

## Luther College Enrolment Policy

### Luther College

- 1.1 Luther College is an open-entry co-educational secondary school for students from Year 7 to Year 12.
- 1.2 Luther College positively endeavours to provide the best education possible in a Christian setting, in conformity with the teachings of the Lutheran Church of Australia, where the whole person can grow and develop with confidence and dignity. The College's extensive programs offer all students opportunity for spiritual and moral growth, service and social involvement, excellence in academics, the arts and physical activities, to prepare them with confidence for their individual vocations and a Christian life.
- 1.3 Luther College is committed to ensuring that students are enrolled in the College in a manner that is fair and transparent.
- 1.4 The College is committed to maintaining accurate records that comply with the College's legal obligations in relation to College enrolment and holding these records in accord with Australian Privacy Principles as outlined in the Luther College Privacy Policy.

### Definitions

**Applicant** means the person/s set out in the Student Application Form being the Parent/s and/or Guardian/s of the child seeking enrolment at the School.

**Disability**, in relation to a student, means:

- (a) Total or partial loss of the student's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student's body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

**Enrolment Agreement** means the enrolment agreement between the School and the Applicant containing the terms and conditions upon which a student is enrolled at the School.

**Principal** means the Principal of the School, or the Principal's authorised representative.

**School** means Luther College, ABN 38 843 939 110, of Plymouth Road, Croydon Hills, Victoria 3136, Australia.

**Student** means the student named in the Student Application Form.

**Student Application Form** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the School.

**Student Bond** is an amount being 10% of the Year 7 scheduled fees in the year in which an offer of enrolment is accepted (regardless of the Year in which the enrolment will commence).

## Rationale

The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the School.

## General

- 1.5 The School offers a Christ centred education service to Applicants regardless of ethnic origin, gender, religion, ability or disability, subject to the terms of this policy.
- 1.6 Applicants are expected to support the mission, values, ethos and policies of the School.
- 1.7 The School will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
  - (a) the physical numbers of currently enrolled students;
  - (b) the resources available to cater for the educational needs of students; and
  - (c) the willingness of the Student and the Applicant (where applicable) to comply with the School's policies and procedures.
- 1.8 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
  - (a) relevant information required by the School to assess an application for enrolment is withheld, found to be inaccurate or information requested by the School is not provided at all or on a timely basis; or
  - (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the Applicant and, where appropriate and reasonable, the Student.

## Priority Order of Enrolment

- 1.9 All Applicants must submit the Student Application Form fully signed and completed. Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the School the Student Application Form.
- 1.10 From Year 7 onwards, once a Student has commenced at the School, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn or their enrolment is cancelled.
- 1.11 At the discretion of the School, and subject to the School's legislative obligations and the availability of places, some applications may be given preference on the waiting list on the basis of criteria such as:

- (a) Children of families where the parent(s) and/or children are active members of a congregation of the Lutheran Church of Australia or otherwise adherents to the Lutheran faith;
- (b) Siblings of current or former students of the College;
- (c) Children of Luther College staff members;
- (d) Children of former students of the College;
- (e) Students proceeding from The Good Shepherd Lutheran Primary School who have obtained the greater part of their primary schooling at that school and who have demonstrated support for the College's Christian aims and ethos;
- (f) Children of Good Shepherd Lutheran Primary School staff members;
- (g) Students proceeding/transferring from other schools associated with the Lutheran Church of Australia.

1.12 The School reserves the right to refuse an application or remove an application from the waiting list if there are lawful and reasonable grounds for doing so.

### **Enrolment Procedure**

1.13 The predominant year entry level is Year 7. However, applications for enrolment may be made for entry into other Years and will be subject to availability of a place.

1.14 The enrolment procedure is as follows:

- (a) The Applicant is required to complete the Student Application Form signed by all parents and/or guardians (unless court order as provided to the School provides otherwise, or a parent and/or guardian is deceased or has lost legal capacity), pay any fees, submit copies of school reports as requested, NAPLAN results, a copy of birth certificate and any other information requested by the School from time to time to satisfy its Government reporting obligations;
- (b) Applications are received and recorded on the waiting list in the order in which they are received and the non-refundable application fee of \$70 is paid;
- (c) The School will send confirmation in writing to the Applicant acknowledging their receipt of the application.

1.15 Upon receipt of a Student Application Form:

- (a) The Student's name is registered on the future list for the year and the year level nominated;
- (b) The Applicant is contacted approximately 2 years prior to the year of commencement and advised of the next stages of the enrolment process;
- (c) Any special needs are noted and discussed with parents prior to the student commencing at the School; and
- (d) All Applicants, including those under 6.2(c) may be required to provide additional information before the process can continue to ensure that the School has sufficient information to properly consider the Application and how it can support students.

- 1.16 An interview normally forms part of the application process and, subject to suitability of Luther College for the student, precedes a formal offer of enrolment in the School.
- 1.17 After an offer of enrolment is made, the Applicant will be required to sign and return the Enrolment Agreement within the time specified by the School for acceptance in its offer letter and, subject to the payment of a Student Bond at the time of acceptance, such acceptance secures the enrolment.
- 1.18 If a Student is withdrawn, the family will need to notify the school as per the Enrolment Agreement. If the student does not commence their enrolment at the School, the Student Bond is forfeited.

### **Reasonable Adjustments**

- 1.19 Where information obtained by the School indicates that a Student has a disability or additional learning needs, the Principal will consult with the Student and the Applicant (as appropriate) to determine whether the disability or learning needs would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation process, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 1.20 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
  - (a) the nature of the Student's disability;
  - (b) the nature of the adjustment that would be required;
  - (c) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
  - (d) where reasonable and appropriate, views of the Student and the Applicant (as appropriate) about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
  - (e) information provided by, or on behalf of, the Student about his or her preferred adjustments;
  - (f) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
  - (g) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
  - (h) the costs and benefits of making the adjustment.
- 1.21 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 1.22 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on

the School, the Principal will take into account the relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student).
  - (b) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
  - (c) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
  - (d) the effect of the disability of the Student;
  - (e) the School's financial circumstances and the estimated amount of expenditure required to be made by the School - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
  - (f) the impact of the adjustments on the School's capacity to provide education of high quality to all students while remaining financially viable;
  - (g) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
  - (h) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 1.23 The Principal will discuss with the Student and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School;
- 1.24 If the Principal is satisfied that they have sufficiently consulted the Student and the Applicant (as appropriate) and adjustments required are not reasonable, or would cause unjustifiable hardship, or the School determines that the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made, the School may decline to offer the Student a position or may defer the offer.

## Privacy

The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

## Communication

Luther College publishes its Enrolment Policy on its website and it can be obtained from the College Reception.

### Compliance with laws

This Enrolment Policy is intended to comply with all applicable State and Commonwealth laws, including those relating to discrimination, equal opportunity, privacy and the Australian Consumer Law.

### Review

This policy will be reviewed every three years, or as required by legislation.

If you have any questions in relation to this policy, you can contact the Principal on [principalsoffice@luther.vic.edu.au](mailto:principalsoffice@luther.vic.edu.au).

Policy Category	Governing	Review Frequency	3 years
Document Owner	Principal	First Approved	2001
Responsible Executive	Principal	Last Amended	September 2023
Approval Authority	College Council	Next Review Date	September 2026
Document Availability		Policy Socialisation	
<input checked="" type="checkbox"/> ELT Policy Drive <input checked="" type="checkbox"/> Diligent Policy Library <input checked="" type="checkbox"/> Staff Policy Library – Omnia <input checked="" type="checkbox"/> Student and Parent Policy Library – Omnia <input checked="" type="checkbox"/> Website		<input checked="" type="checkbox"/> Staff Meeting <input checked="" type="checkbox"/> Staff Briefing <input type="checkbox"/> Student Assembly <input checked="" type="checkbox"/> Principal's Page	

### References: Legal and regulatory basis for compliance

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)