

Enrolment Policy



Approved: Principal	Date of Authorisation: 30 January 2019
Name: Glenn Johnson	Review Frequency: Annually
Signed: 	Next Review Date: 30 January 2023



1. Purpose

The purpose of this policy is to guide and implement a step-by-step application and enrolment process which provides a transparent and consistent reference point to both parents seeking enrolment at Kimberley College and those staff responsible for managing enrolments and facilitating consistency of approach and process.

2. Scope

This policy applies to all staff involved in the operation, supervision, management and administration of College enrolments.

3. Policy Statement

The Enrolment process is designed to:

- be fair and equitable to all prospective parents.
- ensure all applications are assessed against criteria, which is informed by the college's ethos.
- ensure a just and equitable use of resources for the best interests of its current and future community always being conscious of the wider community.
- meet funding and legislative requirements.
- develop a College community whose student population aims to benefit from the educational offerings of Kimberley College.

Founding Principles

Kimberley College is founded on a strong belief in fairness, and the College's Enrolment Policy supports this.

Governance

The governing body of the College, the Kimberley College Board, is responsible for ensuring that this policy is developed, complied with and reviewed as appropriate; and for approving the College fee structure annually.

The Principal has delegated responsibility for ensuring that all prospective applicants are assessed against the College's criteria, which reflects the ethos of Kimberley College and the diversity of the community; ensuring the enrolment process is documented and published to the College's current and wider community; ensuring all persons involved in the enrolment process are trained to be conversant with the Enrolment Policy, maintaining relevant documentation and adhering to privacy laws; maintaining a waiting list and making all offers of places.

Enrolment Process

The following steps are taken by the College to enrol a student:

- Online application
- Interview
- The offer

Procedures in relation to these steps are maintained by the Registrar and reviewed annually by management to ensure compliance with changes in legislation and College requirements.

Fees will be paid at the nominated steps, which is documented in the College's enrolment procedures.

The Principal has an overriding discretion to accept, reject or cancel enrolment or vary the requirements of enrolments, fees or refunds.

Guiding Principles

All applications are considered in accordance with the following principles:

- In the determination of enrolment offers, preference will generally be given to students in the following priority order:
 - Siblings of current students;
 - Siblings of past students;
 - Children of past students;
- In the determination of enrolment offers, particularly where applications exceed places the following factors will be considered:
 - the College's ability to cater for the specific talents and needs of each person;
 - the ability of the prospective student to benefit from the educational offering of Kimberley College and contribute to, and be involved positively in, the College community.
 - the provision of all academic and relevant specialist reports, test results and requested aptitudinal information which the College requires to make an informed decision when offering a place.
 - The student's past behaviour and commitment at school;
- Date of receipt of applications may be used if all other priorities and factors prove equal. Neither acceptance of a completed application form, nor receipt of the related application fee, guarantees an interview or a place.

Students and parents/guardians are required to abide by and support the College's terms and conditions as outlined in the College's enrolment application and agreement.

Enrolment fees will be reviewed annually by the Board as part of the budget and 10 year financial forecast.

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4. RESPONSIBILITIES

The Principal (or authorised delegate) is responsible for:

- Ensuring the effective implementation of this policy and procedures
- Providing resources to adequately implement enrolment procedures and processes
- Ensure this policy is effectively managed by competent staff and communication to all other relevant staff.

The Chief Financial Officer is responsible for:

- Management of the enrolment process
- Establishment of enrolment fees and annual review of fees
- Management and approval of applications for refunds, in liaison with the Enrolments Officer

5. PRIVACY

All information supplied by parents / guardians during the enrolment process is kept in accordance with the Colleges Privacy Policy Statement.

6. REVIEW

As with all College Policies, Kimberley College reserves the right to alter this Enrolment Policy at any time and for any reason. The Board will review this Policy annually.