

## POLICIES AND PROCEDURES



PolicyName	Enrolment Policy
Constructed /Reviewed by	Director of Marketing and Admissions / CSM Executive
Review	Last Review December 2017, May 2019, November 2020, September 2022, May 2023 Next Review May 2025

### Introduction

Yarra Valley Grammar School is an independent, educational, open entry school. Students of all learning abilities, nationalities and faiths are welcome to apply. The School is committed to an open and inclusive enrolment policy

This Enrolment Policy (Policy) gives guidance to prospective families regarding enrolment criteria and procedures applied by the School when considering enrolment applications

The intention of the School is that all Students enrolled will progress through the year levels to the Senior School and follow a Victorian Certificate of Education (VCE)

### Purpose

This Policy seeks to ensure students are enrolled at the School in a manner that is fair, consistent, and transparent. The Policy sets out the basis on which applications for enrolment are assessed and accepted and outlines the information parents must be provided to the School

### Scope

This Policy applies to all people applying for admission to the School, including parents/guardians applying on behalf of a prospective student (together referred to as Applicant or Applicants) and School staff involved in the admissions process

### Admission Eligibility

The School values diversity across the School community and this shapes the way in which



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completed, including all necessary associated paperwork. Applications will only be recorded on the waiting list for the desired year of entry, in accordance with the date of application. Applicant has correctly submitted to the School or ELC the Application for Enrolment Form in the form required and paid all relevant Fees and Charges

Offers of places and decisions on admission are made by the Principal





6. the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
7. the costs and benefits of making the adjustment.

The School may request medical, psychological or other reports from relevant specialists, and/or require an independent assessment of the Student to enable the School to determine what adjustments are necessary to support the student. If further information is not provided, the School will make a decision about the adjustment and whether to make an Offer of Enrolment based on the information available.

If adjustments are necessary, the School will endeavour to make those adjustments to support the Student.



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“Applicant” means the person/s set out in the Application for Enrolment Form being the parents and/or guardians of the Student seeking enrolment at the School.

“Application Fee” means the fee payable at the time of submitting the Application for Enrolment Form to the School. The current Application Fee is provided in the Schedule available on its website and may be altered at any time at the discretion of the School.

“Application for Enrolment Form” means the document which the Applicant is required to complete to be eligible to be considered for enrolment at the School.

“Charges” means non-Tuition Fees including, a holding payment, IT charges, consolidated charges, camp, excursion charges, charges for elective subjects, bus pass charges (if applicable), school materials, medical expenses and other expenses referred to in these Conditions of Enrolment.

“Conditions of Enrolment” means the conditions of enrolment at the School.

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“Enrolment Information Form” means the form sent to the Applicant, prior to interview, to update