Enrolment Policy

Pilgrim School

Title	Enrolment Policy
Version	2.0
Current Date of Last Review	2026
Proposed Review Date	2029
Related Legislation and Regulatory Requirements	• Education and Children's Services Act 2019 • Disability Discrimination Act 1992 (Cth.) • Human Rights and Equal Opportunity Commission Act 1986 (Cth.) • Equal Opportunity Act (SA) 1984 • Workplace Health and Safety Act 2012 • Privacy Act 1988 • Australian Privacy Principles
Cross Sector Guidelines (SA)	
Related Policies	• AISSA Enrolment Guidelines for Students with Disabilities
Related School Policies and Procedures	• Vision and Mission Statement • Enrolment Form • Enrolment Agreement
Responsibility	Principal and Leadership Team
Status	Active
Approved by	Leadership Team

Date	Version	Revision Description – Prepared/ Reviewed
2018	1.0	Kristen Heath
2020	1.1	Andrew Edmondson
2023	1.2	Andrew Edmondson
2025	1.3	Kristen Heath and Andrew Edmondson
2026	2.0	Leadership Team; Russell Kennedy Lawyers

1 Preamble

Pilgrim School (the **School**) is a Christian primary school located on the shared Aberfoyle Park Primary School Campus.

2 Purpose and Scope

The School currently provides curriculum for students:

- Foundation to Year 6 based on the Australian Curriculum (or equivalent if superseded).

This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School including specifically the School's approach to inclusivity.

3 Aim and Key Principles

Through this policy, the School aims to:

- Maintain an open and fair procedure for the enrolment of students seeking enrolment to the School.
- Ensure the procedure for enrolment and admission to the School is fair, transparent and not unlawfully discriminatory.
- Explain clearly to prospective parents/caregivers (referred to as parents for convenience) the School's enrolment process (from enquiry to enrolment).
- Ensure that the School can provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
- Ensure the School maintains its core values.
- Ensure the School complies with its commitments to supporting students with differing and varying disabilities and any other needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their needs.
- Promote a Christian education framework and ethos, and a learning environment where students are educated and nurtured as members of the School's community.
- Comply with the requirements of the Education and Children's Services Act 2019 (SA) and Education and Early Childhood Services (Registration and Standards) Act 2011 (SA) (as amended or replaced from time to time), and other relevant legislation.
- Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).

To assist in achieving the above aims, the School has allocated the following responsibilities:

Position/Roles	Responsibilities
Board	• Ensure the School meets its legal and regulatory responsibilities – including those which relate to inclusivity. • Ensure enrolments are compliant with the School's Constitution document. • Review and endorse this policy. • Review and set the tuition fees on an annual basis and otherwise as required.
Principal	• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.
Registrar	• Ensure compliance with this policy. • Provide prospective parents with the necessary information about the enrolment processes.
Parents	• Read and comply with this policy. • When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the School's enrolment documentation (available on the School's website). • Disclose their child's needs (including those which are diagnosed, undiagnosed, suspected or imputed), or information which may otherwise be relevant to the School providing an education to the child, the child's welfare, or the education and welfare of other students.

4 Entry Points

The main enrolment entry point into the School is traditionally Foundation.

Places of enrolment may be offered at other levels if vacancies exist.

Parents may apply for a place at the School for their child at any time from the child's birth.

To be eligible for admission to Foundation at the beginning of the year, children must be five years of age on or before 30th April in the year they begin schooling and, in the School's reasonable opinion, school-ready. For mid-year Foundation admission, children must be five years of age on or before 31st October in the year they begin schooling and, in the School's reasonable opinion, school-ready.

In determining the school-readiness of a child, which is assessed against the School's commitment to inclusivity, the following are examples of factors that will be considered:

- Separation: Is the child ready to separate from the parent for a day?
- Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
- Social maturity: Is the child ready to be part of a large group with approximately 22 children and one teacher? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
- Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
- Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)? This may be determined by a range of strategies including pre-enrolment interviews, to ensure a prospective student will be able to meaningfully benefit from the School's education program.

5 Eligibility Criteria

To be eligible for enrolment, the prospective student must be either:

- An Australian citizen;
- Entitled to stay in Australia, or enter and stay in Australia without limitation (for example, on an eligible Visa subclass); or
- Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

6 Open Entry Policy

The School has an open entry policy. However, the School may:

- Offer scholarships to specific groups of students, such as for financial hardship.
- Determine enrolments based on its ability to provide educational services to the particular student.
- Apply the priorities for enrolment, as set out in this policy.

7 Application Process

<u>Get informed</u>

Before submitting an application for enrolment form, families of prospective students are encouraged to:

- Browse the School's website.

- Review this policy, and other policies and procedures available on the School's website, to fully understand the ethos, vision, mission and values that will frame a student's education at the School.
- Attend a School tour.

Submit an application for enrolment

An application for enrolment may be made by submitting a completed application for enrolment form with all supporting documentation via the online Enrolment Application form accessible through the School's website.

An application for enrolment must be accompanied by:

- Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable; NAPLAN results, school reports, visa grant notice, relevant court and parenting orders).
- All required fees mentioned in the form/online process. This includes a non-refundable enrolment application fee payable at the time an application for enrolment is made, to cover the School's administrative costs in managing the enrolment process.

Only fully completed Enrolment Application forms (inclusive of all required fees and documentation) will be recorded on the School's waiting list.

Submitting the application for enrolment form and paying the enrolment application fee does not guarantee a place at the School.

Rather, the application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the School in:

- Considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations).
- Deciding whether to exercise its discretion to offer a place of enrolment.

Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

Waiting lists and priority of enrolment

The School ultimately has discretion about whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment.

In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:

- The date a fully completed application is received (noting incomplete applications will not be processed).
- The information disclosed in the application.

- The child's interview and, if applicable, pre-enrolment assessments.
- Whether the child is eligible for a priority offer of enrolment as:
    - Set out elsewhere in this policy;
    - A sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 20 months of the start of the school year they are due to commence);
    - Children of families involved in Christian ministry;
    - Children whose parents are Christian and involved with a church community;
    - Children of alumni of the School; or
    - The child of a permanent staff member.
- The child's behavioural history.
- Whether the values and beliefs of the child's family clearly align with the ethos, vision, mission and values of the School.
- The starting year level of the child.
- The School's capacity, as an inclusive school, to support a prospective student's relevant needs in the School environment (see below).
- The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
    - Number of students currently enrolled at the School.
    - Family's circumstances (including the willingness of the prospective student and their parent to comply with the School's policies and procedures).
    - Reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan).
    - School's resources and capacity to deliver an education to the student in accordance with its educational model.
    - Prospective student's willingness and ability to comply with the School's behavioural standards.
    - Prospective student's willingness and ability to derive a benefit from the School's educational model.
    - Prospective student's school-readiness.
    - Willingness of each family to endorse the School's vision, mission and values.
    - Any other considerations set out in this policy.

Places may be kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

8 Interviews

If and when appropriate, the School will invite a prospective student and their parents to attend an interview with a senior member of staff (which subject to the entry point, will typically be the Principal).

For families seeking entry to the School, this interview will enable:

- The prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.
- The School to understand the prospective student's strengths, areas for improvement, school-readiness and needs, as well as what they and their family can contribute to the life of the School.

Prior to the interview, families may be asked to provide the School with additional documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).

Prospective students will be interviewed, either in person or by telephone, online or other platforms as appropriate.

Attending an interview does not guarantee a place at the School and is not an offer of enrolment.

After attending the interview the prospective student's application will be reviewed by the School's leadership team.

If for any reason in the School's absolute discretion the School forms the opinion, as a result of an interview prior to enrolment, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

9 Offer of Enrolment

At all times, the Principal has absolute discretion to make the final decision about whether to make an offer of enrolment.

Any offer of enrolment made by the School will occur in writing.

It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer (or, where no offer is made, the reasons for this).

An offer may be accepted in the form approved by the School from time to time, subject to the following:

- An offer will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of any admission fees and return of requested documents by the stated deadline).
- Acceptance of the offer must be provided within 28 days unless the School's offer states otherwise or the School exercises discretion to extend this period.
- Acceptance of an offer must be accompanied by payment of the non-refundable Enrolment Deposit (and any other fees stated in the offer). A portion of the non-refundable Enrolment Deposit will be applied to the enrolled student's tuition fees for the first term of enrolment and another portion will be offered as a refund or credit against tuition fees during the student's final term of Year 6 at Pilgrim School.
- An offer may be withdrawn by the School, regardless of the availability of places where:
    - Information provided to the School is found to be withheld, false or misleading.
    - There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.
    - The offer is not accepted on the terms provided by the School.
    - The Principal exercises their reasonable discretion to withdraw the offer.

Details about all the School's tuition fees, and other charges and levies, imposed by the School for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the School. A copy of the current Terms and Conditions of Enrolment is available on the School's website.

If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the enrolment application fee, deposit(s) and any tuition fees paid in advance to the School.

10 Defer, Refuse or Vary an Offer of Enrolment

Parents must notify the School in writing if they wish to defer, refuse or vary an offer of enrolment.

Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

- Notice must be given to the School in accordance with this clause.
- The School in its absolute discretion may or may not agree to that request.
- If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year and the offer issued may be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.
- Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.
- The School may or may not in its absolute discretion require the payment of a further Enrolment Deposit admission fee.

11 Appealing a Decision

Parents may appeal an enrolment decision in accordance with the School's Grievance Policy. A copy of the policy can be found on the School's website.

12 Period of Enrolment

Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:

- A child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment;
- For Foundation students – a child completes Year 6 education at the School, unless the School provides written notice no later than the last day of Term 3 in Foundation that the student's education will not continue for Year 1.
- A child completes a Year 6 education at the School.

13 Orientation

Orientation and transition take place for all new students and their families, and includes:

- Staff visits to current preschool, Early Learning Centre, or childcare when entering Foundation.
- The School's transition program when entering Foundation.
- Student visit day/s for other year levels, unless otherwise agreed by the School.

14 The School's Commitment to Inclusivity

The School is an inclusive school and welcomes students and other members of the school community - including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle and religious needs.

In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed, suspected or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

The School is committed to complying with its legal obligations regarding students with disabilities, supports the Federal Disability Standards for Education, and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs of the broader student cohort).

The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to safely and meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also broadly with regard to the School's resources and capacity to support the needs of all students.

The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:

- A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
- The child exhibits behaviours that significantly interfere with, or compromise, the teaching and learning experiences of others in the classroom, social integration on school grounds (including when off site, at any school-related activity, in the School's online environments and while representing the School).
- The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an adverse impact (including emotional or psychological) on others.
- The child does not have, or does not effectively respond to, strategies or supports recommended from qualified medical or allied health professionals, to assist the child to self-regulate and best support their positive experiences at school.

Accordingly, prior to an offer being made, parents must inform the School of all relevant needs a prospective student has.

If a parent fails to promptly inform the School of a student or prospective student's relevant needs, or any significant change in those needs, this

damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).

Where a parent promptly informs the School about a student or prospective student's relevant needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:

- Name, age, date of birth and residential address of student.
- Parent names and contact details.
- Date of enrolment.
- Medical information for emergency management purposes.
- Emergency contact details.
- If applicable: home care arrangements, court orders or parenting plans, transfer records.
- Date of leaving the School and details concerning student's departure, where appropriate.
- For students older than six years, details of previous schools or pre-enrolment situation.

The register is retained for a period, in accordance with applicable legislation, after the student leaves the School.