



Enrolment Policy

1. Definitions

- 1.1 **“Applicant”** means the person/s set out in the Application for Enrolment being the Parents and/or Guardian/s of the Student listed in the Application and if more than one, each of them jointly and severally.
- 1.2 **“Disability”**, in relation to a Student, means:
- (a) total or partial loss of the Student’s bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the Student’s body; or
 - (f) a disorder or malfunction that results in the Student learning differently from a Student without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a Student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour .
- 1.3 **“Launceston Grammar”** means Launceston Church Grammar School.
- 1.4 **“The Headmaster”** means the Headmaster of Launceston Church Grammar School, or the Headmaster’s authorised representative.
- 1.5 **“Student”** means the Student named in the Application for Enrolment.

2. Rationale

- 2.1 Launceston Grammar is an Anglican co-educational day and boarding community where global learners and leaders are nurtured, challenged and inspired to serve and shape our world with courage, curiosity, creativity and compassion. It puts itself at the service of its families and the Launceston Grammar community.
- 2.2 Launceston Grammar welcomes applications from prospective Students whose families are supportive of the aims and methods of the School, and

whose educations, vocational and spiritual aspirations are reasonably able to be met by Launceston Grammar's existing programmes.

3. General

- 3.1 Applicants are expected to support the ethos, culture and policies of Launceston Grammar.
- 3.2 Launceston Grammar will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:
 - (a) the physical number of currently enrolled Students;
 - (b) the resources available to cater for the educational needs of Students; and
 - (c) the willingness of the Student and the Student's family (where applicable) to comply with Launceston Grammar's policies and procedures.
- 3.3 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
 - (a) relevant information is withheld or information provided is found to be inaccurate; or
 - (b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by Launceston Grammar. In these circumstances, all due consultation will take place with the Student and family involved.

4. Priority order of enrolment

- 4.1 All applicants must submit the Application for Enrolment Form fully signed and completed. Application for Enrolments will only be recorded on the waiting list if the applicant has correctly submitted to Launceston Grammar the Application for Enrolment Form.
- 4.2 Once a Student has commenced at Launceston Grammar, their enrolment is continuous through to Grade 12 unless the Student is formally withdrawn.
- 4.3 In addition to date of application, at the discretion of Launceston Grammar, some applications may be given preference on the waiting list on the basis of criteria such as:
 - (a) date of application;
 - (b) applications with respect to Students with siblings already at Launceston Grammar;

- (c) boarding places will be prioritised before those for day enrolments where applicants do not have ready access to independent secondary education, and when boarding vacancies exist;
 - (d) Applicants who have members of their immediate families as present or past Students of Launceston Grammar, or members of staff, or in active affiliation with the Launceston Grammar Community will be considered ahead of those who have had no prior association with Launceston Grammar and/or the Launceston Grammar Community; and
 - (e) Children of Anglican ministers.
 - (f) Children of families who are relocating to Tasmania and have not had the opportunity to enrol their child/ren at Launceston Grammar prior to being given notice of relocation
- 4.4 A Student who has previously concluded his or her enrolment at Launceston Grammar because of dissatisfaction on the part of the Student, parents or Launceston Grammar, would not normally be considered for re-enrolment.
- 4.5 A family with unresolved financial matters with another independent or a Catholic school or institution would not normally be considered until those matters have been resolved to the satisfaction of that school or institution.
- 4.6 Students are normally only accepted as day Students if they reside with and are in the direct care of a parent or legally recognised guardian.
- 4.7 Overseas Students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, prerequisite minimum English Language Standards have been formally verified, and half a year's fees have been received by Launceston Grammar.
- 4.8 Launceston Grammar reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

5. Enrolment procedure

- 5.1 Application for Enrolments are considered at any time but are preferred before the end of August prior to the year of proposed commencement, or by the advertised enrolment date provided on the website of Launceston Grammar. Outside this timeframe, offers are made on the basis of places being available.
- 5.2 The enrolment procedure is as follows:
- (a) Complete Application for Enrolment Form and return to Launceston Grammar with the Application fee payment, most recent copies of school reports (including NAPLAN if applicable), a copy of birth certificate or passport and visa grant notice as applicable.
 - (b) Applications are received and recorded on the waiting list according to the date of lodgement.
- 5.3 Upon receipt of an Application for Enrolment Form:

- (a) The Student's name is registered on the future list for the year and the year level nominated.
 - (b) An interview with the respective Head of Campus (or their nominee) is arranged (if Launceston Grammar, at its sole discretion, deems this necessary). If reports are not provided at application, a pre enrolment questionnaire will be sent to parents before an interview with the respective Head of Campus is arranged
 - (c) Any special needs are noted and discussed with parents/guardians at the interview. Parents and/or guardian may be required to provide additional information before the process can continue.
- 5.4 A formal offer of a place in Launceston Grammar may be made, once all required information has been provided.
- 5.5 The place in Launceston Grammar is not confirmed until all applicable forms including Medical Information as requested by Launceston Grammar have been received.
- 5.6 Enquiries and visits are always welcome and can be arranged by contacting Launceston Grammar.

6. Reasonable adjustments

- 6.1 Where information obtained by Launceston Grammar indicates that a Student has a Disability, the Headmaster will consult with the Student, and his or her family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at Launceston Grammar. Following the consultation, Launceston Grammar will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 6.2 Launceston Grammar will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the Student's Disability;
 - (b) the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
 - (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
 - (d) information provided by, or on behalf of, the Student about his or her preferred adjustments;
 - (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;

- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
 - (g) the costs and benefits of making the adjustment.
- 6.3 The Headmaster may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Headmaster to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 6.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at Launceston Grammar, Launceston Grammar will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on Launceston Grammar, the Headmaster will take into account the relevant circumstances of the case including:
 - (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, Launceston Grammar community, the Student and the family of the Student). This includes (without limitation):
 - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and
 - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
 - (iii) the effect of the Disability of the Student; and
 - (iv) Launceston Grammar's financial circumstances and the estimated amount of expenditure required to be made by Launceston Grammar Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
 - (v) the impact of the adjustments on Launceston Grammar's capacity to provide education of high quality to all Students while remaining financially viable; and
 - (vi) the availability of financial and other assistance to Launceston Grammar (such as financial incentives, subsidies or grants available to Launceston Grammar as a result of the Student's participation); and
 - (vii) the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

- 6.5 The Headmaster will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to Launceston Grammar.
- 6.6 If the Headmaster is satisfied that it has sufficiently consulted the Student and his or her parents (as appropriate), and adjustments required are not reasonable, or would cause unjustifiable hardship, Launceston Grammar may decide to decline to offer the Student a position or may defer the offer.

7. Boarding Students

- 7.1 In discerning whether to accept a Student as a boarder, the Headmaster shall additionally use these guidelines.
- (a) The Headmaster will need to be satisfied, on the basis of advice, collected information, and the Headmaster's own judgement, that there is a reasonable expectation that a prospective Student is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding programme at Launceston Grammar.
 - (b) The Headmaster will need to be satisfied that the family of the prospective Student adequately understands the challenges and expectations of residential education.
 - (c) Students will normally be accepted as weekly boarders only if they are able to be in the direct care of their parents or legal guardians on weekends, not with other relatives or friends of the family.

8. Privacy

- 8.1 Launceston Grammar collects personal information, including sensitive information regarding parents, guardians and Students, during and subsequent to the enrolment process in accordance with its Privacy Policy. 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. Please refer to the Privacy Policy for more information.

| DOCUMENT CONTROL | | | |
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