional terms and conditions.

If an applicant accepts a Conditional Offer of Place, 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.

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 Place. 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 Offer of Place.

Deferral of Enrolment

Following an Acceptance of Offer, 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. A request for a deferral must be provided in writing to the Principal with one full term's notice.

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The Admission Fee already received will be applied to any ensuing enrolment. The Tuition Deposit is not refundable or transferrable to the deferred year level.

The Admissions Office will place the Application for Admission on a waitlist for the requested year level and entry year and will be considered by the School by date of receipt of the original application and priority order. There is no guarantee that a place will be offered for the requested year level and entry year.

Cancellation of Enrolment

A full term's notice in writing must be received by the Principal prior to the withdrawal of a student. A student who has accepted a place to commence at the School but has not yet started is also subject to providing a full term's notice, in writing, to the Principal should they wish to withdraw their Acceptance of Place.

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.

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

Fees and Charges are available on the School's website.

Signatories to the Acceptance of Place acknowledge that they agree to be bound by the terms and conditions of the Enrolment Agreement and Fees and Charges, and will continue to be bound by these terms as they may be amended from time to time by the School.

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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. These include 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 parents/guardians. 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 other charges
- 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 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, Enrolment Profile and Student Profile, Acceptance of Place and Enrolment Confirmation.

A failure to complete the Application for Admission, Enrolment Profile and Student Profile, Acceptance of Offer and Enrolment 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.