



# Edinburgh College

## Enrolment Policy

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1			



# ENROLMENT POLICY

## 1. Introduction

- 1.1. Edinburgh College is owned and operated by Seventh-day Adventist Schools (Victoria) Limited, which is responsible for the governance of the School. Edinburgh College is one of several schools conducted by Seventh-day Adventist Schools within Victoria.
- 1.2. Edinburgh College is an open-entry co-educational school for all students from Prep to Year 12. It is committed to ensuring that all prospective students are able to apply for enrolment in a manner that is accessible, fair and transparent.
- 1.3. By enrolling your child in the College, parents/carers enter a partnership with Edinburgh College to promote and support their child's education. It is our desire to see children and young people develop in all areas of their lives; academically, spiritually, physically, emotionally and socially. It is our aim to nurture students in a Christian environment and to empower them to be responsible citizens with the necessary initiative, resilience, independence and confidence to face the challenges of today's fast changing world. It is the responsibility of parents/carers to support the College in furthering the spiritual and academic life of their child.

## 2. Scope

- 2.1. This policy applies to the enrolment of domestic students.

## 3. Enrolment Principles

- 3.1. Edinburgh College values diversity across the College community and this principle shapes the way in which Edinburgh College's admissions criteria are applied.
- 3.2. Edinburgh College welcomes applications from families who support the ethos, culture and policies of the College.
- 3.3. If Edinburgh College operates, or intends to operate, an Early Learning Centre, a portion of funds raised, or fees collected may be applied to the conduct of the ELC.

## 4. Enrolment Procedure

- 4.1. The enrolment procedure comprises the following steps:

Complete Online Application Form	Parents submit an online application form through the Edinburgh College website and make payment of the non-refundable Application Fee of \$250.  Applications for entry into primary school must include an Immunisation History Statement for the student.
Attend Enrolment Meeting	The Principal or their delegate may request an Enrolment Meeting with the Applicant and Student.

Confirmation	<p>If a position is available for the student, the College will make an offer of enrolment to the Applicant.</p> <p>The offer is accepted upon the Applicant returning to the College the signed Enrolment Agreement and making payment of the non-refundable Commitment Fee within the period stated in the letter of offer for acceptance.</p>
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- 4.2. Applications for enrolment in primary school must, by law, include an Immunisation History Statement for the prospective student, even if the certificate shows that the child has not received any vaccinations. An Immunisation History Statement can be obtained from the Australian Immunisation Register.

## 5. Priority order of enrolment

- 5.1. Applications will be accepted for entry to Edinburgh College at all year levels and an offer of enrolment will depend on the availability of places. If a place is unavailable, students will be placed on a waiting list.
- 5.2. All Applicants must submit the Enrolment Application fully signed and completed, including all supporting paperwork/documents required within the timeframe specified in the Enrolment Procedures AB.
- 5.3. Enrolment Applications will only be accepted if the Applicant has correctly submitted to Edinburgh College the Enrolment Application form in the format required and with all relevant Application Fees paid.
- 5.4. Offers of enrolment will be made on the basis of the date of receipt of the properly completed Application and payment of the Application Fee. However, at the discretion of Edinburgh College, applications may be given preference on the basis of criteria such as (in no order):
- a. Applicants who have children who are present or past students of Edinburgh College;
  - b. Applicants who apply during ELC enrolment
  - c. Applicants who are adherents of the Christian faith or their children; or
  - d. Applicants who are staff members at Edinburgh College.
- 5.5. A Student who has previously concluded their enrolment at Edinburgh College because of dissatisfaction on the part of the Student, Parents or the College, would not normally be considered for re-enrolment. Re-enrolment may be reconsidered in some circumstances at the discretion of the Principal.

## 6. Reasonable adjustments

- 6.1. Where information obtained by Edinburgh College through the enrolment process indicates that a student has a disability, the Principal (or their delegate) will consult with the Applicant, and student, to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the educational program and facilities at the College. Following the consultation, Edinburgh College will assess whether it is necessary to make adjustments or provide accommodation for the student, and whether that adjustment or accommodation is reasonable.
- 6.2. Edinburgh College must take into account relevant circumstances and individual needs when identifying what is a reasonable adjustment or accommodation, including but not limited to the following:
  - a. The nature of the student's disability;
  - b. The information provided by, or on behalf of, the student about how the disability affects the student's ability to participate;
  - c. Views of the student, or an associate of the student, 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;
  - d. Information provided by, or on behalf of, the student about their preferred adjustments;
  - e. 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;
  - f. The effect of the proposed adjustments on anyone else affected, including the education provider, staff and other students; and,
  - g. The costs and benefits of making the adjustments.
- 6.3. Edinburgh College may request the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the College to determine what adjustments or accommodation are necessary and whether they are reasonable (having regard to the criteria above, among others).
- 6.4. If reasonable adjustments or accommodation are necessary to enable a student to enroll in or participate at Edinburgh College, the College will make those adjustments or provide the accommodations to the extent that they do not impose unjustifiable hardship on the College.



- 6.5. In determining whether an unjustifiable hardship would be imposed on the school or service, the Principal will take into account the relevant circumstances of the case including the nature or 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). This includes, but is not limited to:
- a. Costs resulting from the students participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers; and
  - b. Benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers; and
  - c. The effect of the disability on the student; and
  - d. The schools financial circumstances and the estimated amount of expenditure required to be made by the school community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
  - e. The impact of the adjustments on the Colleges capacity to provide education of high quality to all student while remaining financially viable; and
  - f. The availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation; and
  - g. 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.
- 6.6. Edinburgh College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment or accommodation.

## 7. Privacy

- 7.1. Edinburgh College collects personal information about prospective students and their parents/guardians through the enrolment application process in accordance with the Australian Privacy Principles (APPs). The School's privacy policy can be found on our website.
- 7.2. From time to time Edinburgh College may share personal information with its governing entity Seventh-day Adventist Schools (Victoria) Limited and Adventist Schools Australia. This data may include personal information.
- 7.3. Edinburgh College will provide the Applicant with a data collection notice upon enrolment as part of the enrolment process.

## 8. Compliance



- 8.1. This Enrolment Policy is intended to comply with all applicable State and Commonwealth laws, including those relating to discrimination and the duty to make reasonable adjustments, equal opportunity, privacy, immunisation and the Australian Consumer Law.



Policy Review

Date of Review	Modifications
28 April 2025, Ashleigh John	New Policy New Template Modifications have been made to Clause 6 Reasonable Adjustments to include “unjustifiable hardship determination criteria”