

# Enrolment Policy

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**Purpose:**

To make visible the criteria on which offers of enrolments are determined to ensure a good match between parents, students and the school.

To conduct enrolments in a manner which complies with all state and federal laws relating to privacy, immunization, discrimination and equal opportunity.

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**Scope:**

To provide information to parents who want to enrol a child at Phillip Island Village School

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**Implemented by:**

School Coordinator

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**Approved by:**

PIVS Board

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Phillip Island Village School (PIVS) offers a carefully crafted approach to schooling for children from Foundation to Grade 6. The school delivers the Australian Curriculum in a creative and integrated way, including a special focus on the core principles of attaining self-actualisation, connection with nature and people, and autonomy and shared decision-making. At PIVS we feel when families appreciate and support these principles that the foundation is created for a good match between their children and the school. It is important that prospective parents are aware of these principles as they are expressed in our School Philosophy and Guiding Principles documents.

PIVS is intended to be a small school with a maximum enrolment of 65 students. Enrolment at the school will only be offered after careful consideration of the likelihood of a successful match between the school's unique environment and approach to learning, and the needs of the student. (The School Coordinator may request information from the child's kindergarten or previous school to help determine this.) After reading and considering the school Philosophy and Guiding Principles, parents will be invited to meet with the School Coordinator to take a tour of the school and explore the likelihood of a match between their child(ren) and PIVS. The range of factors listed below will influence which children will be offered a place.

PIVS will take expressions of interest (EOI) for enrolment up until 30<sup>th</sup> August in the year preceding the anticipated year of entry. Parents will be notified in writing, by the end of September, if their child is to be offered a provisional place at PIVS. This place will be confirmed by the end of October, based on the child receiving a positive assessment for school readiness (for Foundation level students) and match with the PIVS approach, which will be conducted during the school's transition program (which is held between

September and December). An interview and completed EOI do not guarantee a place at the school, even if there are classroom places available.

## Factors Determining the Offer of a Place at Foundation level

- Parents' willingness to accept the philosophy and guiding principles of the school
- Demonstration of School Readiness in the areas of:
  - Self-control, coping and problem solving
  - Confidence
  - Empathy, communication and sharing
  - Concentration
- Whether the PIVS approach will match the child's learning style
- Participation in the PIVS Transition Program
- Age
- Siblings enrolled at the school / children of PIVS staff and Board Members
- Regular attendance at PIVS Playgroup

## Factors Determining the Offer of a Place in Grades above Foundation

- Parents' willingness to accept the philosophy and guiding principles of the school
- Whether the PIVS approach will match the child's learning style
- Successful trial period (minimum 2 weeks)
- Siblings enrolled at the school / children of PIVS staff and Board Members

## Other Enrolment Guidelines

As an independent primary school, PIVS relies on a combination of government funding and tuition fees paid by parents in order to cover its operating expenses. Our current School Fee Policy does not include discounts for multiple children enrolled from a single family or personal financial hardship.

PIVS students are not able to access the public school bus network, although through the school, eligible families receive the Student Travel Conveyance Allowance each term. There are often informal car pool arrangements between PIVS families, however, parents are asked to carefully consider the potential impact that regular to and from school travel will have on their families prior to lodging an EOI. For children applying for Foundation level entry in the following year, a deposit of \$150 is due within two weeks of a provisional offer becoming a confirmed offer of enrolment. This deposit will appear as a credit on the family's first school fee invoice or will be forfeited if the place is not taken. Students in higher grades will

be charged pro-rata fees from the first day of their trial, if a place is offered. If a place is not offered at the conclusion of the trial, there will be no charge to the family.

A student's enrolment may be cancelled due to the non-payment of school fees; as a result of the implementation of the school's behavior management policy, or with the agreement of the parents.

The final decision regarding acceptance / non-acceptance of each enrolment application is with the School Coordinator. Parents may refer to the school's Concerns & Complaints Policy should they choose to appeal the decision.

## Related Documentation

*School Philosophy*

*Guiding Principles*

*School Readiness flyer (Benevolent Society)*

## Related Processes and Policies

- Enrolment Application Flowchart
- School Fee Policy
- Fee Payment Flowchart
- Concerns and Complaints Policy
- Behaviour Management Policy