



C.2.2.i WP Enrolment Policy

Purpose:	To make visible the criteria on which offers of enrolments are determined to ensure a good match between parents/carers, 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/carers who want to enrol a child at Woodline Primary
Implemented by:	Principal
Approved by:	WP Board
Reviewed:	Every two years or as legislative changes or improvements are identified
Communicated via:	WP Website, Policy Folder, Family 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/carers, 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 families 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 Year 3 for 2021. Additional year levels will be added the following 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 the family and the school. It is important that prospective parents/carers are aware of these principles.

Woodline Primary is intended to be a small school with a maximum enrolment of up to 98 students.

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 Principal may request information from the child's kindergarten or previous school to help determine this.

Families will be invited to meet with the Principal to explore the likelihood of a match between the family 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/carers willingness to accept the philosophy and vision of the school
- Siblings enrolled at the school
- Children of Woodline Primary Team
- 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 Years 1-6

- Parents/carers willingness to accept the philosophy and vision of the Woodline
- Siblings enrolled at the school
- Children of Woodline Primary Team

Interview Process

Upon receipt of an Expression of Interest form (complete via the school's website <https://woodlineprimary.com.au/application/>) and application fee, the Principal will invite the prospective family (including the child) for a face-to-face interview (in person or remote option available). The interview will also involve Lael Stone, co-creator of Woodline Primary. The process will include discussions around:

- Parents/carers willingness to accept the philosophy and vision 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 information provided in the Expression of Interest form and the outcome of the interview process.

Factors that may lead to the Principal declining the enrolment

- There are currently no places available for the year level being applied for
- The parents/guardians have not paid the Enrolment deposit
- The parents/guardians 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 of Term One

Last day that Round 1 Expressions of Interest via the website will be accepted for enrolment in classes of the following year. Enrolment expressions of interest will be considered after this date at the discretion of the Principal.

Term Two

Families will be invited to meet with the Principal to explore the likelihood of a match between the family and Woodline Primary.

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

End of Term Three

Enrolment Agreement and Enrolment Fee must be received to hold any places offered.

Term Four

Woodline Primary Student Transition Program sessions. Term 1 Tuition Fees to be invoiced and paid.



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 Schedule does not include discounts for multiple children enrolled from a single family.

An Enrolment Fee of \$1,500 per child is due within four weeks of the offering of a place at Woodline Primary, together with the Enrolment Agreement.

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, failure of parents to abide by the terms in the school's Enrolment Agreement, or with the agreement of the parents/carers.

Once the Enrolment Fee and Enrolment Agreement have been received, an Enrolment Form must be completed in full, including the immunisation status of your child and the provision of a birth certificate or passport. 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 Expression of Interest is with the Principal. Parents/Carers may refer to the school's Complaints and Grievances Policy if they consider the reasons for refusal to be in breach of this or any other school policy and they wish to appeal the decision.

The enrolment of a student may be cancelled by Woodline Primary for reasons which include but are not limited to the following: wilful or intentional breach of Parent or Student Codes of Conduct, failure to comply with the School Fee Schedule, and Step 6 (Enrolment Cancelled) is reached in the Behaviour Management Policy, or no-fault separation as outlined in the Complaints and Grievances Policy. No remission of fees will apply in such cases.

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

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 (emailed to parents/carers)
- Enrolment Form (emailed to parents/carers following receipt of the enrolment fee)
- School Fee Schedule (available on the WP website)
- Behaviour Management Policy (available on the WP website)
- Expression of Interest Form (web version available on WP website)
- Internet Use Policy (available on the WP website)

Version number	Date	Short description of amendment
1.0	June 2020	New policy
2.0	June 2021	Amendments

Scheduled review date	June 2024
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