



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 Parents and to all staff involved in the enrolment process.
- 2.2 This policy should be read in conjunction with the Enrolment Procedure.



3 College Values

- 3.1 The College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of the College and our identity as a school of the Uniting Church in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff and the wider College community aspire to live our values every day.

Care – I am kind to myself and others

Courage – I am open to new experiences to learn and grow

Responsibility – I take ownership of my actions

Respect – I value diversity, my worth and the worth of others

Integrity – I do the right thing, even when no one is watching.

4 Definitions

- 4.1 **College Policies** are the policies and procedures of the College as updated, amended and added to from time to time and which may be found at the College's website, and, once a Student is enrolled, all College Policies and Procedures accessed via the Parent Portal.
- 4.2 **College Rules** are the College's rules, requirements and expectations of Students and Parents as updated, amended and added to from time to time including but not limited to those set out in the College newsletter, Secondary School Diary, Junior School Diary and on any digital platform used to communicate with Students and Parents.

- 4.3 **Enrolment Contract** means a contract between the Parent of the Student and the College to provide a course of education over a period of years. The enrolled Student is either currently attending or has a provisional place or a confirmed place held for commencement in a specified Term, grade and calendar year and is not transferrable within the same application.
- 4.4 **Enrolment Contract – Adjusted for Parent Circumstances** means an Enrolment Contract of the College which accommodates the obligations in respect of Fees and Charges applicable to Parent Circumstance Adjustments, and permits execution by counterparts, but otherwise is in the same terms as this Enrolment Contract.
- 4.5 **Enrolment Fees** means the non-refundable fees required to be paid by the Parent to secure a confirmed place at the College for their daughter including the Application Fee, the Acceptance Fee and the Entry Fee.
- 4.6 **Overseas Student** means a Student who is studying on a subclass 500 visa.
- 4.7 **Parent** refers to the Parent/s and or legal guardian of the Student.
- 4.8 **Parent Circumstance Adjustments** means any of the events or changes of circumstances notified or required to be notified pursuant to clause 3.2(b) of the Enrolment Contract or the Enrolment Contract – Adjusted for Parent Circumstances.
- 4.9 **Principal** means the Principal of the College or Acting Principal of the College or any other Staff Member of the College from time to time carrying out the duties or exercising the authority of the Principal.
- 4.10 **Provisional Place** means a place offered, and if accepted, held until an interview for a confirmed place can be conducted. Interviews are conducted two years prior to commencement. To accept a provisional place, an Acceptance Fee payment is required. A Provisional Place does not guarantee a place at the College will be offered following an interview.
- 4.11 **School Year** means each calendar year.
- 4.12 **Serious Conduct** means conduct which (in the opinion of the College) includes, but is not limited to, a serious breach of, or is significantly inconsistent with, the College Rules, Student Code of Behaviour, the College Policies and/or the Enrolment Contract or Enrolment Contract – Adjusted for Parent Circumstances.
- 4.13 **Student** refers to the student named in the Application for Enrolment Form
- 4.14 **Statement of Expectations of Parents** means the Statement of Expectations of Parents document which is available on the College’s website, as amended from time to time.
- 4.15 **Term** refers to the quarterly periods of each School Year described as “terms” as determined by the College from time to time.
- 4.16 **Written Agreement** means an agreement specific to Students studying on a subclass 500 visa.

5 Policy

- 5.1 The College is a non-selective, independent, girls’ school catering to students from Kindergarten to Year 12.
- 5.2 Applications for Enrolment may be made at any time by the Parents of a Student to commence at the College by completing and submitting the Application for Enrolment Form.

- 5.3 Both Parents are required to agree to the Enrolment Contract unless one Parent is a sole parent. Separated parents with Parent Circumstance Adjustments which accommodate the obligations in respect of Fees and Charges must both agree to the Enrolment Contract – Adjusted for Parent Circumstances.
- 5.4 Students enrolling at the College for the first time will be at least 5 years of age on or before 31 March.
- 5.5 Any student who is not an Australian or New Zealand Citizen must have an appropriate residency visa or approval to enrol in accordance with the conditions set down by the Department of Home Affairs.
- 5.6 Parents must disclose all diagnosed social, psychological, physical, emotional or learning needs that may impact a Student's ability to participate in curricular or co-curricular programs provided by the College in the Application for Enrolment Form and provide an update if circumstances change throughout the Enrolment.
- 5.7 If a place is not available or the application is for a non-intake year, the Student's name will be placed on a waitlist.
- 5.8 The College will base any decision about offering a student a place (both provisional place and confirmed place) as per the enrolment procedure outlined below:
- Family relationship with the College:
 - sibling of a current or *Pymble* Alumni
 - mother or grandmother attended the College
 - 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 member
 - daughter of College staff member
 - daughter of families on international or interstate transfer from similar schools
 - returning students
 - availability of places.
- 5.9 The College reserves the right to determine in its discretion, the weight of each of the factors it takes into account when determining whether to offer a place for the Student.
- 5.10 The College will meet with the Student and their Parents to conduct an enrolment interview to assess suitability before offering a confirmed place.

- 5.11 Parents must comply with their obligations and the conditions set out in the Enrolment Contract (or Enrolment Contract – Adjusted for Parent Circumstances), and Statement of Expectations of Parents.
- 5.12 Students must comply with their obligations set out in the Enrolment Contract (or Enrolment Contract – Adjusted for Parent Circumstances), and the Student Code of Behaviour.

Changes to Enrolment

- 5.13 Where an enrolment has been cancelled, a new Application for Enrolment will be required to be submitted, along with a new Application Fee, Acceptance Fee and Entry Fee.
- 5.14 Where a Student is enrolled to commence in a particular School Year and a request is made to commence a different School Year (a Transfer), the College has full discretion to grant or deny the request, and a new Acceptance Fee and Entry Fee will be payable for any approved Transfer.
- 5.15 Where a Student is enrolled to commence at the start of a particular school Term and a request is made to commence in a different school Term of the same School Year (a Deferment) the College has full discretion to grant or deny the request. If the request for a Deferment is approved, a non-refundable Holding fee of 25% of Tuition fees (and 25% of Boarding fees if the Student is enrolled as a boarder) will be payable for each school Term that the enrolment is deferred.
- 5.16 If a Student is being withdrawn from the College, not less than one full Term's written notice is required to be provided to the Principal in accordance with the Enrolment Contract (or Enrolment Contract – Adjusted for Parent Circumstances).

Boarding

- 5.17 Full-time boarding is available to girls from Years 7 to 12.
- 5.18 Boarders must observe all rules and codes of behaviour applicable to boarders and all requirements relating to leave.
- 5.19 The offer of a place in the boarding house does not ensure acceptance as a day student after the Student has commenced. Such a change (from boarding to day) may be granted by the College, in the College's discretion. All such requests for a change from boarder to day Student should be made, in writing, to the Principal.
- 5.20 If the required notice of change in status of the Student is not given, and the College is not able to immediately fill the Student's boarding place for that Term, 25% of the annual Boarding Fee (at the Overseas Student rate, if applicable) will be charged, plus GST.
- 5.21 Every Student residing in the boarding house must have a local carer during her Enrolment at the College. The local carer is responsible for the student in the absence of the Parents and must live within a reasonable distance from the College. The local carer is essential to enable the Student to be collected should she become ill or need to be accommodated at short notice. The local carer should also be available to provide care and accommodation outside the College boarding house during school holidays or public holidays when Parents are not available or for any other reasons as requested by the College.

Overseas Students

- 5.22 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 Enrolment Contract (or Enrolment Contract – Adjusted for Parent

Circumstances), the Written Agreement and the Overseas Student Handbook.

- 5.23 If an Overseas Student is offered enrolment, all government laws and regulations relating to visa conditions, guardianship, private health insurance and other welfare arrangements must be met.
- 5.24 Approval must be obtained from the College for any proposed arrangements for the Student's living arrangements while in Australia. These arrangements may only be changed with the written approval of the College.
- 5.25 The College is a CRICOS registered education provider.

Suspension and Termination of Enrolment

- 5.26 In accordance with the Enrolment Contract and the Enrolment Contract – Adjusted for Parent Circumstances, the College may suspend or terminate the enrolment of the Student at any time for reasons which may include, but are not limited to:
- a breach by the Student of the College Rules or Student Code of Behaviour which, in the view of the College, is Serious Conduct;
 - where a Parent has breached or, in the view of the College, not acted consistently with the Enrolment Contract (or the Enrolment Contract – Adjusted for Parent Circumstances), the Statement of Expectations of Parents, the College Policies and/or the College Rules;
 - where a Student or a Parent has engaged in conduct prejudicial to the welfare or reputation of the College, its students, staff or members of the College Board;
 - where the Student is not making satisfactory progress;
 - where Fees are more than one Term overdue; or
 - where the College believes that a mutually beneficial relationship of co-operation and trust between the College and the Parents has broken down.
- 5.27 The College may, but is not obliged to, provide reasons for any determination made to suspend or terminate the enrolment of a Student.
- 5.28 If the Principal makes a determination to suspend or terminate the enrolment of a Student on behalf of the College, that determination will be final and subject only to the Complaints Policy and Complaints Procedure.
- 5.29 If the Board makes a determination to suspend or terminate the enrolment of a Student on behalf of the College, that determination will be final.

6 General

- 6.1 This policy is not intended to extend the responsibilities of the College beyond the law.
- 6.2 The College reserves the right to change or modify this policy at any time by notice on the College website.

7 Responsibilities

- 7.1 Chair of the Board
- 7.2 Principal

8 Related Documents

- 8.1. Enrolment Procedure
- 8.2. Application for Enrolment
- 8.3. Enrolment Contract

- 8.4. Enrolment Contract – Adjusted for Parent Circumstances
- 8.5. Overseas Student Handbook
- 8.6. Overseas Student Written Agreement
- 8.7. Student Behaviour Expectation Policy and Procedure
- 8.8. Student Code of Behaviour Policy
- 8.9. Statement of Expectations of Parents
- 8.10. Complaints Policy and Procedure
- 8.11. Complaints Policy – Overseas Students
- 8.12. Anti-Discrimination, Anti-Harassment and Anti-Bullying Policy
- 8.13. Student Support and Disability Policy and Procedure
- 8.14. Fees Policy
- 8.15. Privacy Policy

9 Authorisation

- 9.1 Chair of the Board
- 9.2 Principal

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