



Enrolment Policy

Purpose:	To make visible the criteria on which offers of enrolments are determined to ensure a good match between caregivers, children 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 caregivers 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:	Website, Enrolment Packs for new families

1. Policy Statement

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 caregivers, children 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 children 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 6.



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.

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 caregivers are aware of these principles.

Woodline Primary is intended to be a small school with a maximum enrolment of 130 children.

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

Families will be offered 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

- Caregivers' 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

- Caregivers' willingness to accept the philosophy and vision of the Woodline
- Siblings enrolled at the school
- Children of Woodline Primary Team
- Financial capabilities to pay fees

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 prospective family



(including the child) will be invited for a face-to-face interview (in person or remote option available) with the Principal.

The process may include discussions around:

- Caregivers' 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/Social 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 caregivers have not paid the Enrolment Deposit
- The caregiver's educational philosophy does not align with the educational philosophy of the school
- The learning/emotional/social 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

Other Enrolment Guidelines

As an independent primary school, Woodline Primary relies on a combination of government funding and tuition fees paid by caregivers 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 \$1,750 per child is due within 2 weeks of the offering of a place at Woodline Primary, together with the Enrolment Agreement.

A child'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 caregivers to abide by the terms in the school's Enrolment Agreement, or with the agreement of the caregivers.



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 caregivers 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. Caregivers 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 child may be cancelled by Woodline Primary for reasons which include but are not limited to the following: wilful or intentional breach of Caregiver or Child Codes of Conduct, failure to comply with the Tuition 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 caregiver 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 children will not be prevented from enrolling in primary school if they have not been immunised.

Version number	Date	Short description of amendment
1.0	June 2020	New policy
2.0	June 2021	Amendments
3.0	June 2023	Changes to the process
4.0	June 2024	Removed unnecessary information Updated language

Scheduled review date	June 2026
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