



**FOUNTAIN**  
**COLLEGE**

# **Enrolment Policy**

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## **ENROLMENT POLICY and PROCEDURES**

### **Rational**

Fountain College is a non-denominational academic College with strong values and code of conduct. It is our aim that the vast majority of students proceed to university or other tertiary study on graduation. The College has a fixed capacity in terms of student enrolments and it for educational reasons that where possible each cohort is of a similar size.

### **Elaboration**

Fountain College has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the school and to be fully involved in all areas of school life. Parents are expected to support the school by supporting the school philosophy and ethos, upholding all the school policies by adhering to them and speaking well of them at home, including uniform and discipline policies, paying school fees and committing themselves to being involved with school community events such as working bees, Parents & Friends meetings and interviews with teachers.

Fountain College wants all parents to feel comfortable to visit the school. Fountain College will seek in every way possible to help families on low incomes to be able to send their children to the school. We will encourage and assist families to send all their children to Fountain College by having a 'Family Rate' with significantly reduced fees. Fountain College will rebate fees by up to 50% for those families who are able to demonstrate they do not have the financial means to pay full school fees.

### **Scope**

This policy applies to all Fountain College students and serves as a guide to the management team and relevant administrative staff.

Fountain College has an Enrolment Register, CoolSIS that is kept electronically and is available in printed version when needed. This register contains the child's name, DOB, date of enrolment and date that enrolment ceases.

Fountain College enrolment practices comply with the following Federal and State legislation:

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Equal Opportunity Act 1984
- Sex Discrimination Act 1984
- Racial Discrimination Act 1975

## Conditions of Enrolment

The conditions of enrolment are that:

1. That parents fully support the philosophy and ethos of the school.
2. The parents agree to allow the student to share fully in the life and program of the school.
3. The parents undertake to provide the student with the correct uniform as approved by the school and to ensure that the student wears the uniform correctly and neatly. The student should also travel to and from the school in correct uniform. Where students are given permission to wear clothes other than uniform, the parents undertake to ensure that the student is dressed modestly.
5. The parents undertake to provide the student with all necessary equipment, as stated by the school, so they are able to fully participate in the school's educational program.
6. The parents accept the right of the school to employ such legal discipline as it deems wise and expedient for the student and to uphold the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
7. Parents understand that priority of enrolment into the school will be given to those students who were enrolled the previous year or who have siblings already attending the school.
8. All School fees are payable with the first two weeks of each term and where payment is not made within thirty days of receipt of an account; a late payment charge may be levied. In cases where this condition would cause hardship alternative arrangements may be discussed with the Business Manager.
9. Parents will give at least one term's notice of termination of enrolment and failure to do so will render them liable for one term's fees, unless the school accepts that there are mitigating circumstances.
10. A refund of unutilised fees on termination of enrolment for any reason will be solely at the discretion of the school.
11. Students will behave in a manner that does not bring dishonour on the name or disgrace to the school.
12. The student, to the best of their ability, will obey the school rules and conditions of enrolment, as applicable and as they vary from time to time.
13. Parents understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school rules.
14. The school may, at its discretion, grant a provisional enrolment prior to granting full enrolment.
15. The new enrolment would not cause the total number of students in a class to exceed 25 students. However, if a family enrolling more than one child would cause the number of students in one of the classes to go above 25, the school may at its discretion enrol the child.
16. With regards to the enrolment of **students with disabilities**, the school will:
  - a) accept an application for enrolment from parents of a child with a disability;
  - b) act in accordance with the Disability Discrimination Act (1992) and the Disability Standards in Education (2005)
  - c) students with a disability will be considered 'on the same basis' as students without a disability, again as per these documents.
  - d) ask to be provided any documentation that provides confirmation or details of any:
    - disability that the child is known to have;
    - physical or mental illness that the child is known to have; and
    - procedure that is to be followed if the child needs support at school;

- e) ensure parents of a child with a disability are aware of all options available to them, and the expectations that parents may have of the school;
- f) in case of 'Unjustifiable Hardship', act according to the Disability Discrimination Act (1992) and the Disability Standards in Education (2005)
- g) in collaboration with the parents, and other specialists involved in the care and education of the student:
  - make a thorough assessment of the child's needs;
  - determine what reasonable adjustments may be needed to offer the child an appropriate education program; and
  - determine how these adjustments can be made by the school;
- h) School will document and regularly review support and adjustments in consultation with parents and associated professionals.

### **Review**

The Fountain College management team will review the *Enrolment Policy* and related documents in collaboration with staff representatives.

Policy Review Date: September 2016

Next Review Date: September 2017