



Unity College
Enrolment
Policy

#YOUbelong

DEFINITIONS

“APPLICANT”

Means the person/s set out in the Application for Enrolment Form being the parent/s and/or caregiver/s of the child seeking enrolment at the College.

“ENROLMENT APPLICATION FORM”

Means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

“CONFIRMATION OF ENROLMENT”

Means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

“SCHEDULE OF FEES”

Means the list of fees due payable by the enrolling parties.

“STUDENT”

Means the student named on the Enrolment Application Form.

“THE PRINCIPAL”

Means the Principal of the College, or the Principal’s authorised representative.

“THE COLLEGE”

Means Unity College Inc (ABN 30 770 601 765).

“THE UNITY COLLEGE EARLY LEARNING CENTRE”

Means Unity College Early Learning Centre Inc (ABN 13 530 494 549).

“ONE TERMS NOTICE”

Means the earlier of the equivalent day, one term prior or 10 weeks (excluding school holidays) prior to exit date:

- + **Example 1:** To exit term 3 week 1 day 1, notice would be required by term 1 week 11 day 5.
- + **Example 2:** To exit term 3 week 2 day 2, notice would be required by term 2 week 2 day 2.

Unity College Enrolment Policy

WHO ARE WE?

Unity College is a Reception to Year 12 College of the Lutheran Church of Australia, affiliated with Lutheran Education Australia and the Lutheran Schools of South Australia, Northern Territory and Western Australia (LESNW).

Situated in the heart of the Murraylands, we strive for excellence in education and spiritual growth for our students in a safe, caring, forgiving environment. The College aims to model Christian values and community in action through the way the staff, students and their families relate to each other.

RATIONALE

The intention of the **Unity College Enrolment Policy** is to offer clear and transparent guidelines to ensure consistent enrolment practices which reflect the mission and values of Unity College and Lutheran Education Australia and to ensure that each child's enrolment is completed as per our legal requirements.

It is the policy of Unity College to consider all applications for enrolment and to make offers of enrolment based on the criteria and processes set out in this policy.

PRINCIPLES

The **Unity College Enrolment Policy** complies with the requirements of State and Commonwealth legislation relating to discrimination and equal opportunity.

Applications for enrolment are welcome from all families who commit to supporting the College's aims and purpose regardless of their race, ethnic background, faith/religion, gender, sexuality, academic or physical ability.

Unity College treats all enrolment applications in a fair, balanced, and reasonable manner and encourages open sharing of information between the College and parents/caregivers of prospective students.

Applicants are expected to support the mission, values, ethos and policies of the College including the Parent/Caregiver and Student Agreement. Failure to adhere to the Parent/Caregiver and Student Agreement may result in termination of the enrolment at the discretion of the Principal.

PRIVACY

The College collects personal information, including sensitive information about prospective students and parents/caregivers before, during and after the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide education for the student.

The **Unity College Privacy Policy** can be viewed on the College website www.unitycollege.sa.edu.au or obtained on request from the College.

HONESTY

If false or misleading statements are made on enrolment forms or if relevant information is not disclosed at the time of the application and/or confirmation of enrolment, the College reserves the right to terminate the enrolment at any time, or suspend the enrolment until all relevant facts are known.

It is an offence under Section 307B of the Crimes Act 1900 to provide false or misleading information to an educational institution when making an application for enrolment.

PRIORITY ORDER OF ENROLMENT AND ENROLMENT CRITERIA

Unity College will consider all applications for enrolment.

Applications are placed on a list in order of receipt of the application. However, applications are given priority based on the following criteria:

1. Current attendees of the Unity College Early Learning Centre or Concordia Kindergarten;
2. Siblings of current students or children of current students of Unity College (or Murray Bridge Lutheran School);
3. Siblings of past students or children of past students of Unity College (or Murray Bridge Lutheran School);
4. Children of Unity College or Unity College Early Learning Centre staff members;
5. Date of enrolment application lodgment;
6. Other compassionate/special circumstances which will be individually considered by the Principal.

ENROLMENT PROCEDURE

The enrolment procedure is as follows:

- a. The Applicant is required to complete and lodge an Application for Enrolment, pay the required non-refundable administration fee, provide a copy of previous school report/s (where available), provide a copy of a birth certificate, passport and VISA (if relevant) and any additional information requested by the College to satisfy its Government reporting obligations.

Unity College is a member of the Association of Independent Schools of SA (AISSA) and therefore is bound by the policies of AISSA. It is a policy of AISSA that neither confirmation of acceptance nor a fee confirming such acceptance will be required before 1 March two years preceding entry.

Submitting an Application for Enrolment does not guarantee enrolment at the College.

- b. Upon receipt of the Application for Enrolment, the College will acknowledge receipt of the application and advise the applicant of the enrolment procedures.

The student's name is then registered for the year level requested. Any learning needs are noted and discussed with the parents/caregivers if required. The Applicant may be required to provide additional information before the process can continue to ensure that the College has sufficient information to properly consider the Application.

- c. A formal offer of a place in the College may be made, in accordance with enrolment procedures when a place becomes available and once all required information has been provided.

Places for all year levels are offered on 1 March, one-year preceding entry in accordance with the AISSA policy, subject to availability. However, places in each year level can be offered throughout the year when places are available or become available.

The offer of enrolment is only valid until 4pm on the due date specified in the letter of offer. If an offer of enrolment is not accepted by the due time and date, the enrolment application may be cancelled, or the offer of enrolment may be transferred to a waiting list applicant with an amended date of application.

- d. To accept an offer of enrolment and secure a place at the College, parents/caregivers must respond before the due date, by completing and signing the Confirmation of Enrolment agreement and paying any fees due.

If an offer is accepted and the acceptance is later withdrawn prior to commencement the Enrolment Confirmation Deposit will be forfeited.

- e. If the year of entry is fully enrolled and a place cannot be offered the application is transferred to the waiting list for the following year, however, the original date of application will be retained.
- f. An enrolment may be deferred to a later date; however, applicants need to be aware this may affect their priority ranking as a deferral will be deemed as a new application and dated accordingly.
- g. The College reserves the right to refuse an enrolment application from the waiting list if there are reasonable grounds for doing so.

RECEPTION ENROLMENT COMMENCEMENT

1. Children who will commence Reception at the start of the current year must turn five on or before 30 April.
2. Children who turn five between 1 May and 31 October may commence as 'Little Scholars' mid-year and then progress to Reception at the start of the following year.

STUDENTS WITH SPECIAL NEEDS

REASONABLE ADJUSTMENTS

Unity College accepts Applications for Enrolment from students with special needs. According to the Ministerial Advisory Committee on Commonwealth Funding, special needs may include intellectual impairment, physical impairment, behavioural/social/emotional difficulty, sensory impairment, autism, or severe multiple disabilities.

The Principal may require the Applicant to meet with staff to discuss how the College is able to best cater for the student's needs and to agree to guidelines for providing support should a formal offer of a place at the College occur.

To ensure that the College fully understands the particular requirements of the student, with parental/caregiver knowledge and consent, it may be necessary and appropriate for the College to:

- a. Hold discussions with, and/or request medical, psychological, school or other reports from external specialists;
- b. Require an independent assessment of the student to enable the College to determine if a formal offer of a place at the College can be made.

If reasonable adjustments are necessary to enable the student to enroll in or participate at the College, the Principal will consider and make those adjustments to the extent that they do not involve unjustifiable hardship.

In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the individual case including (but not limited to);

- a. The nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as the student, other students, staff, the College community and the family of the student);
- b. Costs resulting from the student's participation in the learning environment;
- c. Benefits deriving from the student's participation in the learning environment;
- d. The effect of the needs of the student;
- e. The College's financial circumstances and the estimated cost to be incurred by the College including additional staffing and the provision of resources, modifications or curriculum amendments;
- f. The impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- g. The availability of financial or other assistance to the College (such as subsidies or grants as a result of the student's participation).

Failure to disclose and provide details of a student's needs may result in the College's inability to accommodate the student and may delay or alter the enrolment process.

If a student is identified as having particular needs after enrolment at the College or if the student's learning needs increase significantly, the Principal, in consultation with the parents/caregivers and on receiving expert advice and/or assessment, may reassess the enrolment in the light of the needs of the student and the College's enrolment criteria.

If the outcome of such a review is that the College considers it cannot adequately meet the needs of the student, other options will be discussed with the parents/caregivers and assistance will be given in the identification and evaluation of educational options and alternatives.

EXCHANGE STUDENTS

Unity College welcomes exchange students from recognised exchange program organisations. Applications are considered by the Principal or their authorised representative on a case-by-case basis and approval is dependent upon availability of places and/or availability of host families.

SCHOOL FEES AND CONCESSIONS/REMISSIONS

Please refer to the Unity College Fees Policy and Schedule of Fees for more information.

STUDENT WITHDRAWAL

TERMINATION OF ENROLMENT

Parents/caregivers must give the College one terms notice in writing that the enrolled student will be ceasing their enrolment.

For students who leave the College without the required notice, one terms tuition fees (excluding any remissions) will be deemed to be due and payable within 30 days of the student's exit unless otherwise negotiated.

STUDENT WITHDRAWAL

SPECIAL CIRCUMSTANCES

Unfortunately, and uncommonly, there are circumstances where it is in the best interest of a student's wellbeing to withdraw them from the College.

If the College has determined that there is documented evidence that despite effort by both the parents/caregivers and the College to help support and improve the education experience for the student, that in the best interest of the student their enrolment should be withdrawn, a request by the parent/caregiver or relevant Head of School can be made to the Principal or their authorised representative to waive the term's notice in lieu of a student withdrawal administration fee.

The student withdrawal administration fee will be due payable within 30 days of the student's exit. Please refer to the Unity College Schedule of Fees for more information.

SOURCES

- + Education and Early Childhood Services (Registration and Standards) Act 2011
- + Education and Children's Services Act 2019
- + Children and Young People (Safety) Act 2017
- + Privacy Act 1988
- + Equal Opportunity Act 1984 (SA)
- + Disability Discrimination Act 1992 (DDA)
- + Crimes Act 1900

REVIEW

The policy will be reviewed annually by:

- + Management
- + Employees
- + Interested Parties

Reviewed: 28 May 2024

Education is the most powerful weapon which
YOU can use to change the world. Nelson Mandela

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