



Policy Name	Enrolment Policy	Approval date	November 2022
Policy Owner	Principal	Next review	November 2025
Approved by	School Council		

## Introduction

Established in 1903, Trinity Grammar School, Kew (the School) is an independent boys' school associated with the Anglican Church of Australia.

The School caters for students from the Early Learning Years through to Year 12 and takes pride in being an aspirational learning community that inspires every individual to thrive and contribute positively to society.

The School is registered to enrol overseas students in Years 10 to 12 under the Education Services for Overseas Students Act 2000 and offers a limited number of places to boarding students in Years 8 to 12.

The School runs a Co-ordinate Program with Ruyton Girls' School, which extends subject options and offers a co-educational learning environment for students in Years 10 to 12. It is also a member of the Associated Grammar Schools of Victoria (AGSV).

## Purpose

The purpose of this policy is to ensure that Trinity Grammar School, Kew complies with the minimum registration standards in respect of the enrolment of students under the Education and Training Reform Regulations 2017 (Vic) and relevant guidelines issued by the Victorian Registration and Qualifications Authority.

## Scope

This Enrolment Policy applies to all current and future Students seeking admission to the School, the School Council, School staff and parents/guardians (Applicants). The policy also operates as the School's Boarding Acceptance Policy.



## Policy

### Principles

The School is an Anglican, independent school for boys from Prep to Year 12. The intention of the School is that all Students enrolled will progress through the year levels to the Senior School and follow a VCE or VCE-VET pathway.

The School provides a co-education program based on the Reggio Emilia philosophy for children who are in three and four-year-old kindergarten.

The School values diversity across the School community and this principle shapes the way in which the School admissions criteria are applied.

The School is committed to an open enrolment policy that is consistent with our Statement of Philosophy and complies with all applicable State and Commonwealth Laws, including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.

A proportion of the funds raised, or Fees collected may be applied to the conduct of the School's Early Learning Centre (ELC).

### Enrolment Selection Criteria

ELC places are offered to both male and female students; school places are open to boys from Prep to Year 12.

Children are eligible for enrolment into the ELC 3 year old group once they have turned 3 years of age by 31 January in year of commencement and are toilet-trained.

Children need to turn 4 on or before 31 January in year of commencement for ELC 4 year old group. All children must undertake a readiness for school assessment.

All Applicants must submit an Application for Admission to the School or ELC fully signed and completed, including any necessary associated paperwork.

Applications will only be recorded on the waiting list for the desired year of entry, in accordance with the date of application list if the Applicant has correctly submitted to the School the Application for Admission form in the form required and with all relevant Fees.

For ELC enrolments, the School takes into consideration the suggested Commonwealth Government Priority Access guidelines for childcare service.



The School embraces equal opportunity and is inclusive in outlook and welcomes students from all backgrounds and faith traditions. However, when numbers outweigh the places available and at the discretion of the School, some applications may be given preference on the basis of early enrolment, position on the waiting list and on the following bases:

- an ELC position is a direct feeder to Prep (meaning most male ELC students transition into Prep);
- Student's sibling is a current student of the ELC or School;
- Student is the son, grandson or sibling of an Old Trinity Grammarian (or the son of a daughter of an Old Trinity Grammarian);
- Applicant is a current permanent staff member;
- Applicant is a member of the Anglican clergy;
- Applicant or Student is a chorister from St Paul's Cathedral; or
- a Student re-entering the School

Admission to the School is conditional upon a place being available.

Where places are not immediately available on the basis of the application of the priority rules above, a waiting list will be maintained by the School.

The School reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

### Boarding Students

The School's boarding premises accommodate a limited number of male students in Years 8 to 12, subject to availability and the following considerations:

- the Senior Boarding House\* accommodates up to six boarding students in Years 10 to 12; and
- the Dadirri Boarding House, which accommodates up to four boarding students in Years 8 and above who have been awarded an Indigenous Scholarship.

*\*The Senior Boarding House will cease operations at the end of the 2022; applications for entry are currently closed.*

### Application Process

The main entry levels to the School are the ELC, Prep, Year 5 and Year 7. Applications for Admission are accepted from birth.

The School will request and record the immunisation status of ELC and Junior School Students prior to enrolment.



The School is committed to complying with its anti-discrimination obligations. In accordance with the School's Conditions of Enrolment, Applicants are required to make full disclosure in the Application for Admission. The School will provide reasonable adjustments, as appropriate, in line with the provisions of this Policy.

### **Reasonable adjustments**

Where information obtained by the School indicates that a Student has a Disability, the Principal (or their delegate) will consult with the Student, and his or her family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

A Disability, in relation to a student, means:

- total or partial loss of the Student's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the Student's body; or
- a disorder or malfunction that results in the Student learning differently from a Student without the disorder or malfunction; or
- a disorder, illness or disease that affects a Student's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

This definition is consistent with the definition of 'Disability' that is contained in the anti-discrimination legislation that governs the School.

Consistent with its legal obligations as an education provider, the School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the Student's Disability;
- the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
- views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
- information provided by, or on behalf of, the Student about his or her preferred adjustments;
- the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- the costs and benefits of making the adjustment.



The Principal may require the parents to consult further with the School and/or provide additional information or assessment of the Student so the Principal can determine what adjustments are necessary and whether they are reasonable (having regard to the criteria for determining reasonable adjustments). The School encourages the participation of parents, and, where appropriate, the Student, to ensure all relevant parties have a say in decisions affecting the Student.

If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship.

The Principal will discuss with the Student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.

The School may decide to decline an application for enrolment if the Principal is satisfied:

1. the Student and his or her parents (as appropriate) have been sufficiently consulted; and
2. the adjustments required either:
  - a. are not reasonable; or
  - b. would cause unjustifiable hardship; or
3. the Student would not be able to derive substantial benefit even after reasonable adjustments were made.

### Enrolment Register

The School maintains a register of enrolments of all Students.

The register of enrolment records the following information in relation to each Student enrolled at the School:

- the Student's name, age and address;
- the name and contact details of any parent/carer of the Student;
- the date of enrolment of the Student;
- the Victorian student number allocated to the Student; and
- the date that the Student ceased to be enrolled at the School (if applicable)

Parents of future students should communicate any change of contact details to the Enrolment Register via email/in writing so that contact can be maintained. The School will take reasonable efforts to maintain up to date contact details for all families, however, failure to communicate a change of address could mean a loss of enrolment opportunity.

The Enrolment Register is kept up-to-date by the Registrar. The Enrolment Register indicates that the School meets the minimum number of students' requirement.



## Register of Accepted Boarding Students

Trinity Grammar School maintains a separate register of all Students accepted to the Senior Boarding House and a separate register of all Students accepted to the Dadirri Boarding House premises. Each register of boarding Students records the following information in relation to each Student:

- the Student's name, age, date of birth and residential address;
- the name and contact details of any parent or legal guardian of the Student;
- any information relating to the health or wellbeing of the Student that Trinity Grammar School should be aware of, including any health issues;
- the date of acceptance of the Student to board at the Senior Boarding House or Dadirri Boarding House, as applicable;
- the date that the Student ceases to be accepted to board at either Boarding House (if applicable); and
- that the Student is enrolled at and attending the School.

The Register of Accepted Boarding Students for the Senior Boarding House and Dadirri Boarding House records that each boarding Student is a Student of the School. The Register of Accepted Boarding Students for the Senior Boarding House and Dadirri Boarding House is maintained by the Registrar.

## Enrolment Agreements

When enrolling at the School, families enter into an Enrolment Agreement with the School. The Enrolment Agreement requires agreement to this Enrolment Policy, the Confirmation of Enrolment, Conditions of Enrolment, Fees and Charges Schedule (Domestic), Parent Code of Conduct and Student Code of Conduct. The documents are sent to successful Applicants prior to enrolment.

Boarding Students are also sent a Boarding Acceptance Agreement for the relevant Boarding House they have been accepted into.

A copy of the Conditions of Enrolment, Parent Code of Conduct and Student Code of Conduct are made publicly available on the School website.

The Enrolment Agreement ensures that the School's obligations are effectively met and documented under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law



Each Enrolment Agreement also includes and addresses:

- a copy of the Student Code of Conduct, the Parent Code of Conduct and other relevant policies, such as behaviour management and anti-bullying and harassment;
- the current Schedule of Fees — including a clear explanation of the boarding services for which fees are payable and other incidental fees that may become payable;
- educational services provided;
- the grounds on which the agreement may be terminated by either party and if a termination may or may not affect a student's enrolment at the School.

### Data Collection

Under the *Australian Education Act 2013 (Cth)*, the School is required to collect Student background characteristics data as part of the enrolment process and report this data to the VCAA or other testing agents when requested.

### Privacy

The School collects personal information, including sensitive information regarding parents, guardians and Students, during and subsequent to the enrolment process in accordance with its Privacy Policy . The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of Students.

The School's Privacy Policy sets out the manner in which the School collects, uses, protects, discloses and provides access to personal information. The policy, which also sets out the process for managing complaints about privacy, can be viewed at [www.trinity.vic.edu.au/policies](http://www.trinity.vic.edu.au/policies).

Please refer to the Privacy Policy for more information.

### Definitions

**"Applicant"** means the person/s set out in the Applicant for Admission Form being the parent/s and/or guardian/s of the Student seeking enrolment at the School.

**"Boarding Acceptance Agreement"** means either the Boarding Acceptance Agreement for the Senior Boarding House or the Boarding Acceptance Agreement for Dadirri Boarding House.

**"Charges"** means the charges stated in the Fees and Charges Schedule (Domestic).

**"Conditions of Enrolment"** means the School's conditions of enrolment which the Applicant will agree to be bound by when accepting any offer of enrolment made by the School.

**"Enrolment Agreement"** has the meaning defined in this Policy.



“**Fees**” means the fees payable on submission of an Application for Admission or acceptance of an offer of enrolment, as outlined in the Fees and Charges Schedule (Domestic).

“**Fees and Charges Schedule (Domestic)**” means the list of fees published on the School website.

“**Levies**” means the levies and other costs stated in the Fees and Charges Schedule (Domestic).

“**Student**” means the student identified in the Application for Admission Form that is seeking enrolment at the School.

## Communication

The policy is publicly available on the School’s website and to any person on request.

## Related Policies

Conditions of Enrolment

Boarding Acceptance Agreement

## References

*Education and Training Reform Regulations 2017*

*VRQA Guidelines to the Minimum Standards and Requirements for School Registration*

*VRQA Guidelines to the Minimum Standards and Requirements for School Boarding Premises Registration*