

## HILLBROOK ENROLMENT POLICY

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### 1. Founding Vision & Our Culture

The founding parents and teachers of Hillbrook set out to create a School that was accessible to a broad range of prospective students within our wider community.

The School's beliefs underpin the culture of our community, with emphasis on Growth, Balance, Inclusion, Learning and Anglicanism, and the School's Enrolment Policy supports these beliefs.

### 2. Purpose

The purpose of this policy is to provide clear guidelines and processes to prospective parents seeking enrolment at Hillbrook and to ensure the staff responsible for managing enrolments maintain a consistent approach.

Hillbrook is committed to meeting the educational needs of its students in a manner that complies with relevant legislation and takes into account the diverse range of individual student needs, while balancing the interests of all parties when undertaking the enrolment process.

### 3. Roles & Responsibilities

The **School Board** is responsible for ensuring this policy is developed, complied with and reviewed as appropriate; and for approving the School fee structures annually.

The **Principal** (or authorised delegate) is responsible for:

- ensuring 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 current and wider School community;
- ensuring all persons involved in the enrolment process are competent and understand the *Enrolment Policy*, maintain relevant documentation and adhere to Privacy Laws;
- maintaining a waiting list and making all offers of places.

The **Chief Financial Officer** is responsible for:

- establishing enrolment fees and annual review of fees;
- managing and approving applications for refunds, in liaison with the Communication and Enrolments Manager;
- ensuring the effective implementation of this policy and procedures;
- providing guidance and advice in relation to privacy issues.

The **Communication and Enrolments Manager** is responsible for:

- managing the enrolment process and approvals;
- implementation of this policy and procedures in a consistent and transparent manner, in conjunction with authorised delegates;
- liaising with staff in relation to enrolment practices and procedures;
- provision of recommendations to the Principal for approval all enrolment applications to offers

## 4. Policy

Hillbrook is a co-educational secondary school who enrolls students for years 7 to 12 and as far as possible will maintain an equal ratio of girls to boys, within each year level.

The major intake year level is for entry to Year 7. In any given year, entry at other year levels is possible if vacancies arise.

Enrolments are considered only when the completed application form, supporting documentation and payment of the non-refundable application fee are received.

The School will undertake assessment of the application according to its enrolment process and assessment criteria and may offer a place upon approval by the Principal, or if the enrolment list is already full for that year level, place the application on the School's year level waiting list.

Students, parents or caregivers are required to adhere to and support the School's terms and conditions as outlined in the School's Enrolment Application and Agreement.

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

Once students have commenced at Hillbrook, ongoing enrolment is contingent upon:

- both the student and their parents or caregivers demonstrating support for the School's values, Declaration of Rights and Responsibilities, policies and procedures; and
- the maintenance of diligent application by the student in all aspects of the academic, Outdoor Education and general educational programs.

Parents are required to give one term's written notice of their intention to terminate the students enrolment at any time prior to the completion of Year 12. (Refer also *Fees and Payments Policy* for more details).

## 5. Guiding Principles and Enrolment Assessment Criteria

All applications received are considered in accordance with the following principles (in no particular order) and assessed against the Enrolment Assessment Criteria:

## **Principle 1**

The ability of the prospective student to fully participate in the age appropriate academic educational offerings of Hillbrook, Outdoor Education Program and contribute to, and be involved positively in the School community.

### **Criteria:**

- As Hillbrook provides a rigorous academic curriculum that focuses on preparing graduates for tertiary entry, students will work towards maintaining a full subject load from Years 7-12 preparing them for ATAR eligibility;
- In keeping with the School's philosophy of the importance of an education outdoors, students complete activity days and camps;
- Students contribute to the life of the School community, and where practical participate in activities beyond the School.

## **Principle 2**

We believe the best education for young people is when the School and parents or caregivers are working in partnership.

### **Criteria:**

- Parents or caregivers must be willing to seek and provide outside school support to help their child with accessing the curriculum offerings and age appropriate educational outcomes.

## **Principle 3**

We recognise that all students have learning, social and emotional needs.

### **Criteria:**

- The School will assess the capacity to provide sufficient levels of support services and resources required by a student to access and participate fully in its academic, outdoor education and other school programs, without causing the School unjustifiable hardship;
- The student and family are supportive and confirm their understanding of all School policies that are made available at the time of enrolment.
- The School will assess a student's individual needs and what reasonable adjustments are required to accommodate the student in accordance with the processes set out in the *Enrolment Agreement* and the *Identifying Students with Diverse Needs Policy*.

## 6. Eligibility for an Enrolment Offer

Before an enrolment offer is made each application will undertake the following enrolment process:

### **Relationship with Hillbrook**

Consideration and priority of offers are provided to:

- Siblings, meaning the brother and sister of a current student of Hillbrook, or the brother or sister who has been offered and accepted a place for the future, or the brother or sister of a past student.
- Prospective students of Hillbrook employees have a right to a place, if available, as part of their employment contract.

### **Date of Application**

Year 7 applications will be assessed in order of the date of lodgement of the application form and the completion of all relevant paperwork.

Neither submission of a completed application form, nor receipt of the related application fee, guarantees an interview or offer of a place.

### **Documentation**

The provision of all required documentation within specified timeframes, including but not limited to school reports, test results and requested aptitudinal information, which the School requires from parents in good faith to make an informed decision when offering a place.

During the enrolment process, the School may request information and documentation from specialist personnel, including, but not limited to, previous education providers, disability agencies, medical and allied health professionals, and verification personnel.

Failure to disclose a known educational, medical, functional, health, emotional or intellectual requirements, learning difficulties or learning support requirements, or any other medical, dietary or psychological condition at any point throughout the application process may have significant implications for the ongoing support of a student seeking enrolment and may lead to cancellation of the application at the Principal's sole discretion.

### **Ability to cater to individual requirements of the student**

Where a prospective student has particular educational, medical, functional, health, emotional or intellectual requirements, learning difficulties or learning support requirements, or any other medical, dietary or psychological condition, the School is required to determine whether it can reasonably and safely accommodate the student.

## **Interview process and post interview assessment**

Review of outcomes from the interview process and post interview assessment of each individual application, in consideration of the Guiding Principles and Assessment criteria (refer Point 5).

## **7. Individual Needs**

Hillbrook is responsive to the diverse needs of its current and prospective students.

Where applications are received for students who have individual needs (as a result of a disability, medical, psycho-social, emotional, intellectual, health, dietary or other conditions, or where the student has particular learning difficulties or learning support requirements) the application in the first instance will be considered in accordance to the assessment criteria above in Point 5 and the *Identifying Students with Diverse Needs Policy*.

In addition, an enrolment support process is undertaken to examine the resources of the School and the individual needs of the student. Consideration is given to the ability of the School to provide reasonable adjustments to support the specific needs of the student and that extra services and resources can be accommodated, without causing the School unjustifiable hardship.

Throughout the enrolment process the Principal or the Communication and Enrolments Manager will discuss the student's needs with the student, parent and/or guardian. In order to more accurately assess the specific needs the School may ask the parent in a timely manner for:

- permission to contact the student's school for additional information and further clarification on individual needs
- more information on medical, psychological or other reports from specialists, treating medical practitioners or allied health professionals
- the student to undergo an independent learning assessment
- the student to undergo an independent medical assessment

Failure to disclose or provide a known educational need by the parent may lead to cancellation of the application or enrolment.

The School will consider any particular educational, medical, functional, health, emotional or intellectual requirements, learning difficulties or learning support requirements, or any other medical, dietary or psychological condition, of a prospective student, and any reasonable adjustments in respect of those needs in accordance with the terms set out in the *Enrolment Agreement* and the *Identifying Students with Diverse Needs Policy*.

## **8. Fees and Refunds**

Fees are to be paid at each step as required in the Enrolment Agreement.

Refunds of all enrolment fees will be made in accordance with the School's *Fees & Payments 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 when accepting a place at the School and before making application for a refund. Refer also to the School's *Enrolment Procedures* and the School's *Fees and Payments Policy*.

## 9. Privacy

All information provided during the enrolment process will be kept and used in accordance with the School's *Privacy Policy*.

## 10. Review

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

## 11. Related Legislation and other Documents

### Related Legislation

Relevant legislation includes the following:

- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005 (Cth)*

### Policies

- Guiding Principles for Setting Tuition Fees
- Fees and Payments
- Diverse Gender Policy - Supporting Students Diverse in Gender
- Identifying Students with Diverse Needs Policy
- Privacy