



Enrolment Policy

Name of Policy	Enrolment Policy
Date of Review	March 2025
Policy Status	Active
Contact Person	Principal - Nicola Taylor
Date for Review	2028

Register of Enrolments	PLC Armidale keeps a register of enrolments of all children at the College in a central database, currently Edumate
Information for the Register of Enrolments	<p>The register of enrolments records the following information for each student:</p> <ul style="list-style-type: none"> • name, age and address • the name and contact telephone number of parent(s)/guardian(s) • date of enrolment and, where appropriate, the date of leaving the school and the student's destination • for students older than six (6) years, previous school or pre-enrolment situation • where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of: <ul style="list-style-type: none"> ○ the student's full name ○ the student's date of birth ○ the student's last known address ○ the student's last date of attendance ○ parents' names and contact details ○ an indication of possible destination, other ○ information that may assist to locate the student ○ any known work health and safety risks associated with contacting the parents or student
Record Keeping	The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals
Implementation	The Principal and appointed delegates are responsible for the effective implementation of this Policy.

1. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at PLC Armidale.
2. Students enrolling in the Pre-Kindergarten (school readiness) class must be of age to enter Kindergarten the following year (turn four years on or before 31 May), though a repeat of Pre-Kindergarten is permissible.
3. Students enrolling at school for the first time (Kindergarten) will be five years of age on or before 31 May.
4. The College will base any decision about offering a place to a student on:

Family relationship with the school:

 - sibling of a current or ex-student;
 - either of the parents attended the school
 - they hold attitudes, beliefs, values and priorities that are compatible with the College's Christian ethos

The student:

 - the contribution that the student may make to the school, including the co-curricular activities

- the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- ability to meet the special needs or abilities of the student

Other considerations

- order of receipt- when the application to enrol is received by the school

5. The College will endeavour to meet with the parent/carer(s) of the student before offering a place.
6. The College has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
7. Continued enrolment at the College is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the College which are applicable from time to time.

CONDITIONS OF ENROLMENT

These are the current Conditions of Enrolment. Parents are to agree to these conditions, or those that may replace them on signing the agreement, when they accept an offer of a place for a child at the College. Please read them carefully.

Interpretation

1. "Parents" are defined as persons who have legal responsibility for the student (including legal guardianship), and persons who have responsibility for payment of fees and charges and are a party to the Enrolment Agreement
2. "Student" is defined as a child of the biologically female sex who identifies as such, enrolled at the College subject to and in accordance with the terms set out in the Enrolment Agreement.
3. "Enrolment Agreement" is defined as a contract.

Fees

4. Parents will agree to pay to the College all fees for tuition, boarding, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Council and as published in the Fees Schedule from time to time. All fees are payable in advance. The Boarding fee is charged in addition to the Tuition Fee.
5. Parents will acknowledge that payment obligations to the College are joint and several.
6. If all the fees and charges are not paid in full by the end of the term in which they were due for payment, the student's enrolment may be suspended and the College may subsequently without further notice refuse entry to the student or terminate her enrolment.
7. A full term's notice in writing must be given to the Principal before any student is removed from the College, or her status changed from boarder to day student. If this notice is not given, parents will agree to pay a term's fees plus GST. If a term's fees in lieu are applied, any scholarship, bursary or discounts awarded, will not be offset against this fee. The amounts are a genuine pre-estimate by the College of the loss that it would suffer if parents do not provide the required notice. For boarders, a term's fee will be charged for each term that a student delays commencement from the agreed date of entry. The change of status from a day student to a boarding student or vice versa should not be assumed. An application form must be collected from the Enrolments Office, or accessed online from the College website, and once completed is to be submitted to the Principal who will consider the application. Both suitability and availability will be taken into account.
8. Parents accept that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
9. Parents will authorise the College to incur expenditure on their behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the College considers necessary.
10. Parents will agree to pay all medical and ambulance expenses incurred on behalf of the student.

Expectations and Behaviour

11. Parents agree that their acceptance of the College's offer of a place for the student implies that the student will complete her schooling at the College (and, where she is enrolled as a boarder, as a boarder) unless unforeseen circumstances arise. Where the student is a boarder, parents will acknowledge that any request for a change to day student status must be in writing and that approval is at the Principal's discretion.
12. Parents acknowledge that the College is a Christian community and that behaviours and attitudes based on Christian values are encouraged. Parents will agree that all communication between students, parents, visitors and staff members should be conducted in accord with the Respect for Others protocol available on the College website. Parents will agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
13. Parents will agree to support the values and to abide by the standards and expectations of the College as set out in the appropriate publications such as the Student Handbook, the Student Discipline Policy, the Anti-Bullying Guidelines, the Child Protection Policy, Acceptable Use of Technology Policy and the Internet Use and Web Guidelines, as published from time to time at the Principal's discretion. Parents will agree that the student must do the same and they will agree to encourage her in this. Parents will have noted the College's requirements in relation to behaviour, home study, uniform, attendance and leave, and agree to support the College's disciplinary procedures for breaches of College requirements.
14. Boarders are to abide by those rules governing the boarding house, including leave provisions, as set out in the Boarding Handbook as published by the College.
15. Parents will accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
 - a. Chapel Services and Assemblies
 - b. important College events such as Athletics and Swimming Carnivals, and other events as required by the Principal, from time to time
 - c. various camps and excursions that occur from time to time as an integral part of the College curriculum and student well-being program.
16. Requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to the Principal.
17. (a) If the Principal, or her delegate, considers that the student is guilty of a breach of the standards and expectations of the College or has otherwise engaged in conduct which is prejudicial to the College or its students or staff, parents will accept that the Principal, or her delegate, may exercise the right to discipline the student affording the student procedural fairness in particular for matters involving suspension, exclusion or expulsion.

(b) If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the College has broken down to the extent that it adversely impacts on the relationship, then the Principal may require the parent to remove the student from the College. A term's notice will be given in such cases.

No remission of fees will apply in either case.

18. Parents understand that the College requires them to be actively involved in the College through:
 - a. attendance at parent-teacher interviews and parent forums,
 - b. participation in courses offered by the College relevant to the student's education, and
 - c. assistance to the College in a voluntary capacity at events from time to time.
19. Parents will acknowledge that the Principal may, by giving them reasonable notice, ask them to remove the student from the College at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies, Teaching and Educational Standards or has otherwise failed to make satisfactory progress in her academic work.

Health and Safety

20. Parents will acknowledge that they have fully disclosed any special needs (including but not limited to any learning, medical, physical or psychological needs) which the student has. Where any disclosed special needs change or where any special needs arise, parents will agree to notify the College immediately. They also agree to complete the student's medical form fully and accurately and provide annual updates for the College Health Centre.
21. Parents will acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. They will also acknowledge that to this end the Principal or her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
22. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if the parents are not readily available to authorise such treatment, the parents will authorise the Principal or, in her absence, a responsible member of the College staff, to give the necessary authority for such treatment.
23. Parents understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that they are only to make contact through the College office.
24. Parents accept that the student's personal property is not insured by the College which does not accept any responsibility for loss. Parents also accept that the College does not cover students for medical or dental expenses incurred following accidents at school or at school activities.

Privacy

25. Parents accept that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. Parents will authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. They

will acknowledge having read and signed the College's Standard Collection Notice.

26. Parents accept that the College uses images and/or names of students as part of recognition of their achievements or for their participation in school activities, as well as for provision of information about the College. If parents wish to restrict the publication of such information in any format they will contact the College in writing with a detailed request and a statement as to whether the restriction applies to name, image or both.
27. Where relevant, parents will agree to provide to the College all current Family Court or other court orders or parenting plans relating to us and the student.

General

28. Parents will agree that the College may change these Conditions provided it gives them at least two terms' notice and that the new Conditions take effect from the beginning of a calendar year.
29. Parents will agree to give the College notice of any change in their contact details or other information concerning themselves or the student.

Overseas Students

30. An Overseas Full Fee Paying Student entering the Boarding House is expected to remain in the Boarding House for a minimum of two years.
31. Where the student is an Overseas Full Fee Paying Student, parents will agree to pay:
 - a. a government surcharge which applies to all overseas students each term;
 - b. the cost of private health cover for up to four years in advance in compliance with government Visa requirements.
32. Where parents do not reside in Australia, they will agree to appoint a suitable adult resident in Armidale to act as a guardian for the student.

The guardian must:

- a. be at least 25 years old;
- b. speak English;
- c. be contactable by the College;
- d. be able to give support to the College in meeting the needs of the student;
- e. attend enrolment interviews, parent-teacher interviews and other contacts at the College's request;
- f. exercise a duty of care to the student when she is on leave with them;
- g. liaise with parents, the ESOS Coordinator and the Head of Boarding where appropriate, to ensure the student's welfare; and
- h. sign the Expectations of a Guardian form before the student enters the College.