

POLICIES AND PROCEDURES

Policy Name	Enrolment Policy
Constructed /Reviewed by	Director of Marketing and Admissions / CSM /Executive
Review	Last Review: December 2017, May 2019, November 2020, September 2022, May 2023, May 2025 Next Review: May 2027

Introduction

Yarra Valley Grammar (**School**) is an independent, co-educational, open entry school. Students of all learning abilities, nationalities and faiths are welcome to apply. The School is committed to an open and inclusive enrolment policy.

This Enrolment Policy (**Policy**) gives guidance to prospective families regarding enrolment criteria and procedures applied by the School when considering enrolment applications.

The intention of the School is that all Students enrolled will progress through the year levels to the Senior School and follow a Victorian Certificate of Education (**VCE**).

Purpose

This Policy seeks to ensure students are enrolled at the School in a manner that is fair, consistent, and transparent. The Policy sets out the basis on which applications for enrolment are assessed and accepted and outlines the information parents must be provided to the School.

Scope

This Policy applies to all people applying for admission to the School, including parents / guardians applying on behalf of a prospective student (together referred to as **Applicant or Applicants**) and School staff involved in the admissions process.

Admission Eligibility

The School values diversity across the School community and this value shapes the way in which the School admissions criteria are applied. The School embraces equal opportunity and inclusion and welcomes students from all backgrounds and faith traditions.

Children are eligible for enrolment into the ELC three-year-old group once they have turned three years of age by 31 January in the year of commencement.



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Children need to turn four on or before 30 April in year of commencement for the ELC four-year-old group.

All Applicants must submit an Application for Enrolment Form to the School or ELC fully signed and completed, including all necessary associated paperwork. Applications will only be recorded on the waiting list for the desired year of entry, in accordance with the date of application, if the Applicant has correctly submitted to the School or ELC the Application for Enrolment Form in the form required and paid all relevant Fees and Charges.

Offers of places and decisions on admission are made by the Principal, who reserves the right to exercise discretion in all matters pertaining to enrolments.

Priorities

When enrolment applications exceed the places available, applications may be given preference on the following bases:

1. ELC positions are a direct feeder to Prep (meaning most ELC students transition into Prep, and should be prioritised);
2. to siblings of current Yarra Valley Grammar students;
3. to children and siblings of Yarra Valley Old Grammarians;
4. to children of Anglican Ministers;
5. to children of Applicants who have recently relocated to Melbourne from interstate or overseas;
6. by date of application thereafter.

Where places are not immediately available applying the priority rules above, the School will maintain a waiting list based on the date of application, as identified in the Application for Enrolment Form.

Yarra Valley Grammar has limited places that can be offered each year. Due to the limited places available, Applicants may not be offered an interview or an Offer of Enrolment to the School. An Offer of Enrolment is at the discretion of the Principal, who will consider each case on its merits and take account of position on the waiting list and priorities.

Application for Enrolment

A properly completed Application for Enrolment Form is required for the application to be accepted by the School. This is not a guarantee of enrolment at the School.

Applications will be accepted at any time and, in the case of waiting lists, will be placed on the

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waiting list according to when the application is received.

Applications will only be valid when the Application for Enrolment Form is lodged with all relevant information and the non-refundable Application Fee is paid. This includes current details regarding:

- any medical conditions or Disabilities (whether temporary or permanent);
- any matters that may impact on the School's ability to properly care for and/or provide an educational program to the Student; and
- any adjustments or supports that are or may be required to accommodate the Student's Disability (e.g., adjustments to services and/or facilities).

Further information on Reasonable Adjustments is set out below.

Enrolment Information Form

Applicants will be requested to complete an Enrolment Information Form, at least two years prior to the Student's proposed year of enrolment. Applicants are required to return the Enrolment Information Form to maintain their place on the wait list. If the Enrolment Information Form is not returned to the School by the date specified in the Form, the Applicant forfeits their place on the waitlist.

Upon receipt of the Enrolment Information Form, Applicants will be informed of an interview time, or whether their position on the waitlist does not require an interview at this stage.

Offer of Enrolment

An Offer of Enrolment is made in writing following a successful interview by the Principal, prior to the Student commencing their education at the School. An Offer of Enrolment is made at the discretion of the Principal. Places in the Early Learning Centre and Preparatory class are allocated according to the School's judgement of whether a child is ready to commence school.

The School reserves the right to revoke an Offer of Enrolment if relevant or requested information about a Student's needs for educational support is not disclosed to the School, or misleading information or documentation is provided to the School.

Acceptance of an Offer of Enrolment

Acceptance of an Offer of Enrolment requires Applicants to:

- sign the Acceptance of Offer Form and return this to the School; and
- pay the non-refundable Enrolment Charge (as applicable) to the School, prior to the date specific in the Offer of Enrolment.



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The Enrolment Charge is an additional payment to the School's Tuition Fees. The Enrolment Charge is non-refundable and non-transferable and will not be offset against future Tuition Fees unless this is specifically provided for in the Offer of Enrolment.

By accepting the Offer of Enrolment, Applicants agree to be bound by the Enrolment Agreement (defined below in the Definitions). In addition, parents, families and students are expected to abide by School policies, as provided in the School website www.yvg.vic.edu.au, for the duration of their enrolment. Copies of the School's policies can be provided on request.

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, and the Applicants provide the School with one full term's advance notice, the School will refund all Fees and Charges previously paid except the Application Fee and the Enrolment Charge.

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

Continuing Enrolment

Once a Student has commenced at the School, their enrolment is continuous through to Year 12 unless the Student's enrolment is formally withdrawn or terminated by the School or the Applicant.

Reasonable Adjustments

The School values diversity and inclusion and strives to create a safe and inclusive environment for all students, including those with Disabilities.

Information on a Student's Disability is important to enable the School to properly assess the supports that it can provide to the Student to support their learning, engagement and wellbeing.

Where information obtained by the School indicates that a Student has a Disability, the Principal, or their delegate, will consult with the Applicant(s) 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 School. The School will then assess whether adjustments would be required to accommodate the Student's Disability, and whether any requested or necessary adjustments are reasonable.

In assessing whether an adjustment is reasonable, the School will take into account relevant circumstances and interests, including:

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confidence to achieve

A CO-EDUCATIONAL SCHOOL IN THE ANGLICAN TRADITION – ELC TO YEAR 12

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1. the nature of the Student's Disability;
2. the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
3. views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student to access and participate in education and training opportunities on the same basis as children without disabilities;
4. information provided by, or on behalf of, the Student about their preferred adjustments;
5. 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;
6. the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
7. the costs and benefits of making the adjustment.

The School may request medical, psychological or other reports from relevant specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary to support the student. If further information is not provided, the School will make a decision about the adjustments and whether to make an Offer of Enrolment based on the information available.

If adjustments are necessary, the School will endeavour to make those adjustments to support the Student.

However, the School may decline to provide the adjustments if it considers that they are not reasonable or would involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will consider the relevant circumstances, such as:

1. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). This includes (without limitation):
 - a. 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;

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- b. benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - c. the effect of the Disability on the Student;
2. the School'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;
3. the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;
4. the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School because of the Student's participation); and
5. the nature of the Student's disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The School will consult with the Applicant and Student (as appropriate) about issues regarding adjustments or its ability to accommodate the Student before making a decision about adjustments or enrolment.

The School may defer or decline the proposed enrolment of a Student should the School determine that it is not able to reasonably accommodate the Student's Disability (after considering reasonable adjustments) or having regard to its duty of care and health and safety obligations.

Enrolment Register

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

Applicants of future students should communicate any change of address or contact details to the School Admissions via email/in writing so that contact can be maintained. The School will take reasonable efforts to maintain up to date contact details for all families. However, failure to communicate a change of address or contact details could mean a loss of enrolment opportunity if you do not respond to an Enrolment Information Form of Offer of Enrolment within the required timeframe.



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If false or misleading information is provided in the Application for Enrolment Form, the School reserves the right to withdraw or terminate the Offer of Enrolment or information is withheld on enrolment.

Use of Fees

A proportion of the funds raised, or Fees collected may be applied to the conduct of the School's Early Learning Centre (ELC).

Data Collection

Under the *Australian Education Act 2013* (Cth), the School is required to collect Student background characteristics data as part of the enrolment process and report this data to the VCAA or other testing agent when requested.

Privacy

The School will collect, use and disclose personal information for purpose of completing the enrolment process. We do not disclose enrolment information to other third parties. After a student is enrolled, we may disclose information about that student as per our necessary operations. Please refer to the School's [Privacy Policy](#) on our website for more information.

Definitions

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

"Applicant" means the person/s set out in the Application for Enrolment Form being the parents and/or guardians of the Student seeking enrolment at the School.

"Application Fee" means the fee payable at the time of submitting the Application for Enrolment Form to the School. The current Application Fee is provided in the School's Fee Schedule available on its website and may be altered at any time at the discretion of the School.

"Application for Enrolment Form" means the document which the Applicant is required to complete to be eligible to be considered for enrolment at the School.

"Charges" means non-Tuition Fees including, a holding payment, IT charges, consolidated charges, camp, excursion charges, charges for elective subjects, bus pass charges (if applicable), school materials, medical expenses and other expenses referred to in these Conditions of Enrolment.

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“Conditions of Enrolment” means the School’s conditions of enrolment which the Applicant will agree to be bound by when accepting an Offer of Enrolment made by the School.

“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,

and includes behaviour that is a symptom or manifestation of the Disability.

“ELC” means the School’s Early Learning Centre.

“Enrolment Agreement” means the agreement between the Applicant and the School and is comprised of the Acceptance of Offer Form, Conditions of Enrolment, this Enrolment Policy, Fee Schedule, Parent Code of Conduct and Student Code of Conduct.

“Enrolment Charge” means the fee payable at the time of the Applicants signing the Conditions of Enrolment for their eldest child. The Enrolment Charge is not payable for Applications of Enrolment for subsequent siblings. The current Enrolment Charge is provided in the School’s Fee Schedule available on its website and may be altered at any time at the discretion of the School.

“Enrolment Information Form” means the form sent to the Applicant, prior to interview, to update the details provided in their Application for Enrolment.

“Fees” means the fees payable to the School, including the Tuition Fees, Enrolment Charge, Application Fee and any other fees or Charges relevant to the Student’s enrolment, as published in the Fee Schedule.

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“Fee Schedule” means the list of fees published on the School website, as amended from time to time.

“Offer of Enrolment” means a letter from the School to the Applicant indicating the School’s offer of enrolment of the Student at the School.

“Principal” means the Principal of the School, or the Principal’s authorised representative or delegate.

“Student” means the student identified in the Application for Enrolment Form who is seeking enrolment at the School.

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

Related School Policies and References

Applicants of students (or prospective students) at the School should review the following policies and forms for further information:

- YVG Application for Enrolment Form
- YVG Prep and ELC Supporting Document
- YVG Conditions of Enrolment
- YVG Information Privacy Policy
- YVG Child Protection Policy

Relevant Legislation

The School is committed to fulfilling its obligations under the following legislation:

- Disability Discrimination Act 1992 (Cth)*
- Disability Standards for Education 2005 (Cth)*
- Privacy Act 1988 (Cth)*
- Racial Discrimination Act 1975 (Cth)*
- Equal Opportunity Act 2010 (Vic)*
- Sex Discrimination Act 1984 (Cth)*
- Age Discrimination Act 2004 (Cth)*
- Child Wellbeing and Safety Act 2005 (Vic)*
- Health Records Act 2001*