



## POLICY STATEMENT ENROLMENT POLICY

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### 1.0 Principles

All applications are considered in accordance with the principles outlined below:

#### 1.1 Date of Application

Students are offered places in chronological order of date of Application for Enrolment. Neither acceptance of a completed application form, nor receipt of the related application fee, guarantees an interview or a place.

#### 1.2 Year 7 Entry

From 2015 the main year of entry is Year 7, for which 120 places are offered. If places become available, they are offered to students in the order of the waiting lists.

#### 1.3 Gender Balance

As far as is possible, an equal ratio of girls to boys is maintained within the School.

#### 1.4 Interview

An interview will be held before the proposed year of entry to the School. Interviews for entry in Year 7 are normally held when the student is in Year 4 and the School aims to invite all enrolled families to an interview. This interview helps to establish that parent expectations and student needs, are clearly compatible with the philosophy and offerings of the School, and that the School has the capacity to meet those expectations and needs. All offers of a place are subject to an interview with the parents and student to be enrolled, and the provision of all requested information. For later Applications for Enrolment, families will be invited to an interview as places become available.

#### 1.5 Unaccepted Interviews

If parents do not accept an interview, they can elect to be placed on the waiting list by notifying the School in writing. In these circumstances their Application for Enrolment date will change to the date that parents advise that they are now available for an interview. This advice must also be in writing. If parents do not notify the School that they elect to be placed on the waiting list by the stipulated date in the letter of invitation, the Application for Enrolment may be cancelled at the School's discretion.

#### 1.6 Offer of a Place

Offers of places are made soon after interview in order of the date of the Application for Enrolment. Applicants who attend an interview and are not offered a place, will remain on the waiting list in order of the date of their Application for Enrolment.

#### 1.7 Accepted Offers

To accept an offer, which secures the applicant's place, an Enrolment Agreement must be signed and provided to the school and a non-refundable reservation payment must be paid. The first instalment of this payment includes a payment towards the first term's fees, as well as a payment related to the School's administrative costs of holding interviews and processing offers. The second instalment towards first term's fees is



payable early in the year prior to the applicant's commencement. Please note that offers made within twelve months prior to the applicant's commencement date attract a non-refundable reservation payment that includes both instalments that must be paid as a lump sum at that time. The Enrolment Agreement is a contract between the parents or guardians and the School to uphold the ethos of the School, abide by all School Policies and pay the School Fees on time.

### 1.8 What if a Place is Declined?

Parents pay a non-refundable reservation payment when accepting a place at the School. When a place is declined prior to the year of entry the Principal may consider a partial refund of the reservation payment in special circumstances. Parents must make their request in writing.

Refunds will be considered only if full cohorts of students (120) commence in the year of entry. In practice therefore consideration for a refund cannot be given until February of the year of entry. The amount of refund will take into account the School's pre-estimate of the average administration cost to replace a student.

### 1.9 Unaccepted Offers

If parents do not accept an offer, they can elect to be placed on the waiting list by notifying the School in writing. In these circumstances their Application for Enrolment date will change to the date that parents advise that they are now willing to be made a new offer. This advice must also be in writing. If parents do not notify the School that they elect to be placed on the waiting list by the stipulated date in the letter of offer, the Application for Enrolment may be cancelled at the School's discretion.

### 1.10 Change of Address

It is important that parents inform the School of a change of address. If the School is unable to contact families, the Application for Enrolment becomes inactive and families may miss out on an offer for a place.

### 1.11 Other Considerations

All applicants are assessed against the criteria below, which reflects the ethos of Hillbrook. In particular:

- 1.11.1 The ability of the prospective student to benefit from the academic, non-vocational educational offering of Hillbrook.
- 1.11.2 The ability of a prospective student to contribute to, and be involved positively in, the School community.
- 1.11.3 The prospective student and family are supportive of the Anglican ethos of Hillbrook and all School Policies.
- 1.11.4 The provision of all school reports, test results and requested aptitudinal information which the School requires to make an informed decision when offering a place.
- 1.11.5 Full participation in programs and activities integral to the School's curriculum including the Outdoor Education program is expected.



Author:	David Briggs
Developed:	24/06/2011
Last Reviewed:	5/7/2016
Next Review:	5/7/2018
Authorised by:	School Board

## 1.12 Hillbrook Families

Hillbrook tries to assist families who wish all their children to attend Hillbrook, balancing this with the principle of chronological order of enrolment.

1.12.1 For the purpose of this policy, a sibling is: the brother or sister of a current student of the School; or the brother or sister of a student who has been offered and has accepted a place for the future; or the brother or sister of a past student.

1.12.2 In the case of Year 7 enrolments, if the sibling's Application for Enrolment was received at the same time as, or reasonably close to, the current student's Application for Enrolment and no place is available in chronological order of Application of Enrolment, the sibling will be invited to an interview in the first 120 students to be interviewed.

The School will take care to ensure that this requirement will not be applied when the older child's Application for Enrolment was received before the sibling was born, but the sibling must have had an Application for Enrolment submitted for them within a reasonable time after being born.

If the sibling did not have an Application for Enrolment submitted at the same time as, or reasonably close to, the current student, a place cannot be guaranteed. In this case, the sibling will be placed at the top of the waiting list after the acceptance of offers by 120 students for that year. If there is more than one such Application for Enrolment, these will be placed at the top of the waiting list in order of the date of receipt of the Application for Enrolment.

1.12.3 If a new student is accepted into a particular year group because a place has become available during the School year, younger or older siblings of that student may then also be considered for a place provided that sibling had an Application for Enrolment submitted at the same time as, or reasonably close to, the student who has been accepted.

If a place is not available, the sibling will be placed at the top of the waiting list for the relevant year.

Further, if there is more than one such Application for Enrolment for a particular year group in the same year, these will be placed at the top of the waiting list in order of the date of receipt of the Applications for Enrolment.

1.12.4 If the same situation as in 1.10.3 occurs - except that the younger sibling is not yet of secondary school age - the younger sibling will be invited to an interview in the first 120 students to be interviewed, provided the sibling's Application for Enrolment was received at the same time as, or reasonably close to, the current student's Application for Enrolment. Care should be taken to ensure that this requirement is not applied when the older child's Application for Enrolment was received before the younger child was born, but the younger child should still have had an Application for Enrolment submitted within a reasonable time after being born.

If the sibling did not have an Application for Enrolment submitted at the same time as, or reasonably close to, the current student, a place cannot be guaranteed. In this case, the sibling will be placed at the top of the waiting list after the acceptance of offers by 120 students for that year.



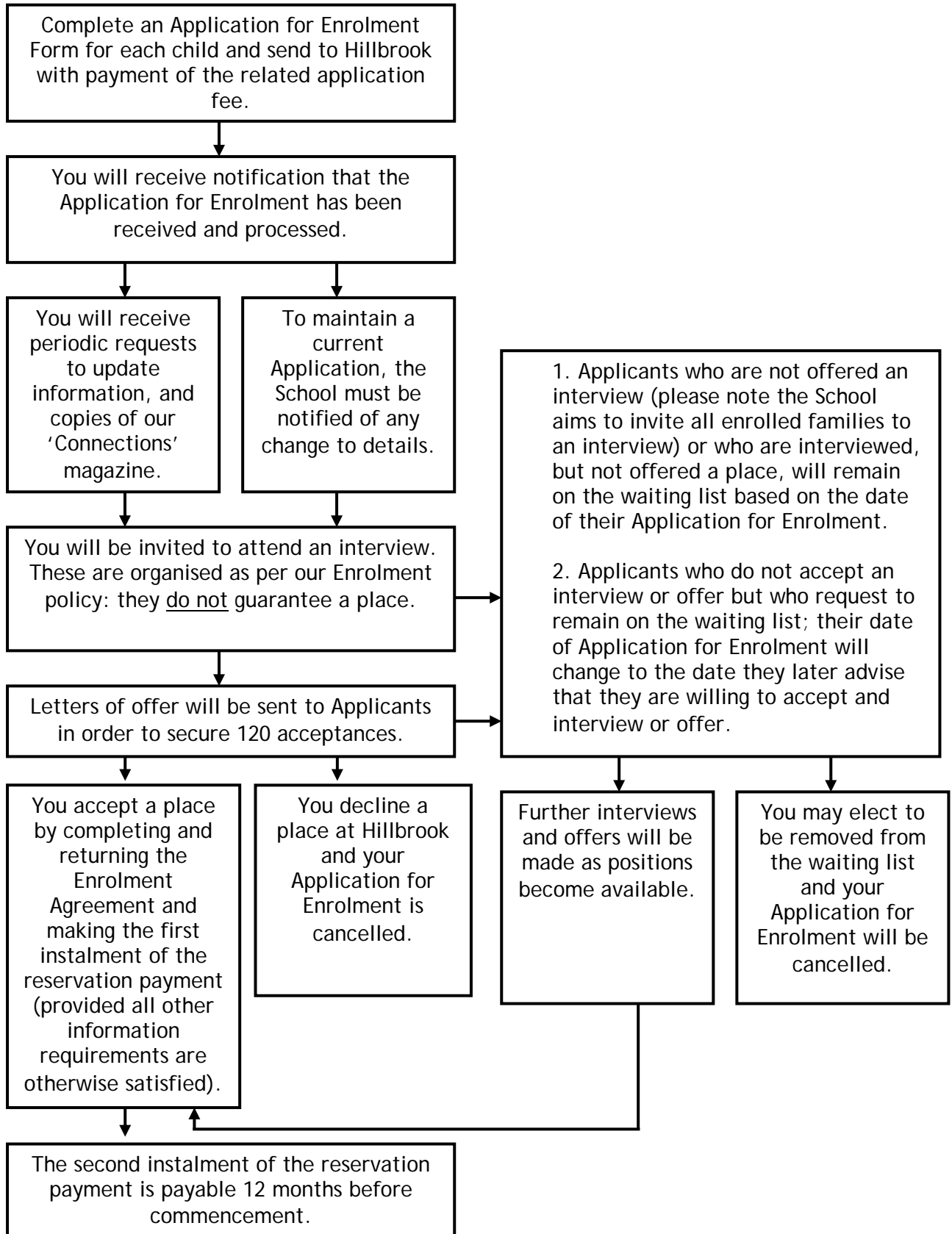
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Again, if there is more than one such Application for Enrolment for a particular year group in the same year, these will be placed at the top of the waiting list in order of the date of receipt of the Applications for Enrolment.

- 1.12.5 If a student for a future year accepts a place, older siblings of that student may also be considered for a place. If a place is not available, the sibling will be placed at the top of the waiting list for the relevant year.
- 1.12.6 As a benefit of employment at Hillbrook, the School will use its best endeavours to ensure that a staff member employed on a permanent basis will have a place for their children at Hillbrook, subject to the normal conditions of offer as outlined above.
- 1.13 Students with Disabilities**  
When applying for enrolment or being offered a place, no person will be discriminated against on the grounds of their gender, age, race, religion, ethnicity, disability, sexuality or marital status. As Hillbrook offers only an academic (non-vocational) curriculum, Hillbrook may not be in a position to enrol students who cannot access this curriculum where providing such alternative arrangements for the student to access the curriculum, or an alternative curriculum, would give rise to unjustifiable hardship for the School.
- 1.13.1 The decision to offer a place to a student with a disability will depend on a number of factors, including:
- The ability of the student to access and benefit from the Hillbrook curriculum;
  - The student's educational learning support needs;
  - The expressed desires of parents and caregivers;
  - The capacity of the School to provide the level of support services required generally, and at particular locations utilised by the School, in its educational program;
  - The availability of support services at alternative locations;
  - The School's capacity to adequately resource the educational needs of all of its students.
- 1.14 In an exceptional case, the School Leadership Team may consider that a student can be admitted in variance to the above.



## 2.0 Enrolment Process



### **3.0 Notice of withdrawal**

A term's notice needs to be given by the parent or guardian, if a student is withdrawn from the School. If a term's notice is not given, payment of one term's fees is required to be paid over and above the term during which the student left the School. This does not apply to the end of Year 10. In Year 10, students are given until the end of October to decide on their future, though earlier notice should be given whenever possible.

In certain circumstances the School's Policy, *The Requirement for Parents to Give Notice if a Student is Withdrawn from the School*, provides for a pro-rata reduction of the additional one term's fee.

### **4.0 Cancellation of Enrolment**

The Principal has an overriding discretion to cancel the enrolment of any student as a result of a serious breach of Hillbrook's policies, or as the result of ongoing minor breaches of policies or the Enrolment Agreement, either by the student, the parents or guardians.

Ordinarily, tuition fees for the term during which the student's enrolment is cancelled, will be payable for the whole term. The Principal, in some circumstances, has the discretion to pro-rata the tuition fees to match the student's attendance during the term.

### **5.0 Privacy**

All information that parents/guardians supply during the enrolment process will be kept in accordance with the School's Privacy Policy Statement.

### **6.0 Changes to Policy**

As with all School Policies, Hillbrook reserves the right to alter this Enrolment Policy. It is the parents' responsibility to be aware of any changes to the Enrolment Policy. The Enrolment Policy is available at [www.hillbrook.qld.edu.au](http://www.hillbrook.qld.edu.au). The Principal has an overriding discretion to accept, reject or cancel enrolments or vary the requirements of enrolment, enrolment fees and refunds.