



## Maleny Independent School

*"Our School. Opportunities Upon the Range"*

# Enrolment Policy – 2019

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<b>Purpose:</b>	The purpose of this policy is to document Maleny Independent Schools process and policy regarding student enrolments.	
<b>Scope:</b>	This Policy applies to all student enrolments; and covers information about the enrolment process. This Policy should be read on conjunction with the Maleny Independent School Enrolment Contract and Maleny Independent School Fee Structure and Payment Policy.	
<b>References:</b>	<ul style="list-style-type: none"><li>• Maleny Independent School Fee Structure and Payment Policy</li><li>• Maleny Independent School Enrolment Contract</li></ul>	
<b>Status:</b>	Rev000	<b>Supersedes:</b> Draft (Rev00A)
<b>Authorised by:</b>	Board Chair 	<b>Date of Authorisation:</b> 12 October 2018
<b>Review Date:</b>	Annually	<b>Next Review Date:</b> 12 months from date of authorisation
<b>Policy Owner:</b>	School Governing Body	

## BACKGROUND

We will undertake to discuss the suitability of the Maleny Independent School with each student and parent prior to enrolment to confirm that we are all on the same page regarding the vision for the school. For us, suitability will not be based on academic performance but will consider the student's areas of interest, educational needs and behavioural history and parental expectations, as detailed in this Policy.

We believe that learning is consolidated through real-world experiences and we will encourage students to take an active role in their education. This will involve daily tasks such as cooking, cleaning, gardening, climbing ladders and using tools; with and without supervision.

Students will use public transport; go bike riding, hiking and camping and will be taught to light and maintain fires. Students will be encouraged to climb trees, be brave and manage risks.

We will aim to take students on an adventure at least once a year. There may be little or no parental contact during this time depending on the destination.

There will be no restrictions of the types of food able to be consumed at the school. However, students will be informed about the effects of certain foods and encouraged to make educated choices.

We will treat students as young adults and will have open, honest and respectful discussions with them about life, including relationships and sex, stereotypes and religion.

We recognise that this approach is not conventional. However, we aim to engage young adults in a way that prepares them for the real world, using real world experiences.

We respect and appreciate the value of parental involvement and will seek to identify mutually agreed ways in which parents can contribute meaningfully to the school. The Maleny Independent School's vision is clear, but this does not mean that we are not open to discussion or rigorous and respectful debate.

## SUITABILITY

Schools need to make it clear within their enrolment process their criteria for accepting an enrolment. Enrolment guidelines exist to maximise the opportunities for enrolment of students from families in financial hardship, families with special needs students, and students from families of other countries, ethnic backgrounds or cultures; with reference to the stewardship of resources.

Enrolment offers will be determined by the School Principal in line with the Vision for the Maleny Independent School. The well-being of the class as a whole is given consideration in the enrolment process. As the school is small and age-based, each enrolment is considered for suitability to a particular class and social group. The school will determine how well the student is expected to integrate with the remainder of the class to achieve a positive and supportive social group.

In determining an offer of enrolment, the following criteria will be taken into consideration:

- Class size and places available in the relevant year.
- Acceptance of the school philosophy and vision, and commitment to developing strong ties between parent(s) and school so as to enhance and maintain the long-term enrolment of individual students.
- Students educational needs and behavioural support history including advice from specialists, previous teachers and/or principal, and the school's ability to meet the child's needs.
- Any history of aggression or pattern of disruptive behaviours including disrespecting others.
- Siblings of current or past students.
- Students of Maleny Independent School Employees.
- Children with special needs, as determined by the Principal from time to time including an assessment of the school's capacity to resource identified additional learning and/or support needs.
- Age and gender balance in waiting list order.
- Date of receipt of enrolment application.

The school will not discriminate against students according to disability, race, gender or denomination.

The School Principal reserves the right to offer placement in a year level appropriate to the individual student based on their assessment of information provided during the enrolment process.

Full and frank disclosure is required throughout the admissions and enrolment process. Failure to fully disclose a student's educational needs and behaviour support history may result in the withdrawal of any offer of placement or cancellation of enrolment.

Interview and subsequent acceptance of the enrolment application is not a guarantee of a place being offered at Maleny Independent School.

Continued enrolment at the Maleny independent School is subject to:

- Parents signing and adhering to the Enrolment Contract
- Parents and Students following the Student Conduct and Behaviour Support Policy
- Parents signing and adhering to their School Fee Payment Plan Agreement

Further to this, parental expectations need to be within the school's human, financial and physical resourcing capacities. Student enrolment may be cancelled in the event that a parent(s) undertakes to impose their own agenda on the school through manipulation, bullying or harassment.

## ENROLMENT PROCEDURE

The process for enrolment is staged to facilitate the development of a rapport with both parent(s) and child, to ensure there are opportunities for open and honest discussion regarding the suitability of the school. The process follows five key steps:

1. Register interest for enrolment at information sessions, by phone (07 5494 2352) or by email ([info@malenyindependentschool.com.au](mailto:info@malenyindependentschool.com.au)).
2. If/when a place is available, Maleny Independent School will contact you to arrange a suitable time to meet and discuss your expectations, your child and the school vision and processes. You may be asked to complete a questionnaire with your child prior to meeting and to bring it, and a copy of their most recent school report, to the meeting.
3. The Application for Enrolment form then needs to be completed, with all necessary supporting documentation provided including, but not limited to:
  - Copy of Birth Certificate
  - Copy of Citizenship Certificate (*where relevant*)
  - Copy of Medicare Card
  - Copy of Conscientious Objection Document (*where relevant*)
  - Copy of Previous two years School Reports/Report Cards
  - Copy of NAPLAN Reports for Years 3, 5 and 7 (*where relevant*)
  - Copy of Specialist Assessment Reports(s) (*where relevant*)
  - Copy of Behavioural Support Plan(s) (*where relevant*)
  - Copy of Disciplinary Action(s) (*where relevant*)
  - Copies of any legal orders or arrangement in place (*where relevant*)

Enrolment Application forms may not be processed or assessed until all of the above information/reports have been provided (where applicable).

NOTE: where a student has been identified as having additional needs at the initial enrolment interview with parents, the school may request that an assessment of the students' needs be undertaken by an independent body. In some cases, an updated report may be requested for the purpose of enabling Maleny Independent School to assess how to meet any health or other needs of the student.

4. On receipt of a complete Application for Enrolment form and supporting information, the School will acknowledge receipt of the application via email and, where relevant, record the applicant on the waiting list for the entry year and level indicated on the application form or the year level list that the School deems to be appropriate with regard to the child's age and/or educational level.
5. An email confirming the student's enrolment will be issued if the suitability criteria are met and a place is/becomes available for the student. Acceptance of an offer of placement must be made within 10 business days and must include a complete Acceptance Package which includes:
  - Signed Enrolment Contract; and
  - Receipt of payment of an enrolment deposit on the first term's fees.

If a complete Acceptance Package is not received by the due date, the offer of enrolment may be withdrawn, and the student removed from the waiting list.

## TRIAL PERIOD

Each student commencing schooling at Maleny Independent School is required to undergo a trial period of one month. During this period the School will evaluate and confirm the suitability of the student against the enrolment criteria. The School retains the right to terminate the student's enrolment at any stage during this trial period and may choose to extend the trial period on the basis of any concern regarding the suitability of the student.

School fees are required to be paid in full prior to commencement and are due on the last day of the previous term. In the event that an enrolment is cancelled during the trial period by the parent/guardian or School, the unused portion of the terms fees will be reimbursed and the parent/guardian obligations to pay one full term's fees in lieu of one terms notice will be void.

## TERMINATING ENROLMENT

The school commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination and may have difficulty filling the student's position at short notice. As a result, if an offer of placement has been accepted, i.e. a complete Acceptance Package has been received, and you decide not to proceed with enrolment and terminate the Enrolment Contract, you are required to pay Maleny Independent School one full term's fees.

You may, however, terminate enrolment at any time, for any reason, with one clear term's notice to us in writing. You may also terminate the enrolment contract when:

- we are in breach of the contract and we fail to remedy the breach within a reasonable time after notice from you requiring us to do so; or
- there is an increase in fees for a term by more than 10% of the fees payable for the preceding term, and you terminate your enrolment contract by notice in writing to us within fourteen (14) days of the date on which we notify you of the increase.

We may terminate a student's enrolment if:

- we expel the student from the school;
- mutual trust and co-operation between the school and parent(s) breaks down; and/or
- you are in breach of the enrolment contract and you fail to remedy the breach within a reasonable time after notice from us requiring you to do so.