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## Enrolment Policy & Guidelines

### Premise or Rationale

The Friends' School, as stated in the Purpose and Concerns, "is a coeducational Quaker school based on fundamental values such as the intrinsic worth of each person..... and as a learning community, we are concerned for the academic, cultural, physical, social, emotional and spiritual development of each person in our care." This policy serves to articulate the School's statement of intent and process with regard to the enrolment of students at the School.

### Scope

This Enrolment Policy applies to all prospective students and their families, who are looking to attend The Friends' School from Kindergarten to Year 12 or for some of those years. It also applies to teachers, staff, Heads of School and the Principal with respect to the role they have in new and ongoing enrolment of students at the School. This policy does not apply to overseas students.

### Policy

The Friends' School is an open-entry, coeducational independent school which seeks to offer exceptional learning and education opportunities from Kindergarten to Year 12 and boarding from Year 7 onwards. Enrolment applications are welcomed from all prospective students.

The Friends' School carefully reviews each enrolment application. To be able to strive to meet the learning needs of each student, it is critical that all students and their parent(s)/guardian(s) have a belief in and acceptance of the School's Purpose and Concerns and Learning Partnership Understanding. A place at the School may be offered where a vacancy exists, the applicant's values align with the School and the School's resources can meet the needs of the child.

Enrolment decisions are based on a number of factors. These include (but are not limited to) the student numbers in each year level, gender balance, clear alignment between family and school values and there being a correlation between the prospective student's physical, academic, emotional, social and/or medical needs and the School's capacity to make reasonable adjustments to meet these needs.

When a child becomes a Friends' School student, our parent(s)/guardian(s), students and teachers are a party to and agree to our Learning Partnership Understanding. The Learning Partnership Understanding Statement contains certain principles, commitments and our beliefs about how best all members of the School community together can support the students' learning and wellbeing.

In considering enrolment, the School will take into consideration the Enrolment Guidelines within this Policy. Students will only be accepted into the School and the enrolment sustained if the parent(s)/guardian(s) and students purposefully and actively support the School's Purpose and Concerns, Learning Partnership Understanding, guidelines and policies.

## **Enrolment Guidelines**

### **Enrolment Information and Considerations**

1.1 All enrolment applications must be supported by the relevant and requested documentation (as per the pre-enrolment process). The acceptance of an application form will not guarantee a pre-enrolment interview or an offer of a place, irrespective of the date of lodgement of the application.

1.2 There are certain situations where it might not be possible to offer a place to a child in their appropriate year level. An offer of a place at the School will depend on a number of factors, assessed on an individual basis. Some considerations include, but are not limited to:

a. The parent(s)/guardian(s) not providing the required documentation through the enrolment process.

b. The year level being at its maximum class size capacity. There are restrictions on the total number of enrolments in each section of the School, maximum class sizes and a gender balance in each year group.

c. It being clear that the child and their parent(s)/guardian(s) are not willing to acknowledge, support and agree to the School's Learning Partnership Understanding and/or the Purpose and Concerns, or that their values are or appear to be inconsistent with those found in the School's Learning Partnership Understanding and the Purpose and Concerns.

d. The learning, social, wellbeing and behaviour needs of the child.

e. The resources or additional resources required to support the child (academically, culturally, physically, socially, emotionally, medically and spiritually), particularly where providing the necessary specialised skills, staffing and physical resources would be an unreasonable adjustment for the School to make or the provision of which would amount to an unjustifiable hardship.

f. The child's potential impact on the reputation of the School.

1.3 The School will consult with parent(s)/guardian(s) and students when appropriate about any issues which may impact on the prospective. Parent(s)/guardian(s) are required to regularly disclose and co-operate with reasonable consultation and provide truthful, current and accurate information about all relevant matters.

1.4 Enrolment is subject to parent(s)/guardian(s) accepting the Conditions of Enrolment and paying the enrolment fee. Both parent(s)/guardian(s) must accept an Offer of Enrolment. At the time of acceptance, all signatories to the terms and conditions of enrolment will be jointly and severally liable with respect to obligations set out and contained in the Conditions of Enrolment.

1.5 If an application cannot be progressed and a Conditional Place is not offered, the student's application may be placed on the Waiting List. Please refer to the enrolment process is outlined in section 3 of these Guidelines.

1.6 Enrolment is ultimately at the discretion of the Principal.

### **2. Obligations and Expectations of all community members**

2.1 Parent(s)/guardian(s) and students are expected to uphold and be accountable to the School's Learning Partnership Statement and support a purposeful relationship between teachers, students, parent(s)/guardian(s) and staff, to achieve the aims articulated in the Purpose and Concerns. All community members understand that the School's policies and expectations are to be

followed both during and outside of school hours. Behaviour and/or actions by all community members are required to be of a high standard and to not negatively affect the safety, emotional wellbeing or learning of other community members and/or bring the School into disrepute.

**3. Enrolment Process**

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| <p style="text-align: center;"><b>Stage 1: Application</b></p> <p>Parent(s)/guardians(s) make an application for enrolment at the School for their child and pay the application fee of \$100.</p> <p>The application includes the signed acknowledgement of reading relevant policies, guidelines and conditions by all parent(s)/guardian(s) where applicable.</p> <p style="text-align: center;"><i>School reviews application</i></p> <hr/> <p style="text-align: center;"><b>Stage 2a: Conditional Place Offered</b></p> <p>A conditional place may be offered.</p> <p>A conditional place means that the School will provisionally hold a place for the student in their year group for the entry date as offered. This conditional place is not the confirmed place offer or confirmation of commencement at the School. An enrolments administration fee of \$500 is paid by the parent(s)/guardian(s) to accept the conditional place. This fee is non-refundable in any circumstances, except if a confirmed place is not offered by the school following the pre-enrolment process.</p> <p style="text-align: center;"><b>Or</b></p> <p style="text-align: center;"><b>Stage 2b: Application waitlisted</b></p> <p>A conditional place cannot be offered at present. The application is waitlisted for future consideration when a conditional place is available or any additional and required information is received. A waitlisted application may only progress by moving to the Conditional Place stage.</p> <hr/> <p style="text-align: center;"><b>Stage 3: Pre-enrolment Information</b></p> <p>A request is made by the School to receive up-to-date student information 9 to 24 months prior to commencement.</p> <p>Pre-enrolment information is to be sent to the Enrolments Office which will include specific year entry questions, school reports, health and wellbeing and independent information.</p> <p>A pre-enrolment review of up-to-date information and/or interview with the Enrolments Manager may also occur.</p> | <p>The Enrolment Office and/or Head of School may identify the child’s pre-enrolment information needs to be further reviewed. This review process is conducted with an Enrolment Review Panel, which may include the Principal/Deputy Principal, Head of School, Learning Support Staff and/or a School Psychologist.</p> <hr/> <p style="text-align: center;"><b>Stage 4: Interview with Head of School</b></p> <p>The child and parent(s)/guardian(s) to attend an interview with a Head of School.</p> <hr/> <p style="text-align: center;"><b>Stage 5: Offer a confirmed place</b></p> <p>A letter of offer for a confirmed place may be provided normally within 14 days of the interview with a Head of School.</p> <hr/> <p style="text-align: center;"><b>Stage 6: Accept a confirmed place</b></p> <p>The Parent(s)/Guardian(s) are to provide a signed Conditions of Enrolment and pay an Enrolment Deposit within the prescribed timeframe to the Enrolments Office. The Enrolment Deposit will be published in the School’s fee schedule from time to time. The Enrolment Deposit is non-refundable in any circumstances and is not used in-lieu of School fees.</p> <hr/> <p style="text-align: center;"><b>Stage 7: Pre-commencement</b></p> <p>Pre-commencement information provided and student orientation events and activities.</p> <hr/> <p style="text-align: center;"><b>Stage 8: Commence at the School</b></p> <p>The child commences being a student at The Friends’ School.</p> |
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## Definitions

**Enrolment:** is the act of enrolling at the School.

**Open Entry:** is a voluntary, unselective and non-competitive enrolment of a student at the School.

**Co-education:** is the integrated learning, teaching and development of students of any gender at the School.

**Independent School:** is a non-government school serving a diverse community with independent governance, values and financial management.

**Reasonable Adjustment:** The Disability Standards for Education 2005 set out a process whereby education providers can meet the obligation to make reasonable adjustments where necessary. An adjustment is a measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students. An adjustment is reasonable if it achieves this purpose while considering the student's learning needs and balancing the interests of all parties affected, including those of the student with a disability, the education provider, staff and other students.

**Unjustifiable Hardship:** The *Disability Discrimination Act 1992* and the Education Standards do not require education providers to make changes that would cause unjustifiable hardship. In determining whether a hardship would be an unjustifiable hardship, all relevant circumstances of the particular case must be taken into account, including the following:

- a. the nature of the benefit or detriment likely to accrue to, or to be suffered by, any person concerned, including the School community;
- b. the effect of the disability of any person concerned;
- c. the financial circumstances, and the estimated amount of expenditure required to be made, by the School;
- d. the availability of financial and other assistance to the School.

**Waiting list:** a situation in which the School has not formally accepted a particular student for admission, but at the same time may provide an offer of a Conditional Place in the future.

## Associated Guidelines and Processes

Purpose and Concerns

Learning Partnership Understanding

Conditions of Enrolment

Privacy Policy

## Notes or Links to Other Documents

The Disability Standards for Education 2005

Education Act 2016 (Tasmania)

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