



ROCKHAMPTON GIRLS GRAMMAR SCHOOL

Enrolment Policy

PURPOSE OF THE POLICY

This policy sets out the requirements, accountabilities and procedures for enrolment of students at Rockhampton Girls Grammar School (RGGGS). This policy should also be read in conjunction with the RGGGS' Disability Policy (where appropriate).

POLICY

1. Policy Statement:

Rockhampton Girls Grammar School aims to provide girls from all backgrounds with access to a caring, safe, yet challenging, educational environment in which there is a balance between academic, cultural and sporting activities.

Admission to RGGGS is based on a well-developed understanding of what is expected from all parties in being admitted.

2. Scope:

This policy applies to all prospective students and parents/guardians of RGGGS.

3. General Principles:

- All parents/guardians wishing to apply for their daughter to be admitted to RGGGS are asked to complete an application for admission form. The application form must be signed by all persons who have parental responsibility or guardianship for the child. RGGGS can only enrol a student where each of the student's parents/guardians consents to the enrolment.
- It is important to RGGGS that it, as a school, meets the educational needs of each child. For this reason, all parents/guardians are required to complete the questions attached to the school enrolment form which facilitates the enrolment process and enables the School to determine the resources required to meet each individual student's needs.
- The prospective student and her parents/guardians are then required to attend an enrolment interview. Where interviews are not possible, other arrangements will be made.
- School policies, expectations, fee-paying procedures, suspension and exclusion policies and responsibilities of all parties will be clearly set out at the enrolment interview.
- Prior to admission to RGGGS, the prospective student and her parents/guardians are requested to read, and sign the School's Values Statement, as part of the Confirmation of Enrolment Contract. This is a succinct statement of behavioural expectations of all students, teachers and parents at RGGGS. This Values Statement is also published in the School Handbook and on the School website.
- RGGGS acknowledges and observes State and federal anti-discrimination legislation as part of its admission policy. RGGGS is an equal opportunity organisation, and is committed to providing an environment that is free from discrimination, harassment, vilification and victimisation.

4. Privacy:

The School's Privacy Policy reflects the National Privacy Policy (<http://www.isca.edu.au>) which states:

1. the School's commitment to the NPP,
2. the types of information that will be collected, used and disclosed, and the purpose for which it is collected;
3. the management and use of the information collected, and in particular sensitive health information; and
4. the management of issues relating to access and correction.



A copy of RGGS' Privacy Policy can be obtained from the School website, Reception or the enrolment application.

5. Priority of enrolment:

RGGS makes no distinction between the following when accepting applications for enrolment.

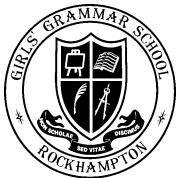
- Religious or philosophical affiliation;
- Siblings;
- Children of past students;
- Date of receipt of application.

There is no hierarchy of criterion, however, upon offer of placement, the date of acceptance and payment of the required confirmation fee may be considered when determining acceptances.

6. Enrolment procedure:

The Association of Independent Schools of South Australia (AISSA) has produced an enrolment procedures checklist which has been supplied to ISQ. AISSA invites schools to use the list to audit their current enrolment procedures, and RGGS has adopted this list as part of its Enrolment Policy.

Enrolment Issues	Policy and Administration Advice
Attendance requirement / non-attendance / reason for absence	Under the Education (General Provisions) Act 1989, a child is required to attend the school in which she is enrolled on every school day. Parents/guardians are requested to notify the School in advance of any absence.
Attendance unsatisfactory	Parents/guardians will be notified of unsatisfactory attendance and invited to speak with members of the Leadership team.
Camps and excursions	Advice will be given to parents/guardians about school processes prior to such activities.
Court orders	Copies of any court orders referring to students about to be enrolled will be requested at the time of enrolment.
Discipline policy	Advice to parents/guardians and students about the School's discipline policy including 'usual' punishment will be discussed at interview.
Discipline policy, drugs, use of IT	Advice to parents/guardians and students about the School's discipline policy in relation to specific issues such as the misuse of drugs and IT will be discussed at interview.
Emergency contact information	Information from parents/guardians providing contacts in the case of emergencies involving their children will be obtained prior to confirmation of enrolment.
Enrolment form, both parents/guardians to sign	The parents/guardians whose signature/s appear on the Confirmation of Enrolment form will be jointly liable for payment of fees.
Fees payable	Detail of tuition fees and all other areas for which fees are payable will be mailed in the preceding vacation period.
Fees payable, commitment by parents	Explanation of actions if fees are not paid by the due date will be discussed at interview.
Fees payable on cancellation of enrolment	Notice of one term is required. Insufficient notice provided by parents/guardians will result in one term's fees being charged.
Fees payable, timeline and methods	Information about when fees are due and the methods which are provided by the school to receive fees will be stated on the invoice.
Information for payment of accounts	Information from parents/guardians for the sending of



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	accounts for payment will be stated on invoice and in the Fee Structure and Schedule.
Immunisation	Advice to parents/guardians on the School's policy relating to immunisation of students and associated Health Centre record keeping can be made available on request.
Insurance, students	Advice to parents/guardians on the desirability of students having such insurance, advice on how such insurance can be obtained can be made available upon request.
Interview, need to interview students	All students will be interviewed to determine educational needs. The School has a procedure for enrolling students with special needs – see section 8 below and the RGGS Disability Policy.
Medical and Learning disabilities or difficulties	The school will negotiate a curriculum suitable for students where possible and reasonable. Known learning difficulties or disabilities must be stated prior to interview.
Outside school hours care	RGGS offers outside school hours care (OSHC) and Vacation Care. Other than this service, students are requested not to be delivered to school prior to 8.00am and collected prior to 3.30pm if not involved in a supervised activity.
Parents, expectations of	Regular newsletters and Principal's Bulletins will provide information to parents/guardians about the School's expectations of their support, and the responsibility to inform the School of any changes.
Parent/guardian	Where relevant, the custodial parents/guardians must provide the School with legal proof stating conditions of access (such as a court order).
School hours	Advice to parents/guardians and students of normal school hours and the times the school is 'open' to students is given in the Student Parent Handbook, in newsletters, Principal's Bulletins, on the Website and through Parent Lounge.
Student Information	Communication regarding basic information about the student must be kept up-to-date. This is the responsibility of both the parents/guardians and RGGS.
Students over 18 years of age	RGGS has no change in expectations once a student turns 18 years of age. Enrolment remains contingent upon meeting School expectations and regulations.
Students, expectations of behaviour	Advice to parents/guardians and students about expectations of student behaviour, including while travelling to and from school are readily available in the Student Handbook, on the website and in classrooms.
Suspension	<p>Conditions under which a student will be suspended include any breach of the School regulations that could:</p> <ul style="list-style-type: none"> • Cause the student harm • Cause other students harm • Bring the School into disrepute • Be illegal <p>Depending on the breach, a student may have their enrolment terminated.</p>
Uniforms	Advice to parents/guardians and students about uniforms as they relate to general requirements, uniforms for seasons, uniform standards, jewellery, when to be worn etc. is given upon application of enrolment and made available in the Student Parent Handbook and on the website.



7. Fees:

- Fee Accounts will be issued prior to the beginning of each term and are due on the first day of term.
- Tuition Fees are organised in four levels - Prep-3, 4-6, 7, and 8-12.
- Fees will include a number of costs other schools bill separately to parents.
- The fees and levies charged represent the educational investment for students at RGGG. RGGG is proud to offer a fee structure that encompasses all personal development opportunities with minimal 'add-on' charges throughout the school year. This transparent fee structure allows our RGGG families to budget for yearly educational costs.
- Sibling Discounts of 10% apply on tuition fee only for second and higher for subsequent daughters attending. This discount does not operate for students receiving fee concessions.
- Fees may be paid by cash, EFTPOS, Credit Card, cheque, BPAY and School Plan – information is available from the Accounts Office.

8. Disability enrolment procedure:

8.1 Process

Where a prospective student has a disability, in considering the student's application for enrolment at RGGG the following procedures are followed:

1. The application will be discussed with the prospective student's parents/guardians and the prospective student (depending on their age).
2. Meetings and subsequent conversations and /or meetings will be documented by RGGG.
3. The Principal or representative will advise parents/guardians of the services and facilities available at RGGG and an inspection of the School's facilities will be offered at the earliest opportunity.
4. Through consultation, the views of parents/guardians on any adjustments, including additional services and facilities, that a student may require will be sought; verification of this information will also be sought.
5. RGGG may request that the student seeking enrolment be observed in her present setting and that the teachers at the school presently attended by the student be consulted to ascertain the level of assistance that the student is currently receiving. Advice will be sought about the adjustments and services and facilities that may be required in the future.
6. The RGGG Learning Enrichment Coordinator, and a child psychologist if appropriate, will be involved at an early stage of the process. Formal assessment of the student may be conducted if permission is granted.
7. When considering an adjustment for a student with a disability, RGGG is entitled to information about the student's disability and individual requirements if that information is directed towards:
 - providing the adjustment, including assessing the nature and extent of the adjustment needed and assessing the provider's capacity to provide the adjustment; and
 - assessment that is intended to clarify the student's ability to comply with any non-discriminatory requirements of a course or training program.
8. Any confidential information provided to RGGG for the purposes of making adjustments will not be disclosed except for the purposes of the adjustment or in accordance with a lawful requirement.
9. Any additional services and facilities that may be required by the prospective student will be quantified and costed.
10. It may be necessary to engage an Occupational Therapist, building consultant or architect to obtain detailed costing of modifications that may be needed.
11. Enquiries will be made to determine if additional funding might be available from the Commonwealth or State Governments. This additional funding may be in the nature of recurrent or capital funding.



12. Where it is determined that adjustments are required and RGGGS determines that alternative reasonable adjustments are available which effectively achieve the same purpose, these adjustments may be implemented by RGGGS even though they may not be a student's preferred form of adjustment.
13. Where RGGGS determines that provision of particular services and facilities would cause unjustifiable hardship, RGGGS may refuse to accept the enrolment. Before this step is taken, the family seeking enrolment will be given advice about the School's preliminary view and offered an opportunity to respond.

8.2 Permission to collect further data

If a child has special education needs, parents/guardians are asked to sign a permission form which allows the School to collect information from specialist personnel who may have information to assist in meeting the needs of their child. Specialist personnel may include the child's previous school, disability agencies, medical and allied health professionals and ascertainment personnel.

The collection, use and disclosure of information about a child is regulated by the School's Privacy Policy, a copy of which can be obtained from the School website, Reception or the enrolment application.

8.3 Identification

The level of specialist educational support required by students with disabilities is identified within RGGGS by the Learning Enhancement Coordinator through an Individual Education Plan process. This includes the collection of information from parents or guardians at interview, completion of a questionnaire, consultation with specialist personnel, including the School's Learning Support teacher, and formal ascertainment procedures, if appropriate.

The collation of this information will help ascertain the student's need for:

- physical access-equipment, building modification
- personal care
- health care management-medication, emergency procedures
- communication
- specific teaching strategies

Based on the information gathered, the Principal or delegated staff member will make a preliminary assessment of the student's curriculum support needs, and the School's ability to meet those needs.

At this time the Principal, or delegated staff member, will meet with the parents/guardians to discuss the outcomes of the information-gathering process and to present the educational program the School can offer. The discussion may involve:

- the student, if appropriate
- special education advisers from Independent Schools of Queensland Pty Ltd
- agency representatives
- therapists, counsellors, other professionals
- an advocate
- an interpreter

8.4 Education Program

On confirmation of enrolment, parents/guardians will receive, in writing from the Learning Enhancement Coordinator, an outline of the support the School can offer their child to enable them to successfully access the curriculum. The Student Support Plan will include:

- a) Information about the particular needs of a student with a disability. A list of relevant information collected and the significance of that information to the formation of the Support Plan.
- b) Documentation of curriculum/assessment modifications and issues related to behaviour management, liaison with parents and outside agencies, as appropriate. It will outline resource requirements, including facilities and



- equipment, evacuation and emergency procedures, reporting requirements, and training requirements for staff or others who work with the student.
- c) Documentation relating to the development of Health Care Plans for students with health support needs.

The Student Support Plan will be reviewed at the end of each semester and at this time parents/guardians will be requested to meet with the Principal, or delegated representative, in order to discuss the progress of their child.

8.5 Flowchart – enrolment procedure:

The flowchart (Appendix A) outlines RGGGS' enrolment procedure for students with disabilities.
Source: *Students with Disabilities: Enrolment Guidelines for Independent Schools, SA Independent Schools Targeted Programs Authority Inc.*, Adelaide: Hyde Park Press.

9. Complaints procedure:

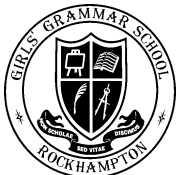
RGGGS' Grievance Procedure applies to complaints related to the Enrolment Policy.

POLICY RELEASE DETAILS

Date of Policy	September 2011
Reviewed by	RGGGS Executive
Review Date	Biennially
Access	Public Availability – RGGGS Website

RELATED POLICIES AND DOCUMENTS

RGGGS Values Statement
RGGGS Disability Policy
RGGGS Grievance Procedure
RGGGS Privacy Policy



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APPENDIX A - Enrolment Flowchart

