

# 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 / carers / guardians, students and the school.

To conduct enrolments in a fair and transparent manner which complies with all relevant state and federal laws and VRQA Minimum Standards and Requirements for School Registration.

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**Scope:**

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

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**Implemented by:**

Community Leader

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**Approved by:**

PIVS Board

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**Published:**

PIVS Policy Folder, PIVS Website, Enrolment Packs provided to prospective families

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**Reviewed:**

Every three years or as legislative changes arise or improvements identified

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Phillip Island Village School (PIVS) offers a carefully crafted approach to schooling for children from Foundation to Level 6. The school delivers the Victorian 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 that when families appreciate and support these principles the foundation is created for a good match between their children and the school. It is important that prospective parents / carers / guardians are aware of these principles as they are expressed in our School Philosophy documents.

PIVS is intended to always remain a small school with an eventual maximum enrolment of 65 students with the aim of an even spread across year levels. 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, the student and family's values and beliefs, the needs of the student and the ability of the school to meet those needs.

## Roles & Responsibilities

- The **Board** is responsible for:
  - authorising the enrolment policy and for approving the criteria for admission.
  - approving the terms and conditions contained within the enrolment agreement.
- The **Principal** and **Community Leader** are responsible for:
  - ensuring the implementation of the enrolment policy is fair, transparent and compliant with relevant regulations and legislation.
  - Meeting and balancing the needs of the whole school and the existing student cohort with the needs of incoming students.
  - ensuring enrolment agreements are publicly available and that they are administered and recorded accurately.
  - ensuring the enrolment register is accurately maintained.
  - ensuring this policy and the enrolment agreement are implemented .
  - communicating the school's decision to offer a place or not.

## Enrolment Eligibility Criteria

In order to be considered for enrolment at Phillip Island Village School, the following conditions must be present:

- Family and students must actively participate in the enrolment process outlined in Schedule A with honesty and transparency.
- Family and students' personal values must match with the philosophy and program of the school as determined through the enrolment process outlined in Schedule A.
- The school must have capacity to meet the needs of the individual student, along with meeting the needs of the school and existing student cohort.
- Student and family must be residents of Australia.

In circumstances where the number of students applying for enrolment to PIVS exceeds the places available, priority enrolment will be offered to applicants who meet one or more of the criteria listed below, in addition to all of the above.

- Siblings or relations currently or previously enrolled at the school.
- Children of current staff.
- Families that regularly attend at PIVS playgroup.

The final decision regarding acceptance / non-acceptance of each enrolment application is with the Community Leader in consultation with the school Principal. Each applicant will receive, in writing, confirmation from the Community Leader confirming successful enrolment, or otherwise.

By submitting an enrolment application, applicants agree to the terms of this policy. Should an applicant not be offered a place at Phillip Island Village School, and they consider the reasons for refusal to be in breach of this policy, the applicant may request for the Community Leader's decision to be reviewed. A review of the Community Leader's decision will be handled in accordance with the school's Concerns and Complaints Policy. In such circumstances, the Board will investigate the matter and provide a written response to the applicant.

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

- Parents' / carers' / guardians' willingness to embrace the Philosophy and programs of the school.
- Family and child match with the school as assessed via Enrolment Application Form, Student Survey (School Readiness), kinder/daycare visit and family meeting.
- Assessment of School Readiness in the areas of:
  - Independence
  - Social and emotional awareness
  - Concentration and movement
  - Self-regulation
- Whether the PIVS approach will match the child's learning style and the school has capacity to meet the needs of the student, which will be assessed during the enrolment process.
- Participation in the PIVS Foundation Student Transition Program.
- Age.

### Factors Determining the Offer of a Place in Levels 1-6

- Parents' / carers' / guardians' willingness to embrace the Philosophy and programs of the school.
- Family match with the school as assessed via Enrolment Application Form, school tour, plus additional school visits if required.
- Whether the PIVS approach will match the child's learning style and the school has the capacity to meet the needs of the student, which will be assessed during the enrolment process.
- Successful trial period (2 weeks, with discretion of Community Leader to make this shorter or longer).

## Other Enrolment Guidelines

A deposit of \$250 is due within two weeks of a confirmed offer of enrolment for Foundation students. 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.

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

PIVS runs a limited paid mini bus service to and from school, however, enrolment at the school does not guarantee a place on the bus. Parents / carers / guardians are asked to carefully consider the potential impact of reliance on the mini bus service, or of travelling long distances to and from school prior to lodging an application for enrolment.

A student's enrolment may be cancelled by the school due to the non-payment of school fees in line with the School Fee Policy; as a result of the implementation of the school's Behavior Management Policy, or if parents / carers / guardians breach the terms included in the school's Enrolment Agreement including failure to disclose any information that is important for the school to determine if it can meet the needs of the student or that may have a bearing on determining the match between the school and the student, or that prevents the school from meeting its duty of care and other obligations to all members of the school community.

The school is legally required to collect the following information prior to enrolling a student:

- **Student Background Characteristics Data** which includes indigenous, language and cultural background information, disability, gender, parent education and occupation data.
- **Address Information.**
- **Immunisation Status**, noting that a student is not required to be immunised to be enrolled, however an Immunisation History Statement still needs to be provided even if it is blank.

Other documentation required to enrol a student at PIVS includes:

- Birth certificate or other documentation showing proof of legal name, date of birth and parent name/s.
- Any Parenting Agreements, Family Court Orders, Family Violence Intervention Orders or Personal Safety Intervention Orders.
- Evidence of Australian citizenship or permanent residency (if not born in Australia).
- Most recent school report from previous school (if applicable).
- Information related to any medical conditions, mental health conditions or disabilities.

PIVS is required to retain accurate records of enrolment. Any documentation provided by families forms part of the student's school record and will be retained and stored in line with relevant Privacy Policy and Record Management guidelines.

The Enrolment Agreement is a contract for services between the school and the parents / carers / guardians which must be signed by all families when enrolling their child(ren) at PIVS.

The Enrolment Agreement is updated annually by the school to ensure it is kept current with legislative requirements and to remain clear on the school's philosophy and expectations. Families are required to re-sign the Enrolment Agreement prior to the commencement of each school year to reconfirm the student's ongoing enrolment after familiarising themselves of any updated school policies or conditions of enrolment.

## Related Documentation & Policies

*PIVS School Philosophy*

*PIVS School Readiness flyer*

*School Codes of Conduct*

*School Fee Policy*

*Enrolment Application Form*

*Enrolment Form*

*Enrolment Agreement*

*Enrolment Process – Schedule A*

*Concerns and Complaints Policy*

*Behaviour Management Policy*