CARMICHAEL COLLEGE ENROLMENT POLICY

Title	Carmichael College Enrolment Policy
Category	College Operational
Policy Owner	Business Services
Approver	Executive Committee
Related Documents	• *Australian Education Act 2013 (Cth)* • *Australian Education Regulations 2023 (Cth)* • *Education (General Provisions) Act 2006 (Qld)* • *Family Law Act 1975 (Cth)* • *Family Law Regulations 1984 (Cth)* • *Privacy Act 1988 (Cth)* • Carmichael College Enrolment Contract • Carmichael College Parent Code of Conduct • Carmichael College Student Code of Conduct • Carmichael College Complaints Handling Polic – Parents and Students • Carmichael College Management of Family Arrangements Policy • Carmichael College Privacy Policy
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Revision Record					
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November 2022	November 2022	Executive Committee	November 2022	Annually	January 2023
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1. Purpose and Scope

The purpose of this policy is to endeavour to provide to parent's reasonable explanation in order to clarify its management of all applications for enrolment.

The policy and processes apply to all families and students applying for enrolment at Carmichael College and all families and students accepted for enrolment into the College.

All applicants for admission for enrolment to Carmichael College are asked to read the Carmichael College Parent Handbooks (Primary and Secondary) to form an understanding of the expectations of the College.

2. Definitions

Acceptance	This is the acknowledgement made by the family that they wish to enrol and proceed to contract
Application for Enrolment	This is the document providing the information required to properly allow the college to consider whether an offer can/will be made by the Principal and/or Heads of School
Contractual Relationship	This refers to the special "partnership or relationship" established by the signing of the Contract, whereby each party accepts they must each work in respectful co-operation with the other, in the best interests of the students
Enrolment Contract	This is the Formal Agreement, in writing and signed, by which each party accepts that they can comply with and support the expectations of the other
Enrolment Committee	The Enrolment Committee assesses all Application of Enrolments received. The Enrolment Committee includes the Principal or their nominee, Head of School and other members of the College Leadership Team
Parent	This refers to the natural or biological parent of a student as well as legally recognised carers and guardians
Offer	This is the invitation made in writing to the family for the student to attend the College
School Education	The education program for school years Prep to Year 12
Sibling	For the purposes of this enrolment policy (and related fees policy), a **sibling** is a biological child of one of the parents, a child by legal adoption, a child in long term foster care under the direction of Family Services, or by the marriage of the biological parent to a step-parent, and living in the same household on a fulltime basis as the other sibling/s
Wait Pool	When the College is unable to offer a position, students are held in a Wait Pool until a potential position arises, at which point offers are made in line with the school's enrolment priority rather than in numerical order.

3. Policy Statement

Carmichael College provides educational services to children of the parents who choose for their children and themselves to participate in a Christ-centred educational community in the Christian faith tradition of the College, including as outline in the Carmichael College Statement of Faith.

Receipt of an application for enrolment by the College does not guarantee that an offer of enrolment will be made.

Carmichael College is committed to providing a safe environment for its students, therefore complying with mandatory reporting and other student protection duties, and working with State Authorities as required.

4. Enrolment Considerations

The enrolment considerations of this policy provide direction for the Enrolment Committee and Principal when considering enrolment of students.

When parents apply for enrolment of their child at Carmichael College, the College shall, in their sole discretion, consider whether to offer an interview to the child.

Each enrolment application includes a statement advising that certain specific conditions are to be agreed upon to enable the application to be processed. These conditions address expectations regarding parent and student conduct and engagement. Parents agree to the requirements set out in the Carmichael College Parent Code of Conduct. Students agree to the requirements set out in the Carmichael College Student Code of Conduct.

All enrolments must be considered by the Enrolment Committee and Principal in the light of the impact on the student body and College.

Where applications exceed the number of places available, the College will, in no particular order, consider:

- Children with siblings already in attendance at the College
- Children whose parents are current members of staff and Alumni connections
- Children from Christian families
- Children who attend Kindy at Carmichael Kids Early Learning Centre
- Children whose parents are able, in good faith to enter a contractual relationship with the College having read the College *Statement of Faith* document and who are able to commit their support regarding the College's Christian ethos
- Children who the College has capacity to provide adequate resources to support the learning of the student.

Receipt of an application for enrolment does not guarantee that an offer of enrolment will be made.

5. Enrolment Process

The enrolment application forms part of the Enrolment Contract. It is important that all sections of the Enrolment Application are completed honestly and accurately, and full disclosure is made. The College relies upon the statements made within this Enrolment Application, and if untruthful, false, or misleading statements are made, or full disclosure is not made, the enrolment of the student may be terminated.

Should further information be needed, applicants are requested to speak with the Registrar prior to submitting the application form.

Making an Application

An Enrolment Application form must be made for each child in the family and accompanied by:

- The non-refundable Enrolment Application Processing Fee ($60 per individual child)
- Copy of the student's birth certificate/extract
- Copy of immunisation records or a conscientious objection letter from GP
- Copies of the last 2 years of school reports and any national testing results where applicable
- Any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions must be submitted as part of the enrolment application
- Visa or Citizenship Certificate if applicable

Please note that until all documents are received, we cannot proceed with the enrolment process.

Interview

The College shall consider the applications made for each entry year that is requested.

In assessing whether to make an offer of Interview, Carmichael College considers a range of factors including:

- Availability of places and composition of classes
- Adequate classroom and specialist facility space and resources being available
- Parent and student commitment to support the Chirstian faith tradition of the College
- Ability of the College to meet student needs
- Impact on the student body if the applicant was to be accepted.

Where it is possible, the College will invite you and your child/ren to attend an interview.

Carmichael College enrolment interviews:

- for future years are conducted from April of the previous year
- do not mean that a place will be offered
- must include the prospective student (that is, the prospective student must attend); and
- ideally, include both parents where possible and appropriate
- will ordinarily be undertaken by the Principal, Head of School or their delegate

Where it is identified that a student may have additional Learning Support needs, or there is some question about the appropriate year level of entry to the College (for example, when the child has been educated interstate or overseas), arrangements may be made for a Learning Enrichment Teacher to be present in the interview to help assess what adjustments may be required to support the child's education at the College.

Acceptance of offer or wait pool notification

Offers of places will be communicated as soon after the interview as practicable.

If your ***application for enrolment is approved***, acceptance of the offer is required within 7 days of the date on the letter of offer by paying the Confirmation of Enrolment Fee of $300 per student and signing the Enrolment Contract.

Parents should also update any personal details that may have changed since completing the enrolment application.

Any offer of enrolment will be based upon the information provided by parents during the enrolment process. If any of this information is subsequently revealed to be inaccurate, false or misleading, the College reserves the right to review the enrolment and to withdraw the offer, or if it has been accepted, terminate the enrolment contract.

If your ***application for enrolment is unsuccessful***, you will be notified by email, and your application will remain in the wait pool.

A wait pool notification will remain valid for 12 months from the date of notification. If a position is not offered in this time frame and you would like your application to continue in the wait pool, contact with the College must be made before this 12-month closure date. Applications can only be rolled over to the following year for a maximum of 3 years; all details must be kept up to date during this period including school reports. After this date a new application must be completed.

The process of withdrawing a student

If a student does not commence at the College, the Enrolment Application Processing Fee and Confirmation of Enrolment Fee are forfeited.

Once a student commences at the College, one terms notice is required to be given in writing before a student is withdrawn. If the required notice is given, parents are eligible for the return of excess pro-rata tuition and non-tuition fees. For more information, please refer to the Tuition Fees and Schedule on the College website.

If the marital status of parents/guardians should change during the student's enrolment at Carmichael College, the original Enrolment Contract will apply until such time as both parties request a change of status or a court designated custodian of the child requests such a change. This request must be made to the Registrar. A new Enrolment Contract may need to be signed.

Fees

Parents are responsible for payment of fees and charges applicable to the enrolment of their child. The College makes limited provision for fee concessions for cases of financial hardship or other necessitous circumstances subject to qualifying guidelines and a comprehensive confidential evaluation.

Fees are required in advance, as set out on the College website. Parents will be invoiced when fees are due.

Inclusive Education

Carmichael College believes that every human life is created in the image of God and thus has inherent dignity and value. The College seek to uphold its obligations under various legislation, including ensuring that students with learning enrichment needs can access and participate in education on the same basis as other students. Whilst the College supports the need to ensure that students with learning enrichment needs can participate fully in the life of the College, it also acknowledges that there are some circumstances where the College cannot provide a suitable education for a student.

When the College is considering an application for enrolment for students with disability or who are at educational risk, the Enrolment Committee or Principal will consider reasonable adjustments that may be required to support student engagement in the educational program of the College.

Parents are required to provide medical, psychological or other reports from specialists to the College or otherwise obtain and independent disability assessment of the student.

In respect of any prospective enrolment, the College reserves the right to have members of its staff undertake testing or assessment of the student and liaise with the student's current or previous school to more accurately assess the learning needs of the student.

Where the Enrolment Committee or Principal determines that the student would require reasonable adjustments to support learning, the Enrolment Committee or Principal will seek to identify whether those adjustments required are reasonable in that they balance the interests, including safety, of all concerned (students and staff).

Where the Enrolment Committee or Principal determines that the enrolment of the student would require the College to make adjustments that impose unjustifiable hardship on the College, to enable the student to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as other student, the Enrolment Committee or Principal may decline the offer of a position or defer the offer.

6. Enrolled Students

Enrolled students, parents, and families are expected to comply with all relevant College policies, procedures and handbooks which can be viewed on the College website and may be amended from time to time.

The enrolment of a student may be terminated if College policies are breached.

Parents enrolling their children at Carmichael College must sign and agree with the enrolment contract with the College as part of the enrolment process.

7. Withdrawal of Enrolment

Notice of a student's withdrawal of enrolment from the College must be provided in writing. The College cannot accept a verbal notice as an official notice of withdrawal. Completion of the *Notice of Withdrawal Form*, or written communication, of the intention to withdraw a student's enrolment from the College, must be provided by the parent and sent to the Principal in accordance with the notification period. Formal notice of withdrawal is not required for a current Year 12 student who will be completing Year 12 that year.

Standard notification period for withdrawal of enrolment is 1 (one) Term. For example, if a parent plans to withdraw a student and intends to leave at the end of the school year the notice of withdrawal is to be provided prior to the start of end of Term 4.

Failure to provide required written notice of withdrawal may require payment of up to one term's fees in lieu of notice. This amount is payable in acknowledgment of the loss suffered by the College, which committing resources based on confirmed enrolments, will incur expense in filling the student's place and otherwise suffer loss from the early termination.

All outstanding fees and accounts are to be paid in full, and all College-owned resources are to be returned prior to the last day of attendance.

Appendix 1 - Summary of Key Changes

Version	Key Changes
December 2025	Full policy review and update.