



ENROLMENT POLICY

OP11

Young women
of integrity
and purpose

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1. INTRODUCTION

The Presbyterian Ladies College, Sydney (PLC Sydney) is a school for girls from Pre-Kindergarten (four years old) to Year 12, with boarding for students in Years 7-12. The College offers a broad curriculum to students from a diverse range of backgrounds. PLC Sydney aims to educate young women from the basis of a Christian world view to make a difference in a rapidly changing global society.

2. KEY DEFINITIONS

Throughout this policy, unless the context requires otherwise:

- a. **'parents'** includes legal guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the College and, where the student has only one parent, means that parent.
- b. **'disability'**, in relation to a student, is that as defined in the *Disability Discrimination Act (Cth) 1992*
- c. **'girl'** means a person of the biologically female sex who identifies as such

3. OUTCOMES

The policy will provide guidance to staff involved in the College's enrolment process to ensure that their practice leads to compliance with all relevant College policies and government legislation.

4. POLICY ASSESSMENT

This policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by solicited feedback from random parents on a periodic basis and from any unsolicited feedback from parents.

5. THE POLICY

This policy gives guidance to those within the College community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

Three different types of enrolment are possible:

- a. as a student in the mainstream, or
- b. as a student from overseas, or
- c. as a student in the Transition Program

Relevant Legislation

- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education (Cth) 2005*
- *Race Discrimination Act 1975 (Cth)*
- *Anti-Discrimination Act 1997 (NSW)*

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the College on the grounds of their disability or race. The College is committed to fulfilling its obligations under the law in this Enrolment Policy.

5.1 ENROLMENT ELIGIBILITY

5.1.1 MAINSTREAM STUDENTS

Mainstream students are those who are not eligible to enrol as overseas students or transition program students. Students applying for enrolment into the mainstream who have a language background other than English and whose English language skills may not be sufficient as a medium for learning may be required to be assessed by the Learning Enrichment department of the College and required to enrol in an Intensive English College prior to entry to the College.

5.1.2 OVERSEAS STUDENTS

Overseas students are students who are not Australian residents. If an overseas student is studying overseas in non-English speaking countries in a school where English is not the language of learning, to be eligible to apply for enrolment at PLC Sydney, the student must demonstrate competency on the Australian Education Assessment Services (AEAS) test including the written section. The College will determine the student's English level suitability for enrolment to the College.

Students may have their enrolment made conditional on achieving a satisfactory English level in a given time period.

Once enrolled, overseas students undertake the mainstream program of study. Some overseas students may be required to undertake an ESL course in Years 9 and 10, or to undertake two terms of compulsory attendance at the English Language Learning enrichment (ELLE) club in Year 11 in order to continue the development of their English language skills.

5.1.3 TRANSITION PROGRAM STUDENTS

The purpose of the Transition Program is to provide girls who have a mild or moderate intellectual disability with a program to meet their special needs in relation to their education.

The Transition Program is designed to develop academic skills, independent living skills and social skills for students whose primary presenting disability is mild or moderate intellectual disability such that they can make a successful transition to work from school. As such, it is not suited to girls presenting with other disabilities, including severe intellectual disabilities.

These students will undertake individually structured classes from Year 7 to Year 12. They may also participate in mainstream classes as deemed appropriate by the school, in consultation with the parents, for their individual abilities and needs.

The number of students in the Transition Program is capped at 30. The number of students in the program presenting with a moderate intellectual disability is capped at one-third of the cohort at any one time. The procedure for achieving this cap is at the discretion of the Principal. An offer of enrolment in the Transition program will only be made if a place is available.

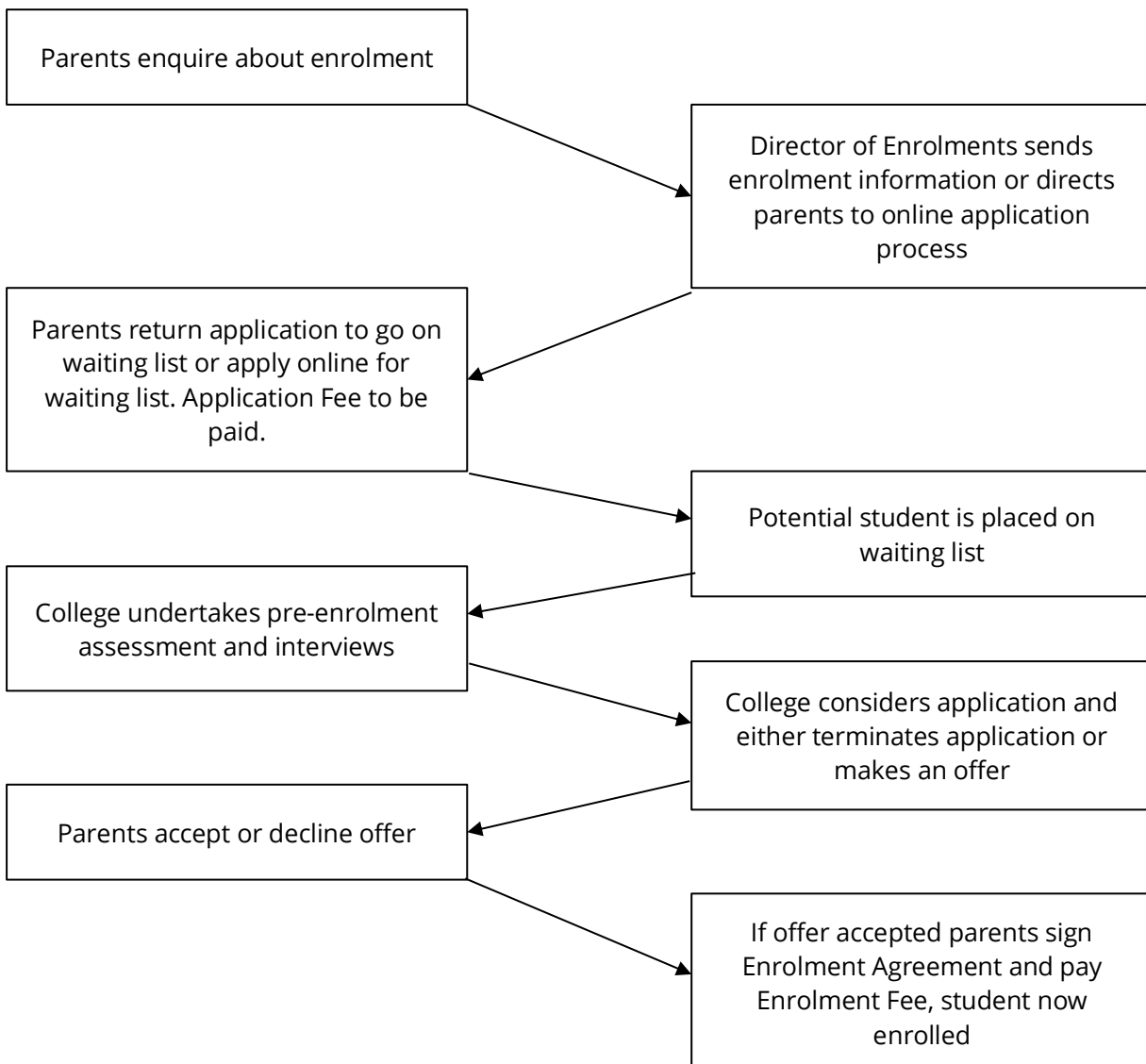
- To meet criteria for mild intellectual disability students must have a full-scale IQ score of approximately two to three standard deviations below the mean on an approved individual test of intelligence. There must be information on the assessment of adaptive skills and school performance consistent with, or below this range of scores.
- To meet criteria for moderate intellectual disability, students must have a full-scale IQ score of approximately three to four standard deviations below the mean on an approved individual test of intelligence. There must be information on the assessment of adaptive skills and school performance (where applicable) consistent with, or below this range of scores.
- In addition, to fully access the program students must:
 - be able to follow a verbal instruction
 - be able to work independently in the classroom
 - have basic reading and writing skills
 - be able to communicate verbally
 - be able to manage personal hygiene

- It is also expected that students be able to participate in co-curricular activities on offer without requiring one on one support

For Transition Program applicants the Enrolment Fee will be required after an assessment and interview has taken place and an offer is made. In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student’s school, early intervention centre or (with the parents’ agreement) the home, to more accurately assess the learning needs of the student.

5.2 ENROLMENT PROCESSES

Enrolment procedures for all students is as follows:



5.2.1 DEFERMENT

A family is permitted to defer their daughter's application once, without changing the original application date. Should they defer a second or subsequent time, the application date will be changed to reflect the date of deferment.

If a family has paid the Enrolment Fee and defers to a future date, they will be placed on a waitlist and will only be offered a place if one becomes available. It is noted that the Enrolment Fee is non-refundable.

5.3 ENQUIRIES

The Director of Enrolments will refer enquiries about enrolment to the College website for the procedure including:

- a Prospectus
- the Conditions of Enrolment
- the most recent Fee Schedule
- an Application Form for inclusion on the waiting list including payment details

The Director of Enrolments will direct everyone enquiring about enrolment to this Enrolment Policy located on the College's website.

5.3.1 WAITING LISTS

The Principal, through the Director of Enrolments, is responsible for the maintenance of waiting lists for entry to the College. Placement on the waiting list does not guarantee an offer of enrolment.

Names of students will be entered on the appropriate waiting list when their parents or a parent:

- a. return or complete on-line the Application Form for inclusion on the waiting list
- b. pay a non-refundable Application Fee
- c. provide a copy of the student's birth certificate

In addition, an application for an overseas student must also include:

- a. a copy of the biographical page of their passport
- b. the AEAS Test Report of English competency
- c. a copy of their Visa documentation if the student is currently in Australia on a Visa

Failure to provide all required information may result in the College declining to enter the student's name on the appropriate waiting list or delaying such entry, and may also result in the College declining or delaying the student's enrolment.

5.4 ASSESSMENT REVIEW

The College will undertake an assessment process at some time decided by the College after a student's name has been entered on the waiting lists. As part of the assessment process, the College may ask the parents to provide more information about their daughter.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the College may ask parents to authorise the Principal or his delegate to contact:

- a. the Principal of their daughter's previous school to obtain or confirm information pertaining to their daughter or her enrolment
- b. any medical or other personnel considered significant for providing information pertaining to the needs of their daughter.

Where information obtained by the College suggests:

- a. a profile of misconduct, illegal activities, non-compliance or anti-social behaviours that indicate that the student's enrolment at the College is likely to hinder her own academic progress or be detrimental to other students, the staff or the College, or
- b. the parents may not be able to meet the financial commitment required by having a student at the College, or
- c. the level of English language is not adequate or undertake the rigours expected by the College

notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

5.4.1 DISABILITY

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or her parents as part of the collaborative planning process.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's current school or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

The Principal may:

- a. require the parents to provide medical, psychological or other reports from specialists outside the College.
- b. obtain an independent disability assessment of the student

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the *Disability Standards for Education (Cth) 2005*

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer or invite the parents to consider the Transition Program for their daughter.

5.5 INTERVIEW

It is the regular practice of the Principal in the registration process to invite students with their parents to attend an interview at the College with the Principal or a member of staff appointed by the Principal within two years of their expected start date. Where this is not possible, the Principal may interview using Zoom (or online services). The Principal, at his discretion, may forego the interview component of the enrolment process. Students on the waitlist will only be interviewed should a place become available.

At the interview, among other things, the College's representative will:

- a. inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees
- b. seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College including a commitment to actively participate in school events
- c. advise the parents of primary school students of the provision of an Out of School Hours Care Service on the premises at PLC Sydney, its schedule and its proposed fees

5.6 DETERMINATION

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student at its discretion but particularly when the parents, having been aware of their daughter's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their daughter.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their daughter's needs.

When determining the offer of a place at the College, the College gives preference to:

- a. scholarship winners
- b. sisters of students already at the College
- c. daughters or granddaughters of former students of the College
- d. boarders
- e. daughters of ministers of recognised protestant churches

The College also considers:

- a. a student's willingness and ability to contribute to the wider life of the College
- b. evidence of good leadership and good character
- c. evidence of a place at a similar independent school elsewhere in Australia if a family relocates from interstate
- d. the date of lodgement of the Application Form for inclusion on the waiting list

5.7 OFFER

At the satisfactory conclusion of the interview process, the College may make an offer to the parents to enrol the student via a Letter of Offer. Parents will also receive the College's current Conditions of Enrolment. To accept the offer, the parents must, within 14 days of receiving it, deliver to the College:

- a. the **Enrolment Agreement** which includes acceptance by the parents of the then current Conditions of Enrolment
- b. the non-refundable Enrolment Fee

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

The Enrolment Fee is additional to tuition and other fees.

While ever the strategic alliance exists between PLC Sydney and PLC Armidale, regular full academic enrolments are able to be transferred from one school to the other without payment of the Registration and Enrolment Fees which would normally apply. Such transfer is subject to a place being available both in the year group and in appropriate courses.

In the case of Pathways or ELICOS students, where the PLC Armidale Fee covers language learning rather than the full academic program, the Application Fee is waived but the Enrolment Fee is payable.

5.7.1 AVAILABLE REBATES

The following rebates apply:

- a.** in cases where two or more sisters of the same family are attending at the same time then the oldest student will attract full fees; second and subsequent students will attract 10% rebate on Tuition fees for each child, however, a fourth daughter attracts a 35% discount
- b.** daughters of full-time College staff are eligible for a 25% rebate on Tuition fees; daughters of part-time College staff are eligible for a 25% rebate on a pro rata basis dependent on their part-time allocation
- c.** daughters of full-time Presbyterian ministers are eligible for a 75% rebate on Tuition fees; the church of the Presbyterian minister must be one recognised by the Presbyterian Church (New South Wales) Property Trust
- d.** daughters of full-time ministers of other recognised Protestant churches are eligible for a 50% rebate on Tuition fees; recognition of the church is at the discretion of the Principal

5.7.2 OFFERS FOR PROVISIONAL ENROLMENT

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of students with a disability.

5.7.3 ENTRY AT THE START OF PRE-KINDERGARTEN AND KINDERGARTEN

A. Pre-Kindergarten

Girls whose 4th birthday falls on or before 31 May of the proposed year of entry, are eligible to commence Pre-Kindergarten.

All potential students must undertake a 'readiness for school' assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

B. Kindergarten

Girls whose 5th birthday falls on or before 31 May of the proposed year of entry, are eligible to commence Kindergarten.

All Kindergarten applicants are assessed for class placement in the year prior to entry.

5.7.4 HOLDING OF CLASS PLACES

Places at the College will not be held for students who are withdrawn from the College except in specific circumstances and at the discretion of the Principal. Places may be subject to College tuition fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

5.7.5 ACCOMMODATION IN THE BOARDING HOUSE

A student may apply for a place in the Boarding House. Boarding accommodation is available for students in Years 7-12. An offer of accommodation in the Boarding House will only be made if a place is available. A student may be placed on a waiting list for accommodation in the Boarding House. Placement on this waiting list does not guarantee an offer of accommodation will be made. It is an expectation that once a place is accepted the student remains in the Boarding House to the conclusion of her Year 12 studies.

For overseas students, if a place is offered in the Boarding House, then one term's boarding fees in advance is required to confirm this place.

5.8 EX-STUDENTS UNION MEMBERSHIP

Every enrolled student who exits the College is automatically a member of the Ex-Students Union and is entitled to receive newsletters, notice of events and special invitations over the course of her lifetime. A single membership at the time of enrolment is charged to cover this cost.

6. CONFIDENTIALITY

The College will abide by the provisions of the *Privacy Act 1988*. Confidentiality and privacy require that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

7. RECORD KEEPING

Information concerning all applications will be kept on file. Unsuccessful application information will be kept for five years. Successful application information will be kept for the duration of the student's enrolment at the College plus seven years after leaving the College.

8. COMMUNICATING THE POLICY

This Policy will be available on the PLC College website and on the College's intranet and in printed form with the Director of Enrolments.

9. TRAINING AND DEVELOPMENT

Relevant staff will undergo professional development to ensure they have read and understood this policy.

Relevant staff are encouraged to review and supply feedback regarding this Policy so that amendments can be implemented as necessary. Staff are encouraged to attend training courses and in-service opportunities that enhance their contributions to the enrolment experience.