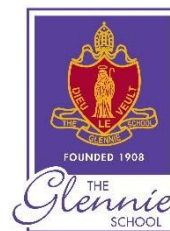


# THE GLENNIE SCHOOL ENROLMENT POLICY

(March 2018)



## 1. Rationale

Incorporating traditional values within a caring, Christian environment, together with the best contemporary teaching methods and learning experiences The Glennie School aims to provide girls with dynamic opportunities in education, training and personal growth which develop their individual potential and prepare them for life.

## 2. Related policies

The Glennie School Student Disability Policy, The Glennie School Infectious Control Policy, The Glennie Community Kindergarten Illness and Infectious Diseases Policy, Community Code of Conduct Policy, Student Code of Conduct Policy, Glennie Community Kindergarten Immunisation and Health-related Exclusion Policy.

## 3. Government legislation

Public Health Act 2005, Education and Care Act 2011, Education (General Provisions) Regulation 2006

## 4. Policy statement

The Glennie School has an open entry policy, offering places without priority with regard to race, religion or ability. There are protocols for disclosure regarding enrolment of students with a disability, however, within the context of this overall policy the school reserves the right not to accept a student if we determine that we could not support the student's (or family's) needs at the highest level. In order to ensure that we are equipped to best support the student we may:

- seek/request additional information to ascertain particular student needs (e.g. learning, health and safety) and to advise prospective families of the support available and processes/procedures to implement once investigations are completed.
- ask for additional information to support the enrolment of a student at any time and withdraw/refuse the offer of enrolment if this is denied.
- review the enrolment if the information is not disclosed
- comply with all government legislation
- offer scholarships to particular groups of students
- make some scholarships available to students of indigenous origin or refugee background

## 5. Enrolment procedures

### IMMUNISATION/VACCINATION

The Queensland Government amendment to the *Public Health Act 2005* (from 1 January 2016) gives early childhood education and care services (ECEC services) the power to exercise discretion regarding enrolment and attendance of children who are not up-to-date with their immunisations. The amendment gives ECEC services the option to refuse, cancel or place a condition on enrolment or attendance of children whose immunisation status is not up-to-date.

The Glennie School will accept students who are not up-to-date with their immunisations if:

- The family can provide an Immunisation Exemption Conscientious Objector form or an Immunisation Exemption Medical Contraindication Form or a letter from their GP, explaining that it is due to health reasons
- The family can provide a health plan from their GP, explaining the action to take in the event of a breakout of infectious disease

### PRIORITY ORDER OF ENROLMENT

Names taken for enrolment will be strictly in accordance with the child's date of placement on the waiting list. Priority placement will only occur in the following situations and after completing an application for admission and paying the relevant application fee:

- Students who have or have had siblings in the school
- Students whose parents are on staff
- Students whose parents, grandparents, or great-grandparents are alumni of the school

### ENROLMENT PROCESS

Prospective students and parents are invited to experience the Glennie School before or after submitting an Application for Enrolment Form. All prospective students, together with their families, are encouraged to attend Open Day or a tour of the school with the Registrar. Students are also encouraged to spend a day and night (prospective boarders) at The Glennie School at a time that is convenient for the family. Once enrolled, all students are expected to attend an Orientation Day; this assists in a successful transition period into the School.

### ALLOCATION OF PLACES

The enrolment procedure is as follows:

1. Application of Enrolment Form submitted, with a non-refundable application fee of \$50 and a copy of the student's Birth Certificate (and most recent school report and NAPLAN results, when applicable)
2. An interview is arranged with a senior member of staff
3. Additional information may be required before the process can

continue

4. A formal offer is made, which may take the form of:
  - a. A definite place at The Glennie School;
  - b. A place on our waiting lists
5. A signed Enrolment Contract and the non-refundable Enrolment Confirmation Fee of \$500 per student or \$200 non-refundable Enrolment Confirmation Fee for Kindergarten students must be returned by the date indicated in the letter of offer, to confirm enrolment.

It is assumed that girls in the Kindergarten and Year 6 will progress to the Preparatory and Middle Years at The Glennie School. If a student is being withdrawn, the family will need to notify the school as per the Enrolment Contract.

## 6. Withdrawal of a Student

If a student is confirmed to start at The Glennie School, or is a current student who is leaving the School, then the parent(s)/guardian(s) will give the Principal notice to that effect in writing not later than the first day of the term at the end of which it is intended that the student will leave. If the school is not provided with a term's notice, one full term's fees will be charged in lieu. A term's notice is defined as the first day of one term to the last day of the same term.

The school commits resources on the basis of confirmed enrolments and will most likely suffer loss from early termination, and it may have difficulty filling the student's position at short notice.

If we exclude the student the fees for the whole term during which the student is excluded must be paid.

Notice is not required when a Year 12 student is to complete the final day of their secondary schooling.

## 7. Policy review

Date of next review: May 2020

# APPENDIX 1

## OVERSEAS STUDENTS

Enrolments for full fee paying overseas students are conducted as for Year 7-12 above, with the following variation:

The Glennie School will consider enrolment applications from students wishing to apply for a Student Visa, subject to compliance with minimum requirements and conditions set by the School, and with legislative requirements of the State of Queensland and the Commonwealth of Australia, including any requirements to undertake extra tuition to learn English to meet the English language proficiency standard needed to enter mainstream classes.

1. Applications for enrolment must be made on the *Application for Enrolment* form. This must be correctly completed, and must be accompanied by the following documents to support the application:
  - a) Copies of Student Report Cards from the previous two years of study, including a copy of the latest Student Report;
  - b) A completed Reference Form from the student's current or most recent school Principal is also required if student Report Cards do not record student behaviour or commitment to studies;
  - c) Copy of birth certificate;
  - d) Written evidence of proficiency in English as a second language for at least two years;
  - e) Photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date;
  - f) Application for Enrolment Fee of \$50;
  - g) An interview with the Principal (or their delegate).
2. Where the above documents are not in English, certified translations in English are required, with necessary costs to be met by the applicant.
3. An Application for Enrolment Form can only be processed when all of the above are in the hands of the Registrar.
4. Applications from overseas students are processed according to established policy and procedures and are dealt with on their merits.
5. Assessment procedures include an evaluation of reports from previous schools and of English language proficiency. In cases where report cards are not available or are inconclusive for any reason, the school may require relevant testing of the applicant to assess the application.

## English Language Proficiency Requirements

1. Applicants are assessed individually based on the contents of their report cards and personal references, and may also be required to undertake a language proficiency test set by the school.
2. If supplied, The Glennie School will assess evidence of English language proficiency presented by a student at the time of application but reserves the right to confirm the student's English language proficiency through additional tests.
3. If not presenting appropriate evidence of English language proficiency at the time of application, The Glennie School will assess the student's application for entry based on satisfactory test results as follows:

Acceptable Test	Minimum Test Result	For Entry to
IELTS	4	Junior Secondary Years 7-8
IELTS	4.5	Junior Secondary Year 9
IELTS	5	Junior Secondary Year 10
IELTS	5.5	Senior Secondary Year 11
IELTS	6	Senior Secondary Year 12

4. Students should note that if their language proficiency is below that outlined above, they may be required to undertake an intensive English language course before beginning mainstream studies.
5. If undertaking an intensive English language course before beginning mainstream studies, English language proficiency will be reassessed at the conclusion of the language course to ensure the student's level of proficiency is sufficient to allow them to commence their mainstream course.