

## ENROLMENT POLICY

This policy provides principles and guidelines to support the enrolment processes at Hillbrook.

### 1.0 Purpose

The purpose of this policy is to guide and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point to both parents seeking enrolment at Hillbrook and those staff responsible for managing enrolments and facilitating consistency of approach and process.

### 2.0 Scope

This policy applies to all staff involved in the operation, supervision, management and administration of School enrolments.

### 3.0 Policy

#### Policy Statement

The Enrolment process is designed to:

- be fair and equitable to all prospective parents
- ensure all applications are assessed against criteria, which is informed by the School's ethos;
- ensure a just and equitable use of resources for the best interests of its current and future community always being conscious of the wider community
- meet funding and legislative requirements
- develop a school community whose student population aims to benefit from the academic and non-vocational educational offerings of Hillbrook.
- to promote an educational environment that is welcoming, safe and free from discrimination and stigma for all students, regardless of sex, gender identity, race gender expression and sexual orientation

#### Founding Principles

The founding parents and teachers of Hillbrook set out to create a school that was accessible to a broad range of the community.

Hillbrook's culture is founded on a strong belief in fairness, and the School's Enrolment Policy supports this.

## Governance

The governing body of the School, the School Board, is responsible for ensuring that this policy is developed, complied with and reviewed as appropriate; and for approving the School fee structure annually.

The Principal has delegated responsibility for ensuring that all prospective applicants are assessed against the School's criteria, which reflects the ethos of Hillbrook and the diversity of the community; ensuring the enrolment process is documented and published to the School's current and wider community; ensuring all persons involved in the enrolment process are trained to be conversant with the Enrolment Policy, maintaining relevant documentation and adhering to privacy laws; maintaining a waiting list and making all offers of places.

## Enrolment Process

The following steps are taken by the School to enrol a student:

- Online application
- Interview
- The offer

Procedures in relation to these steps are maintained by the Enrolment officer and reviewed annually by management to ensure compliance with changes in legislation and School requirements.

Fees will be paid at the nominated steps, which is documented in the School's enrolment procedures.

Refunds of all enrolment fees will be made in accordance with the School's Refund of Fees Policy. All applications for refunds will be assessed in a consistent manner by the Chief Financial Officer. It is the parent's responsibility to be aware of the terms and conditions of payment of non-refundable enrolment fees, before making application for a refund or accepting a place at the School. The School will make reference to the terms and conditions of enrolment in responding to an application of refund of fees. Refer also enrolment procedures attached to this policy.

The Principal has an overriding discretion to accept, reject or cancel enrolment or vary the requirements of enrolments, fees or refunds.

## Guiding Principles

All applications are considered in accordance with the following principles:

- 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.

- Year 7 Entry - The main year of entry is Year 7, for which 150 places are offered. If places become available, they are offered to students in the order of the waiting lists.
- Gender Balance - As far as possible, an equal ratio of girls to boys is maintained within the School. Refer also the School's policy - Supporting Students Diverse in Gender
- The School's assessment criteria, which reflects the School's ethos, namely:
  - the ability of the prospective student to benefit from the academic, non-vocational educational offering of Hillbrook and contribute to, and be involved positively in, the School community.
  - the prospective student and family are supportive of the Anglican ethos of Hillbrook and all School Policies.
  - 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.
  - full participation in programs and activities integral to the School's curriculum including the Outdoor Education program.
- Enrolment fees will be established in accordance with the Policy - Principles for Setting Tuition Fees. Enrolment fees will be reviewed annually by the Board as part of the budget and 10 year financial forecast processes.
- The School will undertake every effort to assist families who wish all their children to attend Hillbrook, balancing this with the principle of chronological order of enrolment.
- 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.

Students and parents/guardians are required to abide by and support the School's terms and conditions as outlined in the School's enrolment application and agreement.

## 4.0 Responsibility

The Principal (or authorised delegate) is responsible for:

- Providing resources to adequately implement enrolment procedures and processes

- Ensure this policy is effectively managed by competent staff and communicated to all other relevant staff

The Chief Operations Officer (COO) is responsible for:

- Ensuring the effective implementation of this policy and procedures
- Management of the enrolment process
- Providing guidance and advice in relation to enrolments, refunds and privacy issues

The Chief Financial Officer is responsible for:

- Establishment of enrolment fees and annual review of fees
- Management and approval of applications for refunds, in liaison with the Enrolments Officer

## 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 Review

As with all School Policies, Hillbrook reserves the right to alter this Enrolment Policy and at any time and for any reason. The Board will review this Policy on annual basis.

## 7.0 Related Documents

Policies:

- Guiding Principles for Setting Tuition Fees
- Refund of Fees
- Supporting students Diverse in Gender
- Privacy
- Enrolment Procedures