Student Enrolment Policy

1. Purpose

This policy has been developed to outline the process undertaken by Toowoomba Anglican School when assessing and prioritising enrolment applications prior to making an offer of enrolment at the School.

2. Scope

This policy applies to all enrolment applications received by the School from domestic students families. This policy does not apply to International Students applying under the CRICOS framework.

3. Policy Statement

Toowoomba Anglican School aims to provide an enjoyable, rigorous learning environment where students will feel safe and secure. Students will receive an education to cater for their skills, needs and aspirations. The principles of faith, leadership, lifelong learning and friendship will always be emphasised and encouraged. Our aim is that young men and women will emerge as well-rounded individuals able to meet the challenges of the future.

The School is committed to an undertaking an equitable and transparent enrolment review process to ensure the School is a welcoming and inclusive environment for the community.

4. Principles

Toowoomba Anglican School has an open entry policy, offering places without priority with regard to race, religion, gender or ability. However, within the context of this overall policy the school reserves the right to:

- 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 information is not disclosed
- Comply with all government legislation
- Maintain reasonable balance within any particular year cohort with regard to gender and learning needs
- Offer scholarships to particular groups of students
- Make some scholarships available to students of indigenous origin or refugee background

Process

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. Toowoomba Anglican School will accept students who are not up-to-date with their immunisations if:

- The family can provide 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 in the waitpool. Priority placement will only occur in the following situations and after completing an Enrolment Application and paying the relevant application fee:

1. Students who have siblings currently enrolled in the school
2. Students who will continue their education at the school i.e. from Kindergarten to Primary School to Secondary School
3. Students whose parents are on staff
4. Students whose parents, grandparents, or great-grandparents are alumni of the school

Procedure

Prospective students and parents are invited to experience Toowoomba Anglican School before or after submitting an online Enrolment Application. All prospective students, together with their families, are encouraged to attend Open Day or a tour of the school with the Head of Admissions. 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:

- Enrolment Application submitted online via the school's website, with a non-refundable application fee of $150.00 and:
  - a copy of the student's Birth Certificate
  - a copy of Australian Citizenship, Permanent Residency visa, other visa, or Passport (if applicable)
  - a copy of last two school reports (if applicable)
  - a copy of court orders and/or parenting plans (if applicable)
  - a copy of medical and/or learning plans (if applicable)
- An interview is arranged with the Principal, Deputy Principal, Head of Secondary, Head of Primary or Director of Kindergarten (or their nominee)
- Additional information may be required before the process can continue
- A formal offer is made, which may take the form of:
  - a definite place at Toowoomba Anglican School
  - a place in our wait pool

- A signed Enrolment Contract and a non-refundable Enrolment Confirmation Fee $500.00, along with any other documentation requested by the school, must be returned by the family by the date indicated in the enrolment offer. If the school does not receive the completed documentation by the nominated due date, the school reserves the right to withdraw the enrolment offer

It is assumed that Kindergarten and Year 6 students will progress to the Primary and Secondary Years at Toowoomba Anglican School; no re-enrolment is required. If a student is being withdrawn, the family will need to notify the school as per the Enrolment Contract terms and conditions.

5. Responsibilities

Persons	Responsibilities
School Council	• Review and approve as appropriate this Policy.
Head of Admissions	• To coordinate all relevant aspects of the enrolment process and rank applications for final review by the School leadership.
Principal, Deputy Principal, Head of Secondary, Head of Primary and Director of Kindergarten	• To interview Applicants and assess their eligibility for enrolment under this policy and with due consideration to any required reasonable adjustment that the School may need to undertake to support the wellbeing of the Applicant. • To make a formal recommendation for enrolment offer to the Head of Admissions. • To respond and facilitate Applicant requests for review of their enrolment application should be an application be unsuccessful. • To respond to any complaints raised by Applicants as per the ASC Complaints Management in Education Policy, Procedures and Guidelines
Applicant's Parents/Legal Guardian	• To provide all relevant information to ensure that the application can be assessed to the best of the School's ability and taking into account of relevant information regarding the Applicant. • Respond to the School in a timely manner to ensure the application may progress. • Ensure that they comply with other requirements in this Policy.
Director of Learning Enhancement	• Provide assistance and assessment of applications as may be required by the School e.g. in the case of Applicants with specific learning support requirements or other needs.

6. Related Policies, Procedures and Documents

- *ASC Complaints Management in Education Policy, Procedures and Guidelines*
- *Privacy Policy*
- *Enrolment Contract*

7. Relevant Legislation

- *Queensland Government amendment to the Public Health Act 2005*
- *Education (General Provisions) Act 2006 (Qld)*
- *Education (Accreditation of Non-State Schools) Act 2017*

8. Definitions

Include a table of important definitions.

Term	Definition
ASC	Anglican Schools Commission
Applicant	A student for whom a Parent or Legal Guardian has submitted an application to enrol in the School.
Applicant's Parents/Legal Guardian	The individuals who have legal responsibility for the Applicant and who may be required to provide consent or other information during the enrolment process.
Waitpool	A group of Applicants who are awaiting a place at the school, typically due to the school being at full capacity. Students in the waitpool may be offered admission if a position becomes available.
The School/TAS	Toowoomba Anglican School

9. Policy Information

Accountable Officer	*Head of Admissions*
Responsible Committee	*School Council*
Policy Framework	*Admissions*
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