



LCGS Enrolments Policy

Last Review: March 2024	Constructed / Reviewed by: Launceston Church Grammar School on advice from Russell Kennedy Lawyers
Next Review: March 2026 (and every two years thereafter in accordance with the School's review cycle)	Approval Required: Senior Leadership Team (SLT)
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1 Preamble

- 1.1 Launceston Church Grammar School (the **School**) 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. The School puts itself at the service of its students, their families and members of our community.

2 Purpose and scope

- 2.1 The School currently provides curriculum for students:
- (a) The Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services and the world-class International Baccalaureate Primary Years Programme.
 - (b) Prep to Year 10 based on all eight learning areas of the Australian Curriculum for Prep to Year 10 (version 9 or equivalent if superseded).
 - (c) Years 11 and 12 based on the Tasmanian Certificate of Education or Trade Training Centre (or equivalent if superseded).
- 2.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School (either as a day student, international student or a boarder), including specifically the School's approach to inclusivity.

3 Aim and Key Principles

- 3.1 Through this policy, the School aims to:



- (a) Maintain an open and fair procedure for the enrolment of students (both international and domestic) seeking enrolment to the day School and its boarding facility.
- (b) Ensure the procedure for enrolment and admission to boarding is fair, transparent and not unlawfully discriminatory.
- (c) Explain clearly to prospective parents/guardians (referred to as **parents**) the School's enrolment process (from enquiry to enrolment).
- (d) Ensure that the School can provide for the educational (and if applicable, boarding) needs of all its students (including domestic and international students) in a manner that reflects the School's duty of care obligations.
- (e) Ensure the School maintains its core values.
- (f) Ensure the School complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning (and where applicable, living) environment that supports their known diagnoses.
- (g) Promote an Anglican education framework and ethos, and a learning environment where students are educated and nurtured as members of the School's community.
- (h) Comply with the requirements of the *Education Act 2016* (Tas) amended or replaced from time to time, and other relevant legislation.
- (i) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).



3.2 To assist in achieving the above aims, the School has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board	<ul style="list-style-type: none">• Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity.• Review and endorse this policy.• Review and set the annual tuition fees (as applicable to domestic students, international students) on an annual basis and otherwise as required.• Review and set the annual boarding fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none">• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.• Final decision-maker in relation to enrolment and boarding decisions.
Enrolments Office	<ul style="list-style-type: none">• Ensure compliance with this policy.• Ensure enrolments are compliant with the School's governing document.• Provide prospective parents with the necessary information about the enrolment and boarding processes.
Parents	<ul style="list-style-type: none">• Read and comply with this policy.• When seeking enrolment for a prospective student, complete the application for enrolment form as contained in the School's enrolment documentation (available on the School's website and Digistorm platform).• When seeking admission to boarding for a current student, complete the application for enrolment boarding form.• Disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education and boarding experience (if applicable) to the child, the child's welfare, or the education and welfare of other students.



4 Entry Points

- 4.1 The main enrolment entry points into the School are traditionally:
- (a) The Early Learning Centre (**ELC**)
 - (b) Preparatory (**Prep**)
 - (c) Year 5
 - (d) Year 7
 - (e) Year 10
- 4.2 Places of enrolment are offered at other levels if vacancies exist.
- 4.3 Parents may apply for a place at the School for their child at any time from birth. However, it is preferred that applications are submitted by the August prior to the intended commencement date.
- 4.4 To be eligible for admission into the ELC, children must be three years age and fully toilet trained upon commencement.
- 4.5 In determining the school-readiness of a child, which is assessed against the School's commitment to inclusivity, the following are examples of factors that will be considered:
- (a) Separation: Is the child ready to separate from the parent for a day?
 - (b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
 - (c) Education: Has the child completed a primary education in another mainstream or special educational practice?
 - (d) Social maturity: Is the child ready to be part of a large group with approximately 20 - 26 children and one teacher (plus teacher's assistant). Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
 - (e) Confidence: Is the child able to ask for help and assistance when required?
 - (f) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)?
- 4.6 English as an Additional Language (**EAL**) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to



meaningfully benefit from the School's education program. For EAL students seeking entry to Year 5 and above, AEAS test results (or equivalent) which are no more than 12 months old are required.

5 Boarding facility

5.1 The School's boarding facility offers a safe, personal and caring boarding environment for students from Years 5-12.

5.2 The following facilities are currently offered:

- (a) Rooms with ceiling fans, a bed, study desk, wardrobe, pinboard and window outlook;
- (b) shared or private rooms (subject to capacity, with private rooms prioritised for senior students);
- (c) monitored Wi-Fi;
- (d) separate sleeping and personal amenities for students of the opposite gender;
- (e) provision of three nutritional meals per day (including hot breakfasts three times per week), encompassing all food groups and a wide range of variety;
- (f) social and weekend activities;
- (g) pastoral, wellbeing and support services;
- (h) common areas (including a dining room, entertainment room with a TV, kitchenette, library and laundry); and
- (i) allocated prep time to study for upcoming assessments.

Further details can be found in the Boarding Prospectus.

5.3 The School offers boarding to enrolled and eligible students under the following arrangements:

- (a) **Casual boarding:** Arrangements can be made for day students to access boarding on a part-time basis, for a minimum two-night stays for a minimum of five weeks. (eg. Rowing season)
- (b) **Part-time boarding:** Arrangements can be made for day students to access boarding on a weekly basis, from Sunday night to the end of the school day on Friday afternoon. Part-time boarding does not include Friday and Saturday nights.
- (c) **Full-time boarding:** time boarding refers to boarding full time 7 days a week, Part-time refers to regular boarding but less than 7 nights



a week, boarding on a casual basis – subject to capacity arrangements can be made for day students to access boarding full-time, seven nights per week.

- 5.4 In discerning whether to accept a student as a boarder, the Principal will consider a range of contextual factors and must be satisfied that:
- (a) there is a reasonable expectation that the student or prospective student is emotionally, psychologically and socially ready to benefit from the structures, lifestyle and boarding programme on offer at the School; and
 - (b) the family of the student or prospective student understands the expectations and challenges of residential education.
- 5.5 Students will typically be accepted as Part-time boarders only if they are able to be in the direct care of their parents or legal guardians (as opposed to other relatives or friends of the family) during weekends and other non-boarding periods.
- 5.6 Applicable rates for the School's boarding arrangements can be found in the annual domestic schedule of fees.
- 5.7 Further information about the School's boarding facility can be found in the Boarding Prospectus and Boarding Handbook (available on the School's website).

6 Eligibility Criteria

- 6.1 To be eligible for enrolment, the prospective student must be either:
- (a) an Australian citizen;
 - (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - (c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.
- 6.2 All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the School is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.



7 Open entry policy

- 7.1 The School has an open entry policy. However, the School may:
- (a) Offer scholarships to specific groups of students, including for academic ability, hardship or general excellence.
 - (b) Determine enrolments based on its ability to provide educational services to the particular student.
 - (c) Apply the priorities for enrolment, as set out in clause 8.13(d) of this policy.
 - (d) Apply the priorities for boarding, subject to capacity in our boarding house, as set out in clause 8.13(e) of this policy.

8 Application Process

Get informed

- 8.1 Before submitting an application for enrolment form, families of prospective students are encouraged to:
- (a) Browse the School's website
 - (b) Review this policy, and other policies and procedures available on the School's website
 - (c) Attend a Discover Grammar tour day at the Junior or Senior Campus
 - (d) Consider the School's boarding facility.
 - (e) Request information from the Enrolments Office and specify whether you are seeking information for an enrolment as either a domestic or international student.

Submit an application for enrolment

- 8.2 An application for enrolment (domestic or international) may be made electronically via the School's website along with all supporting documentation.
- 8.3 The School will permit hard copy applications upon request. Once completed, the form is to be submitted back to the Enrolments Office in hard copy – either via post, email or in person.
- 8.4 An application for enrolment must be accompanied by:
- (a) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate



from Medicare (ELC only); NAPLAN results, school reports, visa grant notice, boarding information, relevant court and parenting orders (if applicable).

- (b) All required fees mentioned in the form. This includes a non-refundable enrolment application fee payable at the time an application, to cover the School's administrative costs in managing the enrolment process.
- 8.5 Only fully completed application for enrolment forms (inclusive of all required fees and documentation) will be recorded.
- 8.6 Submitting the application for enrolment form and paying the enrolment application fee does not guarantee a place at the School or its boarding facility. Equally, submitting an application for boarding (applicable for currently enrolled students only) does not guarantee a student a place in the School's boarding facility.
- 8.7 Rather, the application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the School in:
- (a) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations);
 - (b) deciding whether to exercise its discretion to offer a place of enrolment; and
 - (c) deciding whether to exercise its discretion to offer a place of boarding.
- 8.8 Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.



Application for boarding

- 8.9 Where an application for boarding is made as part of the enrolment process, families must complete all sections relevant to boarding in the application for enrolment form. It is not necessary for families to complete the application for boarding form (which is for students who are already enrolled and seeking access to the School's boarding facility) as this content is covered in the application for enrolment form.
- 8.10 If an application for boarding is made within the application for enrolment form, a letter of offer (if received) will include the details relevant to the offer of boarding.
- 8.11 For students already enrolled and who are seeking to change their enrolment status to include boarding, an application for boarding may be made by submitting a completed application for boarding form (and the required documentation mentioned in the form). Applications for current students are to be completed via hard copy. All completed applications will be considered by the School on a case-by-case basis.

Waiting lists and priority of enrolment and boarding

- 8.12 The School ultimately has discretion about whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment and/or boarding.
- 8.13 In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:
- (a) The date a fully completed application is received (noting incomplete applications will not be processed).
 - (b) The information disclosed in the application.
 - (c) The child's interview and if applicable, pre-enrolment assessments.
 - (d) Whether the child is eligible for a priority offer of enrolment as:
 - (1) set out elsewhere in this policy;
 - (2) a sibling of a current student
 - (3) alumni, or children of alumni of the School;
 - (4) the child of a permanent staff member;
 - (5) the child of an Anglican minister;
 - (6) the child of a family who has an active affiliation with the School community; or



- (7) the child of a family who are relocating to Tasmania and have not had the opportunity to enrol their child/ren at the School prior to being given notice of relocation.
- (e) Whether the child is eligible for a place in the School's boarding facility on a priority basis as:
 - (1) A child eligible for a priority offer of enrolment.
 - (2) A sibling of a child currently boarding at the School's boarding facility.
 - (3) A child whose living circumstances make it difficult to travel to and from School each day.
- (f) The child's behavioural history.
- (g) Whether the values and beliefs of the child's family clearly align with the Anglican ethos, vision, mission and values of the School.
- (h) The starting year level of the child and whether this aligns with a main year level entry point at the School.
- (i) The School's capacity, as an inclusive school, to support a prospective student's relevant needs in the School environment (see below).
- (j) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
 - (1) number of students currently enrolled at the School;
 - (2) family's circumstances (including the willingness of the prospective student and their parent to comply with the School's policies and procedures);
 - (3) prospective student's interests and participation in extra-curricular activities;
 - (4) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - (5) School's resources and capacity to deliver an Anglican education to the student in accordance with its educational model;
 - (6) prospective student's willingness and ability to comply with the School's behavioural standards;



- (7) prospective student's willingness and ability to derive a benefit from the School's educational model;
 - (8) prospective student's school-readiness;
 - (9) willingness of each family to endorse the School's vision, mission and values; and
 - (10) any other considerations set out in this policy.
- 8.14 A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.
- 8.15 The School will apply the federal Department of Education's *Priority of Access Criteria* if there is a waiting list for the School's ELC or if the number of applications exceed the number of available places at the ELC.

9 Interviews

- 9.1 If and when appropriate, the School will invite a prospective student and their parents to attend an interview with a senior member of staff (which subject to the entry point, will typically be the Head of Senior Campus or the Head of Junior Campus).
- 9.2 For families seeking entry to the School, this interview will:
- (a) enable the School to understand the prospective student's strengths, weaknesses, school readiness and needs, as well as what they and their family can contribute to the life of the School; and
 - (b) enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.
- 9.3 Prior to the interview, families may be asked to provide the School with additional documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 9.4 For families seeking entry to the School's boarding facility upon enrolment, the pre-enrolment interview as detailed at clause 9.2 will also address the child's readiness to board.
- 9.5 For families seeking entry to the School's boarding facility during enrolment, an interview may occur with the Head of Boarding (or their delegate) to assess the child's readiness to board. Having regard to the information available to the School during the child's enrolment, the School may exercise



its discretion to accept a student to the School's boarding facility in the absence of a pre-boarding interview.

- 9.6 Prospective students and boarders (if applicable) will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.
- 9.7 Attending an interview does not guarantee a place at the School or its boarding facility and is not an offer of enrolment or boarding.
- 9.8 After attending the interview the prospective student's application will be reviewed by the School's Enrolment Panel, which typically comprises of the following persons: the Principal and/or Head of Campus.
- 9.9 If for any reason in the School's absolute discretion the School forms the opinion:
 - (a) As a result of an interview prior to enrolment, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).
 - (b) As a result of a pre-boarding interview, that it would be inappropriate for a student to board at the School's boarding facility, the request will be declined (and the School is not at liberty to provide the basis for this decision). The student will otherwise remain enrolled at the School and if the family advises the School of its desire, the child's name can remain on the School's waitlist for boarding.

10 Offer of Enrolment and Boarding

- 10.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment and/or boarding should be made.
- 10.2 Any offer of enrolment (and boarding, if applicable) made by the School will occur in writing.
- 10.3 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer (or, where no offer is made, the reasons for this).
- 10.4 An offer of enrolment (and boarding, if applicable) may be accepted in the form approved by the School from time to time, subject to the following:
 - (a) An offer will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and Boarding and any other terms set out in the offer of enrolment.



- (b) Acceptance of the offer must be provided within 30 days unless the School's offer states otherwise.
 - (c) An offer may be withdrawn by the School, regardless of the availability of places where:
 - (1) Information provided to the School is found to be withheld, false or misleading.
 - (2) There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.
 - (3) The offer is not accepted on the terms provided by the School.
 - (4) The Principal exercises their reasonable discretion to withdraw the offer.
- 10.5 Details about all the School's tuition fees and levies, and other charges and levies (for both domestic and international students), imposed by the School for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the School. A copy of the current Terms and Conditions of Enrolment is available on the School's website.
- 10.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment application fee and may be charged a \$500 administration charge unless 4 weeks notice is provided.

11 Defer, Refuse or Vary an Offer of Enrolment or Boarding

- 11.1 Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment (or boarding, if applicable). This must occur by the date stated in the offer, otherwise an amount will be payable in accordance with the Terms and Conditions of Enrolment.
- 11.2 Parents who wish to vary the date of entry for their child's enrolment or admission to boarding (either to another date in the same school year or to a subsequent intake year), understand that:
- (a) Notice must be given to the School in accordance with clause 11.1.
 - (b) The School in its absolute discretion may or may not agree to that request.
 - (c) If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no



guarantee that a place will be available for the child on their preferred commencement date.

- (d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.
- (e) The School may or may not in its absolute discretion require the payment of a further administration fee.

12 Appealing a decision

12.1 Parents may appeal an enrolment or boarding decision in accordance with the School's *Concerns and Complaints Handling Policy*. A copy of the policy can be found on the School's [website](#).

13 Period of enrolment

13.1 Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:

- (a) a child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment;

a child completes each school year at the School, unless the School provides written notice no later than the last day of Term 3, in that current school year, that the student's education will not continue the next year.

14 Orientation

14.1 Orientation and induction takes place for all new students and their families, and may include:

- (a) Orientation mornings/sessions.
- (b) Student orientation on commencement.
- (c) The use of the buddy system for those entering in non-major intake years.
- (d) Information sessions and feedback opportunities.



The School's commitment to inclusivity

- 14.2 The School is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious beliefs and needs.
- 14.3 In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 14.4 The School is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's relevant needs.
- 14.5 The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program (and if applicable, boarding experience) on offer. In this regard, the process of offering enrolment (and boarding, if applicable) is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students and boarders.
- 14.6 The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment or admission to boarding in circumstances where:
- (a) A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
 - (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, social integration in the playground or living experience in the boarding facility.
 - (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d) The child does not have or does not effectively respond to strategies or supports recommended from qualified medical



professionals, to assist the child to self-regulate and best support their positive experiences at school (including the boarding facility, if applicable).

- 14.7 Accordingly, prior to an offer of enrolment (and boarding, if applicable) being made parents must inform the School of all relevant needs a prospective student has.
- 14.8 If a parent fails to promptly inform the School of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment or boarding (or, if the enrolment has already commenced, immediately terminate the enrolment and/or boarding of the student in accordance with the Terms and Conditions of Enrolment and Boarding).
- 14.9 Where a parent promptly informs the School about a student or prospective student's relevant needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

- 15.1 The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
 - (b) Parent names and contact details.
 - (c) Date of enrolment.
 - (d) Medical information for emergency management purposes.
 - (e) Emergency contact details.
 - (f) If applicable: Home care arrangements, court orders, transfer records.
 - (g) Date of leaving the School and details concerning student's departure, where appropriate.
 - (h) For students older than six years, details of previous schools or pre-enrolment situation.
- 15.2 The register is retained in accordance with the School's *Data Retention Policy*, also noting the following directives from the Archives Office of Tasmania:



- (a) Disposal Freeze for Records Relating to Children
- (b) Records relating to Child Abuse (DA 2520)
- a. The School also keeps an electronic register via the School's boarding software containing:
 - i. every boarding student's location (regardless of whether they are on or off-site) at specific times of the day or night;
 - ii. any reason (given or apparent) for the absent of any student from the School's boarding facility; and
 - iii. the name and contact details for the person responsible for the student during their absence from the School's boarding facility.
- b. The location register is retained for a period of seven years after the student leaves the boarding facility, and copies of information in the location register are stored off-site at regular intervals. The location register is updated daily or more frequently as required, in accordance with the School's processes.

Date approved by the Principal: March 2024
Commencement date: March 2024