Enrolment Policy

Custodian	Deputy Principal	Last Review	N/A
Ratified by Custodian	2025	Next Review	2027

1 DEFINITIONS

Delegate	Any staff member explicitly empowered by the Principal to undertake enrolment decisions.
Enrolments Team	Any staff member contributing to the enrolment process.
Guardian	Refers to an individual empowered by relevant orders to enrol students.
Parent	Refers to the enrolling parent.
Registrar	The staff member primarily responsible for managing the enrolment of students.

2 CONTEXT

As an independent school, ongoing enrolments are critical both to the survival of the organisation and to the provision of services to the School community.

3 PURPOSE

This Policy and its associated Guidelines are intended to provide guidance to those responsible for the enrolment of students in a manner consistent with the wellbeing of the School community, the business needs of the School and with all applicable legislation and regulation.

4 POLICY STATEMENTS

4.1 The School complies with all current legislation and regulation, and with relevant court orders.

4.2 Any and all enrolment decisions are made at the sole discretion of the Principal or their delegate.

4.3 The School retains absolute discretion in determining the weight of the factors it takes into account in determining whether or not to offer a place and the conditions on which a place may be granted.

4.4 The School retains absolute discretion in decisions relating to the termination of enrolment.

4.5 The School may provide an annual opportunity for students who meet particular criteria to apply for Scholarships.

4.6 Students enrolling in Pre-Kindergarten for the first time must be four years of age to enrolling, and five years of age on or before 31 July in the year in which they are enrolled in Kindergarten.

5 POLICY ADMINISTRATION

5.1 **Origins**

5.1.1 Requirements – This policy relies on the following legislation:

Disability Discrimination Act 1992 (Cth) & *Disability Standards for Education* 2005

Education Act 1990 (NSW)

5.1.2 Consultation – The author undertook consultation of the BMGS executive and development teams in formulating this policy.

5.1.3 Acknowledgements – NIL.

5.2 **Related Documents**

Student Behaviour Management Policy and Guidelines

5.3 **Accessibility**

This policy and guidelines will be made available to staff via Schoolbox, to the community via the School Website and will be stored securely in R Drive.

5.4 **Training and Implementation**

This policy and guideline will be implemented throughout 2024-2025, and the Deputy Principal will provide relevant staff with training.

5.5 **Communication**

N/A

5.6 **Compliance**

Those responsible for compliance will be held accountable by their supervisors.

5.7 **Review and Evaluation**

The Policy Custodian will coordinate a review as necessary or at the date specified consulting with the users of the policy and of each Guideline.

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