



Enrolment Policy and Procedure

1. Purpose

This Enrolment Policy and Procedure ('Policy') seeks to ensure 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, as updated from time to time, 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 is that all Students enrolled will progress through the year levels to the Senior School and follow a Victorian Certificate of Education (VCE), VCE Vocational Major or International Baccalaureate (IB) Diploma Programme 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

3.3.1. Admissions Criteria

Applications for Enrolment are preferred at least 3 years in advance of admission to 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 MLC Kindle 3-year-old group once they have turned 3 years of age. Children need to turn 4 on or before 30th April of the year they enter into MLC Kindle 4-year-old group.

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 who do not have English as their first language are required to undertake an English proficiency assessment. For students in Prep – Year 4, MLC will conduct an internal assessment to determine if the student has an adequate level of English to access the curriculum at a functional level and to gauge the level of adjustment/support required. Students in Years 5 – 12 will be required to sit an external English language assessment test to determine if their English proficiency meets MLC's requirements.

3.3.2. Priority Order of Enrolment

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

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

The College embraces equal opportunity, 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 wait list and on the following bases:

- i. Applicants who have members of their immediate families as present or past students of the College, including, but not limited to the:
 - a. Student's sibling currently enrolled at MLC;
 - b. Mother of Student is an Old Collegian;
 - c. Grandmother of Student is an Old Collegian;
 - d. 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 wait list will be maintained by the College. For wait list purposes those applications with a direct family or staff 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, and 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 wait list if there are reasonable grounds for doing so.

Up to 40% of MLC Kindle places are available to staff receiving priority after current MLC Kindle student places are finalised.

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, Student Behaviour Management Policy and Student Code of Conduct.

For International Students, the International Student - Additional Terms and Conditions are also

part of the Enrolment Agreement.

These documents are available on the College website.

3.5. Enrolment Procedure

3.5.1. Application process

Applications for Enrolment are preferred at least 3 years in advance of admission to Prep and 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 MLC Kindle and Junior School students prior to enrolment.

The enrolment procedure is outlined below:

Step 1: <i>Application for Enrolment</i>	<p>Applicants are required to complete, in full, the Application for Enrolment via the MLC website. The following supporting documents will need to be submitted as part of the application:</p> <ol style="list-style-type: none">Student Birth Certificate or Passport; andImmunisation records for applications for Prep to Year 6. <p>Upon receipt of the Application for Enrolment Form and Application Fee:</p> <ol style="list-style-type: none">The student's name is registered on the applicant list for the entry year level nominated.The Admissions team will be in contact at least 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. <p>Lodgement of the Application for Enrolment Form does not guarantee enrolment of the Student at the College.</p> <p>An Application for Enrolment 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>
Step 2: <i>Pre-Enrolment Student Statement</i>	<p>All Applicants are required to complete a Pre-Enrolment Student Statement (3 years in advance for main intake years (Prep and Years 5 and 7) and 12 months in advance for other year levels), which requests the provision of information to meet College and government requirements. This includes, but is not limited to:</p> <ol style="list-style-type: none">information about the language(s) the Student speaks and/or hears at home;names, addresses and telephone number of the Student and Applicants and telephone number of Applicants;most recent school reportinformation 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.); andany parenting agreements, parenting plans or court orders, including any carer orders, or relevant visas for International Students. <p>After lodgement of the Pre-Enrolment Student 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 Student Statement.</p> <p>Applications may be delayed and wait list priority lost if information requested is not provided in a timely manner.</p>

Step 3: Interview	<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 enrolment process can continue.</p> <p>To assist the Principal to make a determination regarding enrolment, the College may request:</p> <ul style="list-style-type: none"> i. a reference on the Student's general character and maturity and/or other matters that would be relevant to consideration of the application; and ii. evidence to show that the Student and the family would be supportive of the vision and mission of the College and its expectations for students and Applicants, and capable of paying fees.
Step 4: Notification of application outcome	<p>Step 4a: Letter of Offer</p> <p>A Letter of Offer of a place at the College is provided to the Applicant. The Letter of Offer includes an Acceptance of Offer of Enrolment Form for the Applicants to sign to confirm acceptance of the Enrolment Agreement.</p> <p>OR</p> <p>Step 4b: A Notification of non-acceptance</p> <p>For Students not being offered enrolment at the College, written notification will be sent to the Applicant.</p>
Step 5: Acceptance of Offer	<p>For Applicants who receive a Letter of Offer, acceptance of the Student's place requires:</p> <ul style="list-style-type: none"> i. a signed Acceptance of Offer of Enrolment Form, which acknowledges acceptance of the Enrolment Agreement. This Form must be signed by both parents (unless a court order provides otherwise, or MLC agrees); and ii. payment of the Enrolment Fee by the specified due date. <p>Both of these requirements must be met in order to secure the Student's place at the College.</p>
Step 6: Confirmation of enrolment	<p>The College sends a confirmation of enrolment letter to Applicants to acknowledge the Applicant's acceptance of the offer of enrolment and the payment of the Enrolment Fee.</p> <p>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.</p>
Step 7: Payment of Tuition Fees and Charges	<p>Tuition Fees and charges are payable in accordance with the College's Terms and Conditions of Enrolment and Schedule of Tuition and Boarding House Fees and Charges (available on the College website).</p> <p>Tuition Fees in Advance are payable prior to a Student's commencement at the College. The amount paid will be credited against the second invoice for the Student. In the event that enrolment is cancelled by the Applicant prior to commencement, Tuition Fees in Advance will be forfeited to reflect a genuine pre-estimate of the College's cost in being able to fill the place.</p> <p>Non-payment of Tuition and Boarding Fees and Charges in accordance with due dates may result in termination of enrolment.</p>

3.5.2. 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 and Head of School 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.

3.5.3. 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 has commenced at the College and the Applicant wishes to withdraw the Student, one full Term's advance notice is required. If one full Term's advance notice is not provided, the College will retain that Term's fees as a genuine pre-estimate of cost incurred by the College.

If an Applicant has accepted an offer of enrolment (i.e. signed the Acceptance of Offer of Enrolment Form, agreed to be bound by the Enrolment Agreement and paid the Enrolment Fee and Tuition Fees in Advance) but seeks to withdraw the Student from the College prior to the Student commencing at the College, the Tuition Fees in Advance payment is forfeited to represent a genuine pre-estimate of the cost incurred by the College.

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. The College may permit or refuse a deferral at its discretion subject to the wait list and other considerations. The payment of Tuition Fees in Advance cannot be applied to a deferred year of entry and is forfeited if the original year of entry position is not taken up.

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 to the Admissions Manager, 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, in writing 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 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 residency in the MLC Boarding House. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is

reasonable. 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.

The College will take into account relevant circumstances and interests when identifying what a reasonable adjustment is, 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 Applicant, 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 their preferred adjustments;
- v. the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programs 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 enroll 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 the College may have regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that the College has sufficiently consulted with 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.

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, or relevant information omitted from, 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 and privacy

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.

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	The form Applicants sign to accept an offer of enrolment at the College and agree to be bound by the Enrolment Agreement.
Applicant	The person/s set out in the Application for Enrolment Form and the Acceptance of Offer of Enrolment Form, being the Parent/s and/or guardian/s of the Student and if more than one, each of them jointly and severally.
Application Fee	The amount payable, as advised by the College in the Fee Schedule, to submit an Application for Enrolment.
Application for Enrolment	The document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.
College	Methodist Ladies' College Ltd. ABN 55 006 036 979, 207 Barkers Road Kew, Victoria, Australia.
Disability	In relation to a Student, includes: a. total or partial loss of the Student's bodily or mental functions; or,

	<p>b. total or partial loss of a part of the body; or,</p> <p>c. the presence in the body of organisms causing disease or illness; or,</p> <p>d. the presence in the body of organisms capable of causing disease or illness; or,</p> <p>e. the malfunction, malformation or disfigurement of a part of the Student's body; or,</p> <p>f. a disorder or malfunction that results in the Student learning differently from a Student without the disorder or malfunction; or,</p> <p>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.</p>
Enrolment Agreement	The agreement between the Applicant and the College comprised of the Acceptance of Offer of Enrolment Form, Terms & Conditions of Enrolment, Fee Schedule, Parent Code of Conduct, Student Code of Conduct, Student Behaviour Management Policy. For International Students, the Additional Terms and Conditions are also part of the Enrolment Agreement.
Enrolment Fee	The fee payable when accepting the Offer of Enrolment and agreeing to be bound by the Enrolment Agreement.
Fee Schedule	The list of fees published on the College website.
International Student	Same meaning as "overseas student" in section 1.1.3 of the Education and Training Reform Act 2006 (Vic).
Kindle or MLC Kindle	The College's Kindle early learning centre.
Letter of Offer	A letter from the College to the Applicant indicating acceptance of the Student to the College
The Principal	The Principal of the College, or the Principal's authorised representative.
Student	The student named in the Application for Enrolment Form that is seeking enrolment at the College.
Tuition Fees	The tuition fees payable to the College, as advised by the College to the Applicant and available on the College website.
Tuition Fees in Advance	The advance payment of a portion of Tuition Fees prior to commencement at the College. This payment is credited to the second instalment of Tuition Fees (issued in February of the Student's first year at the College) after the Student commences at the College; and non-transferable and non-refundable if the Applicant withdraws the Student prior to commencing at the College, to represent a genuine pre-estimate of the College's cost in being able to fill the place.

5. Related Documents

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

6. Governance

Document Details		
Title:		Enrolment Policy
Policy Approver:		MLC Board
Policy Owner:		Principal
Date Created:		2021
Review Timeline:		Triennial
Date of Next Review:		2026
Version Control		
Version	Date	Description
V1	2021	Revised document
V2	2023	Revised to incorporate changes to enrolment procedure.
Audience		Publication Location
MLC Staff		MLC Staff Hub > Document Central
Parents/Guardians		myMLCfamily
Wider community		External MLC website