



## 1. PURPOSE

This policy seeks to ensure that students are enrolled at Methodist Ladies' College ('MLC' or 'the College') in a manner that is fair, consistent, and transparent. The policy sets out the basis on which students are enrolled and specifies the information that is required from families on entering an Enrolment Agreement with the College.

## 2. SCOPE

This policy applies to all current and future Students seeking admission to the College and the Tiddeman Boarding House, the MLC Board, College staff and parents/guardians ('Applicant').

## 3. POLICY STATEMENT

### 3.1. Principles

MLC is an open entry, non-selective day and boarding school for girls from Prep to Year 12. The intention of the College is that all Students enrolled will progress through the year levels to the Senior School and follow a VCE, VCE-VET or IB pathway.

MLC Kindle provides a coeducation program based on the Reggio Emilia philosophy for children who are aged six weeks to five years old. MLC Kindle is a feeder for enrolments into MLC's Junior School. A proportion of funds raised, or fees collected on behalf of the College may be applied to the operation of MLC Kindle.

The College values diversity across the MLC community and this principle shapes the way in which the College admissions criteria are applied.

Decisions on admission are made by the Admissions Manager in accordance with the criteria outlined in this policy. The Principal reserves the right to exercise discretion in all matters pertaining to enrolments.

### 3.2. Responsibilities

The MLC Board is responsible for approving the criteria for admission and the terms and conditions contained in the MLC - Terms & Conditions of Enrolment.

The Principal is responsible for ensuring this Enrolment Policy is implemented in a fair, transparent and non-discriminatory manner and that an enrolment register is accurately maintained.

### 3.3. Admissions and Enrolments

#### Admissions Criteria

New enrolments are encouraged at the main intake year levels of Prep, Years 5 and 7. The College accepts new student enrolments at all year levels where places are available. Students must be five years of age before 30 April in the year they enter Prep.

Students will be offered a place at MLC (Kindle, or in Prep to Year 12) according to the date the application was received.

Children are eligible for enrolment into Kindle 3-year-old group once they have turned 3 years of age and are toilet-trained.

Children need to turn 4 on or before 30th April of the year they enter into Kindle 4-year-old group. All children must undertake a readiness for school assessment.

To be offered a place at MLC Prep – Year 12 students must demonstrate a satisfactory command of the English language in order to meet the requirements of the Australian curriculum. All students that do not have English as their first language are required to sit the Australian Education Assessment Services (AEAS) English assessment test (or equivalent alternative test accepted by the College). Students seeking entry into Year 7 – 9 must achieve an AEAS score of 71 or higher, and students seeking entry at Year 10 – 12 must achieve an AEAS score of 80 or higher.

### **Priority Order of Enrolment**

All Applicants must submit an Application for Enrolment to the College fully signed and completed, including any necessary associated paper work. Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the College the Application for Enrolment form in the form required and with all relevant fees.

For Kindle enrolments, the College takes into consideration the suggested Commonwealth Government Priority Access guidelines for childcare service.

The College embraces equal opportunity and is inclusive in outlook and welcomes students from all backgrounds and faith traditions. When numbers outweigh the places available and at the discretion of the College, some applications may be given preference on the basis of early enrolment, position on the waiting list and on the following basis:

- i. Applicants who have members of their immediate families as present or past students of the College, including, but not limited to the:
  - a. Applicant's Sibling currently enrolled at MLC;
  - b. Mother of Applicant is an Old Collegian;
  - c. Grandmother of Applicant is an Old Collegian;
  - d. Applicant's Sibling is an Old Collegian; or
- ii. Applicants who are current permanent employees of the College seeking to enrol their child.

Where places are not immediately available on the basis of the application of the priority rules above, a waiting list will be maintained by the College. For wait list purposes those applications with a direct family connection to MLC will receive an enrolment advantage. This provides a one-year enrolment advantage for MLC Kindle applicants and a two-year advantage for Prep to Year 12 applicants.

International Students who are not Australian citizens will only be eligible for entry once all Australian government requirements have been satisfied, pre-requisite minimum English language standards have been formally verified.

The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

### **3.4. Enrolment Agreement**

When enrolling at MLC, families enter into an Enrolment Agreement with the College. The Enrolment Agreement requires agreement to Terms & Conditions of Enrolment, Fee Schedule, Parent Code of Conduct and Student Code of Behaviour and Discipline Policy. These documents are available on the College website.

### **3.5. Enrolment Procedure**

Applications for Enrolment are preferred at least 3 years' in advance of admission to Prep, Years 5 and 7. Outside this timeframe, Applications for Enrolment may be made at any time.

All families who are new to MLC are also expected to attend an Open Morning or College Tour as part of their introduction to the College. Enquiries and visits are always welcome and can be arranged by contacting the College.

In accordance with the College's Terms & Conditions of Enrolment, Applicants are required to make full disclosure in the Application for Enrolment. The College will provide reasonable adjustments, as appropriate, in line with the provisions stated in this Enrolment Policy.

The College will request and record the immunisation status of Kindle and Junior School students prior to enrolment.

The enrolment procedure is outlined below:

<b>Step 1:</b>  <b>Application for Enrolment</b>	Applicants are required to complete, in full, the Application for Enrolment Form via the MLC website. The following supporting documents will need to be forwarded to the College as part of the application: <ol style="list-style-type: none"><li>i. Student Birth Certificate or Passport; and</li><li>ii. Immunisation records for applications for Prep to Year 6.</li></ol>
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	<p>Upon receipt of the Application for Enrolment Form and Enrolment Fee:</p> <ol style="list-style-type: none"> <li>i. The student's name is registered on the future list for the year and the year level nominated.</li> <li>ii. The admissions team will be in contact 3 years prior to commencement to start the enrolment process if the Applicant is entering Prep, Year 5 or Year 7, or 12 months prior to commencement for other year levels.</li> </ol> <p>Lodgement of the Application for Enrolment Form does not guarantee enrolment of the Student at the College.</p> <p>An application is required for entry into MLC Kindle, this application can be made simultaneously when enrolling the Student into Prep – Year 12 to incur a single Application Fee.</p>
<p><b>Step 2:</b></p> <p><b>Pre-Enrolment Student Statement</b></p>	<p>All Applicants are required to complete a Pre-Enrolment Student Statement (3 years in advance for main intake years and 12 months in advance for other year levels), which requests the following information to meet College and government requirements:</p> <ol style="list-style-type: none"> <li>i. religious denomination;</li> <li>ii. information about the language(s) the Student speaks and/or hears at home;</li> <li>iii. names and addresses of the Student and Applicants; telephone numbers (home, work, and mobile) of Applicants;</li> <li>iv. most recent school report</li> <li>v. information on additional learning needs (for example, whether the Student requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.); and</li> <li>vi. any parenting agreements, parenting plans or court orders, including any carer orders, or relevant VISA's for international students.</li> </ol> <p>After lodgement of the Pre-Enrolment Statement, College staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs the Applicant has noted on the Pre-Enrolment Statement.</p> <p>If information requested is not provided, the College may not be able to enrol the Student.</p>
<p><b>Step 3:</b></p> <p><b>Interview</b></p>	<p>Upon receipt of the Pre-Enrolment Student Statement an interview may be conducted with the relevant Head of School or their nominated representative, if requested by the College or Applicant.</p> <p>Any Disability or other special needs are noted and discussed with the Applicant at the interview. The Applicant may be required to provide additional information before the process can continue.</p> <p>To assist the Principal in making a determination regarding enrolment, the College may request:</p> <ol style="list-style-type: none"> <li>i. a reference on the Applicant's or Student's general character and maturity and/or other matters that would be relevant to consideration of the application; and</li> <li>ii. evidence to show that the prospective Student and the family would be supportive of the mission of the College and its expectations for students and Applicants, and capable of paying fees.</li> </ol>

<b>Step 4a:</b> <b>Notification of non-acceptance</b> <b>OR</b>	For those Applicants not being offered an offer of enrolment at the College, written notification will be sent to the Applicant.
<b>Step 4b:</b> <b>Letter of Offer</b>	A Letter of Offer to Applicants being offered a place at the College will be communicated in writing to the Applicant.  The Letter of Offer includes an Acceptance of Offer of Enrolment Form for the Applicant's signature to confirm acceptance of the Enrolment Agreement.
<b>Step 5:</b> <b>Acceptance of Offer</b>	For those Students that receive a Letter of Offer indicating acceptance to the College, in order to accept an offer of enrolment to the College, agreement by Applicants to the Fee Schedule, Parent Code of Conduct, Student Code of Behaviour and Discipline Policy and the Terms & Conditions of Enrolment must be confirmed by the signature of both parents (unless a court order provides otherwise, and a copy is given to the College). Acceptance includes payment of the Enrolment Fee by the specified due date.  The Student's place in the College is not confirmed until all documents and fees as requested by the College have been received. This includes, among other things receipt of a signed Acceptance of Offer of Enrolment Form from the Applicant.
<b>Step 6:</b> <b>Confirmation of enrolment</b>	Confirmation of enrolment letter provided by the College to acknowledge acceptance of the offer.  A pre-commencement meeting with the Head/Deputy Head of School and the Applicant will be held prior to commencing at the College in a main intake year (Prep, Year 5 and 7). An interpreter may be organised, if required.

### **Acceptance into the Tiddeman Boarding House**

Students can be considered for entry into MLC's Tiddeman Boarding House once they have met the College enrolment criteria and are in Year 7 to 12.

An interview with the Head of Boarding is required prior to an offer to board at the Tiddeman Boarding House being made. Decisions regarding admission to the Boarding House are made by the Admissions Manager.

Applicants must sign an MLC Boarding Acceptance Agreement to accept a place in the Tiddeman Boarding House.

### **Enrolment Procedure for International Students**

MLC is a school registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Australian law requires students who are not Australian Citizens, or Permanent or Temporary Residents to obtain an Australian Student Visa prior to entering Australia.

Places will be offered to international students based on the date of application and in accordance with the College's requirements for English language proficiency, approved accommodation, welfare arrangements and grant of the relevant Visa. These requirements are detailed on the College website.

There are additional Terms & Conditions of enrolment applicable to International Students as detailed on the College website

### **3.6. Withdrawal or Deferral**

If a Student is enrolled and then withdraws before the scheduled commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the Application Fee and the Enrolment Fee, will be returned provided the College has been provided with one full term's advance notice.

Applicants may make a request to defer an accepted place for entry to a later year in accordance with the terms stated in the Terms & Conditions of Enrolment.

### **3.7. Continuing Enrolment**

Once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn at the initiative of the College or the Applicant.

### 3.8. Appeals Process

Where the College does not offer a place to a child for enrolment in the College, Applicants may appeal the College's decision within 3 weeks of being notified they have not received an offer of enrolment.

The appeal must be in writing, signed by the Applicant and include the grounds for appeal.

The College will assess and make a determination for appeals on a case-by-case basis. The College may preference students as set out in this Enrolment Policy or Terms and Conditions and permitted by the Education and Training Reforms Act 2006 (Vic). The College will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.

If Applicants are not satisfied their appeal was adequately considered, Applicants can escalate their appeal in accordance with the College's Complaints, Grievances and Appeals Policy.

### 3.9. Reasonable adjustments

Where information obtained by the College indicates that a Student has a disability, the Principal, or their delegate, will consult with the Applicant and the Student to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College or a residency in the MLC Boarding House. Should the Principal's delegate conduct the consultation, they will make a recommendation to the Principal as to whether an offer of enrolment should be made to the Applicant. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- i. the nature of the Student's disability;
- ii. the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- iii. 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 opportunities and where relevant, boarding school life on the same basis as children without disabilities;
- iv. information provided by, or on behalf of, the Student about his or her preferred adjustments;
- v. 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;
- vi. the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students or boarders; and
- vii. the costs and benefits of making the adjustment.

The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College or reside in the MLC Boarding House, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- i. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the student). This includes (without limitation):
  - 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;
  - benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
  - the effect of the disability of the Student;
- ii. the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;

- iii. the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- iv. the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
- v. the nature of the Student's disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the Student and the Applicant (as appropriate) any concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and the adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the Student a position or may defer the offer.

### 3.10. Scholarships

The MLC Scholarship Program is opened annually approximately twenty months prior to the year of commencement and is available to both current Students of the College and new students wishing to attend. Available scholarships are advertised on the MLC website.

Scholarship applications are subject to the Scholarship Terms and Conditions and also the MLC Terms & Conditions of Enrolment.

### 3.11. Enrolment Register

MLC has an enrolment register that is a permanent record of the students admitted to the College. The enrolment register determines those Students for whom attendance must be registered and monitored. The College has processes and procedures in place to ensure that the register is kept up to date.

Parents of future Students should communicate any change of address to MLC Admissions via email/in writing so that contact can be maintained. The College will take reasonable efforts to maintain up to date contact details for all families, however, failure to communicate a change of address could mean a loss of enrolment opportunity.

If false or misleading information is provided in the Application, the College reserves the right to cancel the offer of enrolment.

Students attending the College on a cultural visit (less than 12 weeks) enter Australia on a tourist visa and are visitors to MLC and not enrolled Students.

### 3.12. Data Collection

Under the *Australian Education Act 2013* (Cth), the College is required to collect student background characteristics data as part of the enrolment process and report this data to the VCAA or other assessment agent when requested. MLC's Annual Report will include a report on the characteristics of students at the College.

### 3.13. Privacy

The College 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.

## 4. DEFINITIONS

**"Acceptance of Offer of Enrolment Form"** means the form sent to the Applicant for the Applicant to indicate to the College that it is accepting an offer of enrolment from the College by accepting the Enrolment Agreement.

**"Applicant"** means the person/s set out in the Applicant for Enrolment Form being the parent/s and/or guardian/s of the Student seeking enrolment at the College.

**"Application for Enrolment"** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

**"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.

**“Terms & Conditions of Enrolment”** means the College’s terms and conditions of enrolment which the Applicant will agree to be bound by when accepting any offer of enrolment made by the College.

**“Enrolment Agreement”** means the agreement between the Applicant and the College and is comprised of the Acceptance of Offer of Enrolment Form, Terms & Conditions of Enrolment, Fee Schedule, Parent Code of Conduct and Student Code of Behaviour and Discipline Policy.

**“Enrolment Fee”** means the fee payable at the time of signing the Terms & Conditions of Enrolment. The current Enrolment Fee is provided in the College’s fee schedule available on its website and may be altered at any time at the discretion of the College.

**“Fee Schedule”** means the list of fees published on the College website.

**“International Student”** has the same meaning as “overseas student” in section 1.1.3 of the Education and Training Reform Act 2006 (Vic).

**“Kindle”** means the College’s Kindle early learning centre.

**“Letter of Offer”** means a letter from the College to the Applicant indicating acceptance of the Student to the College or placement on a waiting list.

**“Student”** means the student identified in the Application for Enrolment Form that is seeking enrolment at the College.

**“The Principal”** means the Principal of the College, or the Principal’s authorised representative.

**“Tuition Fees”** means the tuition fees payable to the College, as advised by the College to the Applicant and available on the College website.

## 5. RELATED DOCUMENTS

- MLC Enrolment Agreement
- Acceptance Agreement for Tiddeman Boarding House
- Complaints, Grievances and Appeals Policy

## 6. GOVERNANCE

### DOCUMENT DETAILS

<b>Title:</b>	Enrolment Policy
<b>Policy Approver:</b>	MLC Board
<b>Policy Owner:</b>	Admissions Manager
<b>Date Created:</b>	2021
<b>Review Timeline:</b>	Triennial
<b>Date of Next Review:</b>	2024

### VERSION CONTROL

Version	Date	Description
V1	2021	Revised document

### AUDIENCE

MLC Community & Public

### PUBLICATION LOCATION

MLC external website, myMLCfamily, Staff Hub