

Enrolment Policy

Purpose:	To make visible the criteria on which offers of enrolments are determined to ensure a good match between parents, students and the school. To conduct enrolments in a manner which complies with all state and federal laws relating to privacy, immunisation, discrimination and equal opportunity.
Scope:	To provide information to parents who want to enrol a child at Woodline Primary.
Implemented by:	School Principal.
Approved by:	To be approved following VRQA approval.
Reviewed:	Every two years or as legislative changes or improvements are identified.
Communicated via:	WP Website, Policy Folder, Parent Handbook, Enrolment Packs for new families.

1. Policy Statement

As a new school (est. 2021), Woodline Primary aims to uphold its vision of fostering connection and awareness. We want to make visible the criteria on which offers of enrolments are determined to ensure a good match between parents, students and the school.

We shall conduct enrolments in a manner which complies with all state and federal laws relating to privacy, immunisation, discrimination and equal opportunity.

We have an open entry policy and welcome students of all religious denominations.

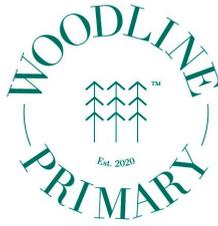
2. Aims

To provide information to parents who want to enrol a child at Woodline Primary.

3. Implementation

Woodline Primary offers a progressive and emotionally aware approach to schooling for children from Foundation to Grade 3 for 2021. Additional year levels will be added each subsequent year.

The school delivers the Australian Curriculum in a creative and integrated way, including a special focus on the core principles of emotional awareness and wellbeing, connection with nature and people, and autonomy and shared decision-making.



At Woodline Primary we feel when families appreciate and support these principles that the foundation is created for a good match between their children and the school. It is important that prospective parents are aware of these principles as they are expressed in our School Philosophy and Guiding Principles documents.

Woodline Primary is intended to be a small school with a maximum enrolment of up to 100 students. Classes from Foundation to Year 3 will be offered in 2021 and class size will be capped at 15 students per class.

Enrolment at the school will only be offered after careful consideration of the likelihood of a successful match between the school's unique environment and approach to learning, and the needs of the student. The School Principal may request information from the child's kindergarten or previous school to help determine this.

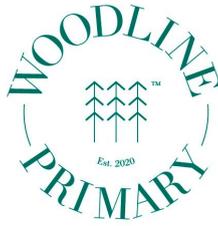
After reading and considering the school Philosophy and Guiding Principles, parents will be invited to meet with the Principal to explore the likelihood of a match between their child(ren) and Woodline Primary. The range of factors listed below will influence which children will be offered a place.

Factors Determining the Offering of a Place in Foundation level

- Parents' willingness to accept the philosophy and guiding principles of the school
- Demonstration of the applicant's School Readiness in the areas of:
 - Self-control, coping and problem-solving
 - Confidence
 - Communication
- Participation in the Woodline Primary Transition Program
- Age
- Financial capabilities to pay Fees

Factors Determining the Offering of a Place in Grades 1-6

Parents' willingness to accept the philosophy and guiding principles of the school
Siblings enrolled at the school / children of Woodline Primary staff



Interview Process

Upon acceptance of an application for enrolment form that meets the requirements to enrol at Woodline Primary, the Principal will invite a prospective family (including the child) for a face to face interview. The interview will also involve a member of the teaching staff for the year level relevant to the application. The process will include discussions around :

- Parents' willingness to accept the philosophy and guiding principles of the school
- Demonstration of the applicant's school readiness for the child in the areas of:
 - Self-control, coping and problem-solving
 - Confidence
 - Good communication skills with both adults and peers
 - A growth mindset
 - Capacity to work on learning tasks both independently and in a group
 - A range of interests or hobbies
 - Curiosity for life
- Financial capabilities to pay Fees
- Academic needs
- Emotional needs

The Principal reserves the right to make the final decision on offering a place to the applicant, based on the application and outcomes of the interview process.

Factors that may lead to the Principal declining the application

- There are currently no places available for the year level being applied for
- The parents/guardians have not paid the Enrolment deposit
- The parents/guardian's educational philosophy does not align with the educational philosophy of the school

The learning needs of the applicant may be such that Woodline Primary, as a small school, may not be resourced to meet the special needs of the applicant.

Enrolment Timeline

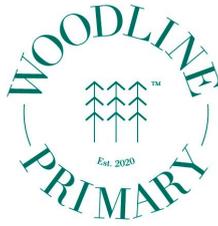
End July

Last day that Round 1 expressions of interest (EOI) will be accepted for enrolment in classes of the following year. Enrolment applications will be considered after this date at the discretion of the Principal.

After reading and considering the school Philosophy and Guiding Principles, parents will be invited to meet with the Principal to explore the likelihood of a match between their child(ren) and Woodline Primary.

End August

Families receive invitation (or otherwise) of the child's place in Foundation for the coming year, including Enrolment Form. This will be based on the child receiving a positive assessment for school readiness and match with the Woodline Primary approach.



End September

Enrolment Form & Enrolment deposit (including first term fees) must be received to hold any places offered.

October - December

Woodline Primary Foundation Student Transition Program sessions.

Other Enrolment Guidelines

As an independent primary school, Woodline Primary relies on a combination of government funding and tuition fees paid by parents in order to cover its operating expenses. Our current School Fee Policy does not include discounts for multiple children enrolled from a single family.

We do however offer considerations for families who have financial hardship and do not want families who can't afford the full tuition to be excluded if Woodline Primary is a good fit for them and the school is able to accommodate them financially. Special consideration and reduced fees are available upon application and will be decided at the discretion of the Board.

An Enrolment Fee of \$1,500 per child is due within two weeks of the offering of a place at Woodline Primary, together with the Enrolment Form and first term fees.

A student's offer of enrolment may be withdrawn if the Enrolment Fee is not paid within this time. Further, enrolment may be cancelled due to the non-payment of school fees; as a result of the implementation of the school's behaviour management policy, or with the agreement of the parents.

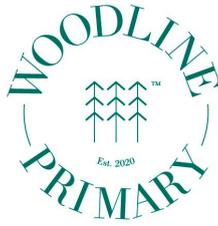
The Enrolment Form must be completed in full including the immunisation status of your child. It is a legal requirement that a parent/guardian declare their child's immunisation status on enrolment and we ask families to do this by providing an immunisation history statement from the Australian Childhood Immunisation Register.

The final decision regarding acceptance / non-acceptance of each enrolment application is with the Principal. Parents may refer to the school's Complaints and Grievances Policy should they choose to appeal the decision.

Each applicant will receive, in writing, confirmation from the Principal confirming successful enrolment, or otherwise.

By submitting an enrolment application, applicants agree to the terms of this policy. Should an applicant not be offered a place at Woodline Primary, and they consider the reasons for refusal to be in breach of this policy, the applicant may request for the Principal's decision to be reviewed.

A review of the Principal's decision will be handled in accordance with the School's Complaints and Grievances Policy. In such circumstances, the Board will investigate the matter and provide a written response to the applicant.



Data Collection and Privacy

The school will provide a privacy notice to the enrolling parent explaining the use to be made of admission information. For a sample privacy statement please see Woodline Primary Privacy Policy.

The school will collect and record an immunisation status certificate. Prospective students will not be prevented from enrolling in primary school if they have not been immunised.

Related Resources:

- Enrolment Agreement
- School Fee Policy
- Woodline Primary Philosophy and Vision
- Behaviour Management Policy
- Expression of Interest Form
- Enrolment Form

Version number	Date	Short description of amendment
1.0	June 2020	New Policy

Scheduled review date	December 2021
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