



Enrolment Policy

1 Rationale

- 1.1 Pymble Ladies' College (the College) is a School of the Uniting Church in Australia. The College aims to provide the best possible educational outcomes for all students regardless of their religious or cultural backgrounds.
- 1.2 The purpose of this policy is to establish a framework for the College to meet its statutory and regulatory obligations.

2 Scope

- 2.1 This policy applies to all prospective and current students of the College, their Parent/Guardian(s) and to all staff involved in the enrolment process.
- 2.2 This policy should be read in conjunction with the *Enrolment Procedure*.

3 Definitions

- 3.1 **Parent/Guardian** refers to the Parent/s or individual with the legal responsibility of care
- 3.2 **Sole Parent** refers to the parent who has sole parental responsibility
- 3.3 **Student** refers to the student to whom the enrolment relates.

4 Policy

- 4.1 The College is a non-selective, independent, single gender school catering to female students from Kindergarten to Year 12.
- 4.2 Applications for enrolment may be made at any time by the Parent/Guardian(s) of students to commence at the College.
- 4.3 Students enrolling at the College for the first time will be at least 5 years of age on or before 31 March.
- 4.4 Parents/Guardian(s) must disclose all education needs, including but not limited to social or emotional difficulties and family circumstances at application and provide an update if circumstances change throughout the Enrolment.

- 4.5 The College will base any decision about offering a student place (both provisional place and confirmed place) as per the enrolment procedure outlined below:
- Family relationship with the College:
 - sibling of a current or ex-student
 - mother or grandmother attended the school
 - other biological family members
 - Family and student attitudes, values and priorities that are aligned with the College ethos.
 - The student's:
 - contribution they may make to the College, including co-curricular activities
 - reports from previous schools detailing attendance, behaviour, effort and commitment to learning.
 - demonstrated English proficiency by meeting the College's determined proficiency levels as outlined in the English Proficiency Guidelines Flyer on the College website.
 - The College's:
 - ability to meet the educational needs or abilities of the student.
 - consideration of the needs of the current student cohort.
 - Other considerations
 - order of receipt when the application to enrol is received by the College
 - daughter of Uniting Church clergy members
 - daughter of staff
 - daughter of families on international or interstate transfer from similar schools
 - returning students
 - availability of places
- 4.6 The College reserves the right and has the absolute discretion in determining the weight of each of the factors it takes into account when determining whether to offer a place for the student.
- 4.7 The College will meet with the student and their Parent/Guardian(s) to conduct an enrolment interview to assess suitability before offering a place.
- 4.8 Continued enrolment at the College is dependent upon the student making satisfactory progress, attending consistently, and the student and the Parent/Guardian(s) observing the College codes of behaviour and supporting the Values of the College.
- 4.9 If a student is being withdrawn from the College, not less than one term's notice must be given in accordance with the Conditions of Entry and Continuing Enrolment (Enrolment Contract). If the required notice is not given, one term's tuition fees will be charged.

Boarding

- 4.10 Full-time boarding is available to girls from Years 7 to 12.
- 4.11 Boarders must observe all rules and codes of behaviour applicable to boarders and all requirements relating to leave.
- 4.12 Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a boarder to a day student or day student to boarder.
- 4.13 If a student is being withdrawn from boarding to become a day student, not less than one term's notice must be given. If the required notice is not given, one term's boarding fees will be charged.

Overseas Students

- 4.14 The College is registered to enrol students who are overseas residents seeking to enrol as an Overseas Student on a Subclass 500 Student Visa and will offer a limited number of places for such students. Entry and enrolment conditions for Overseas Students are outlined in the Overseas Student Handbook.
- 4.15 If an Overseas Student is offered enrolment, all government regulations relating to visa conditions, guardianship, private health insurance and other welfare arrangements must be met.
- 4.16 The College must approve any proposed arrangements for the student's living arrangements while in Australia. These arrangements may only be changed with the approval of the College.
- 4.17 The College is compliant with CRICOS regulations.
- 4.18 This policy is not intended to extend the responsibilities of the College beyond the law.
- 4.19 The College reserves the right to change or modify this policy at any time by notice on the College website.

5 Responsibilities

- 5.1 Chair of the Board
- 5.2 Principal

6 Related Documents

- 6.1 College Enrolment Procedure
- 6.2 Application for Enrolment

- 6.3 Conditions of Entry and Continuing Enrolment (Enrolment Contract)
- 6.4 Overseas Student Handbook
- 6.5 Anti-Discrimination Policy
- 6.6 Students with Support Needs and Disabilities Policy
- 6.7 Fees Policy
- 6.8 Privacy Policy

7 Authorisation

- 7.1 Chair of the Board
- 7.2 Principal

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