

Purpose

Good Shepherd Lutheran Primary School is committed to ensuring that students are enrolled in the School in a manner that is fair and transparent. In achieving this standard, the School will ensure comprehensive and accurate information is provided to parents and guardians (“parents”) as they enter into an enrolment contract with the School.

The School is committed to maintaining accurate records that comply with the School’s legal obligations in relation to School enrolment.

The Enrolment Policy also sets out the principles and framework governing the basis on which students are admitted to the School.

Scope

This policy applies to all members of the School community, as well as to members of the wider community who are interested in the School for the enrolment of their children.

Principles

General principles of this Policy:

- The School is committed to ensuring students are admitted to the School in a manner that is fair, transparent and non-discriminatory.
- The School will publish clear criteria as the basis on which admissions are made (see ‘General Enrolment Criteria’ and ‘Enrolment Priorities’).
- The School will provide comprehensive and accurate information about the enrolment process including information about the School, the School’s service provision and the School’s expectations of parental and student behaviour, so that parents are in a position to make informed choices when entering into an enrolment contract.
- As a school of the Lutheran Church of Australia, the School will give preference to active members of the Lutheran Church and their children.
- The School values diversity across the School community and this principle shapes the way in which the School’s admissions criteria are applied.
- The School retains accurate records of School enrolments that comply with its Commonwealth and State legal and regulatory requirements.

Aims

The aims of this policy are:

- To ensure admission to the School is fair, transparent and non-discriminatory.
- To explain clearly the basis upon which offers of admission are made.
- To specify the information that parents must have when entering an enrolment contract.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.
- To comply with the requirements of Australian Consumer Law.

Roles and Responsibilities

The roles and responsibilities are as follows:

- The Good Shepherd Lutheran Primary School Board is responsible for:
 - authorising the Enrolment Policy and for approving the criteria for admission.
 - approving the terms and conditions contained within the Enrolment Contract.
- The Principal is responsible for ensuring:
 - the implementation of the Enrolment Policy is fair, transparent and non-discriminatory.
 - a copy of the Enrolment Contract is publicly available and that Enrolment Contracts are administered and recorded accurately.
 - an Enrolment Register and Waiting List is accurately maintained.
 - this policy is implemented in accordance with Commonwealth and State privacy legislation.
 - that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions.
 - that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not.
 - that procedures are in place for the management, storage and retrieval of enrolment data.
 - that the school reports data relating to the characteristics of students at the School at least once a year.

General Enrolment Criteria

Good Shepherd Lutheran Primary School offers a Christ centred education to applicants regardless of ethnic origin, gender, religion, ability or disability, provided that:

- a) through enrolment procedures, parents seeking enrolment for their child, undertake to support willingly and freely the mission, values, ethos and policies of the School;

and that

- b) adequate and appropriate programs, spaces and resources are available.

Prep students must turn 5 years of age by April 30th of the year in which they commence their primary schooling. In considering students for Prep, the School will determine their school readiness as part of the enrolment process.

The School may also make an enrolment decision based on whether the School judges that it can meet the needs of the student. Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to discriminate on the grounds of disability. When enrolling a student with a disability, the School is required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student. Please see the 'Reasonable Adjustments' section for more information.

Enrolment Priorities

Enrolment priorities will be determined by Good Shepherd Lutheran Primary School Board. The current enrolment priorities are:

1. Children of families where the parents and/or children are active members of congregations of the Lutheran Church of Australia or otherwise adherents to the Lutheran faith.
2. Siblings of current or former students of the School.
3. Children of former students of the School.
4. Children of current or former staff members of the School.
5. Siblings of current or former students of Luther College.
6. Children of former students of Luther College.
7. Children of current or former staff members of Luther College.
8. Students transferring from other schools associated with the Lutheran Church of Australia.
9. Students who do not satisfy any of the above criteria, taking into consideration the pre-enrolment interview process.

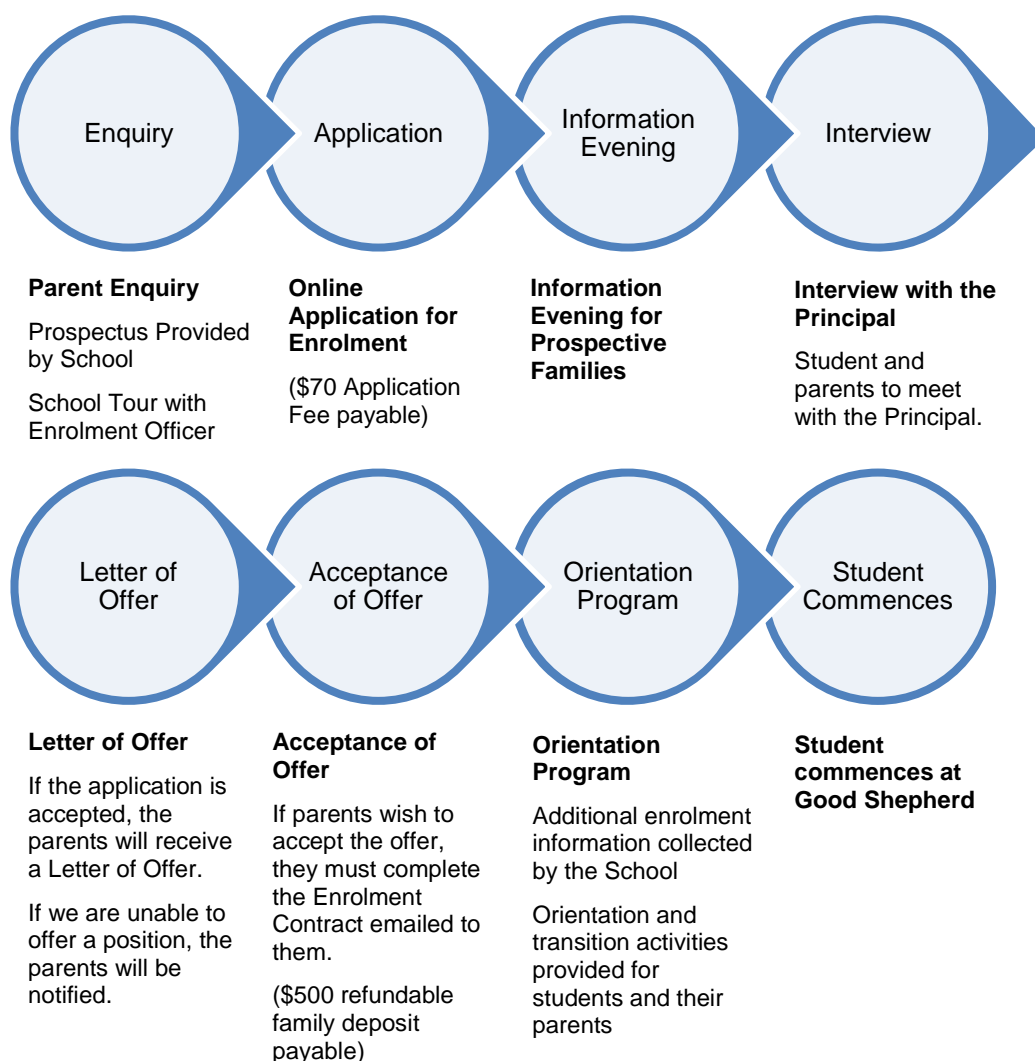
Students and their parents, from any of the above categories, are required to have demonstrated an ability to support the School's Christian ethos.

Date of receipt of application is considered an important consideration.

If the School is oversubscribed at one or more year levels, it may choose to maintain a Waiting List. The principles of fairness and transparency that apply throughout the Enrolment Policy also apply to the procedures relating to the management of the Waiting List.

In special circumstances, students may be accepted at the discretion of the Principal or Board.

Enrolment Procedure



All applicants are required to complete an online Enrolment Application Form, which can be located on the School's website. As part of the enrolment process, parents will be requested to provide:

- A copy of their child's Birth Certificate
 - Where a child is born overseas, the parents will be requested to provide a copy of the student's Passport, Visa or Permanent Residency documentation.
- A copy of the latest School Report and NAPLAN Report (if applicable).

Enrolment Contract

The School must make publicly available a copy of its Enrolment Contract, which is the contract for services between the School and the parent(s). All parents must enter into an Enrolment Contract when accepting an offer of enrolment for their child(ren) in the school.

The Enrolment Contract is legally enforceable and codifies the arrangements whereby the parent purchases specified services in relation to the student in return for the payment of fees. In essence, the Enrolment Contract is the legal contract for services between the school and the parent. The terms

and conditions contained within the contract set out the rights and responsibilities of each party to the contract.

The Enrolment Contract must include as a minimum:

- codes of conduct for students and parents which set out expectations of behaviour and engagement
- detailed information about fees including additional charges, how fees are collected, how fee levels are changed, processes for managing the non-payment of fees, etc.
- educational services provided
- the grounds on which the agreement may be terminated.

The Enrolment Contract is separate from the Enrolment Policy and from the Enrolment Application Form.

Reasonable Adjustments

Where information obtained by the School indicates that a student has a disability, the Principal will consult with the parents to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable (an adjustment is a measure or action taken to assist students to participate in education and training on the same basis as their peers without a disability).

When considering what is a reasonable adjustment, the School will:

- consider how your child's disability affects their ability to take part in education
- talk to you and your child about the type of assistance they need
- review any relevant reports from your child's allied health and/or medical practitioners about their needs and the support that can help them
- consider if the adjustment will allow your child to:
 - achieve their learning outcomes
 - take part in programs
 - increase their independence.
- consider how the adjustment might affect the School, staff and other students
- the cost and benefit of making the adjustment.

The Principal is responsible for making the final decision about what is a reasonable adjustment to meet a student's learning needs. Schools do not need to make a change that is not a 'reasonable' adjustment or would cause 'unjustifiable hardship'.

Where an adjustment would cause unjustifiable hardship, the Principal will discuss the matter with the applicant. In some situations, this may result in the School declining an offer if the School is not able to reasonably cater for the students' needs.

Privacy

The School collects personal information, including sensitive information regarding parents and students, during and after the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information.

Laws governing or relating to the operation of schools require that certain information be collected, retained and disclosed. This includes:

- Under the Australian Education Act 2013 (Cth.) schools are required to collect Student Background Characteristics Data as part of the school enrolment process and report the data to the VCAA when requested.
- The Annual Report to the School Community must include a report on the characteristics of students at the school.
- The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for seven years after enrolment concludes.
- Records of enrolment are required for annual data returns for the Australian Government and the Victorian School Census under Australian Education Regulation 2013 (s.77).
- Schools are required to request and record the immunisation status, called the Child History Statement, for each primary student prior to enrolment.
- Schools are required to request and record the visa status when enrolling a student on a visa, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.

Good Shepherd Lutheran Primary School is committed to protecting the privacy of individuals. The School supports and endorses the Australian Privacy Principles contained in the Privacy Act 1988 (Cth) and will only collect, use, disclose, and store personal information in accordance with these principles. The School will also comply with the requirements of the Privacy Amendment (Enhancing Privacy Protection) Act 2012, the Privacy Amendment (Notifiable Data Breaches) Act 2017 and the Health Records Act 2001 (Vic). Please refer to the Privacy Policy for more information.

Communication

Good Shepherd Lutheran Primary School publishes its Enrolment Policy and Enrolment Contract on its website and it can be obtained from the School Administration Centre.

Legal and Regulatory Basis for Compliance

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2017 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.).

Related Policies/Documents

- Privacy Policy
- Complaints and Grievances Policy
- Enrolment Contact (Including Enrolment Terms and Conditions)

Review

This policy will be reviewed every two years, or as required by legislation.

Date of Endorsement: April 2023

Document to be Reviewed: April 2025

Endorsed by: School Board