



St Leonard's College  
An education for life.

# Admissions Policy

## 1. Rationale:

To outline the admission process at St Leonard's College.

## 2. Scope:

All students seeking admission to the College.

## 3. References:

[St Leonard's College Application for Enrolment](#)  
[St Leonard's College International/Offshore Application Form](#)  
[St Leonard's College Terms of Business](#)

## 4. Definitions:

Proposed Student - a child that is the subject of an application to become a student of the College.

## 5. Admission

The College welcomes applications for intake year levels which are currently ELC3, ELC4, Prep, years 3, 5, 7 and 10. Limited places are also available in other year levels as they arise.

An Application for Enrolment is a prerequisite to be considered for entry but does not provide a guarantee of a proposed student's admission as a student.

Waitlist priority is given on the following basis, to children:

- of eligible permanent staff members
- who are siblings of enrolled students
- of Old Collegians
- by date of application thereafter<sup>1</sup>.

In addition to the above, the College may provide a waitlist priority to children of Uniting Church ministers.

---

<sup>1</sup> For the Early Learning Centre only, waitlist priority within this category is given to children with the shortest period of time between the [Application for Enrolment](#) being received by the College and the date of the student's birth.



St Leonard's College  
An education for life.

# Admissions Policy

A small number of places are kept for award at the Principal's discretion including for those seeking entrance through the College's Scholarship Program.

An Application for Enrolment is archived once a proposed student is offered and commences at the College. A new Application for Enrolment is required where a student leaves the College and subsequently wishes to seek re-admission.

To be eligible for admission into the Early Learning Centre (ELC) at the beginning or during the school year, children must be three years of age by the end of January in the year of entry for ELC3. Entry directly into Prep following completion of ELC3 is not offered.

Under the State Government's [No Jab, No Play](#) Legislation, the College is unable to provide enrolment into the ELC unless the proposed student is fully vaccinated for their age, on a vaccination catch-up program, or unable to be fully immunised for medical reasons.

## 6. Application Process

The proposed student will be added to the enrolment waiting list(s) requested (up to three different year/year levels of entry may be nominated) upon receipt of the Application for Enrolment or the International/Offshore Application Form; receipt of payment of the relevant application fee; and provision of required documentation specified in the application.

Following receipt of an Application for Enrolment, requests to add or change waitlisted year(s)/year level(s) can be made by contacting the College Admissions Office. The proposed student's application date for the additional waitlist will be recorded as the date the request is made.

The College is listed on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and welcomes applications from students travelling on class 500 visas.

Families should ensure they have read and understood the College Terms of Business prior to submitting an Application for Enrolment or an International/Offshore Application Form.

## 7. Enrolment Interview

Prior to admission (as far ahead as practicable and where the possibility of places exist) the College will arrange an enrolment interview with a number of applicants from the waiting list, which the parents or guardian and the proposed student attends.

At this interview, or subsequent to it, proposed students may be required to undertake a test to identify strengths and possible areas where extra assistance may be required and to assist in appropriate placement.



St Leonard's College  
An education for life.

# Admissions Policy

Applicants will be interviewed either in person or online as determined by the College. The College may request parental consent to contact the proposed student's current school at this stage in the process. Having considered all information requested and provided, the Head of School and/or the Registrar will make a recommendation about whether an Offer of Admission into the College can be made.

All Offers of Admission are at the Principal's discretion. The scheduling of, or occurrence of an enrolment interview and/or test does not guarantee enrolment and is not an Offer of Admission to a proposed student as a student of the College.

## 8. Offer of Admission

An Offer of Admission is subject to the availability of a place and an assessment of the College's capacity to provide an appropriate program for the child.

Prior to the enrolment interview process for each year level, information about each proposed student's educational background is requested. This may include but is not limited to school reports from previous schools, English language proficiency reports from a standard Language Testing Program such as [AEAS](#), existing education-related testing/specialist reports.

The College is committed to the learning and support of all students and provides a level of support in addition to the general academic framework for students who are academically gifted and for those experiencing learning difficulties.

Where learning difficulties exist which pertain to the educational, physical or psychological development of the proposed student, families must immediately advise the College. This information is of great importance in permitting the College to assess the needs of the proposed student and appropriate supports. A failure on the part of families to provide such relevant information compromises the ability of the College to carry out its legal obligations

## 9. Offer Confirmation

Offers of Admission are at the Principal's discretion. An Offer of Admission will be made by way of written offer only.

Where an Offer of Admission is made, confirmation is conditional upon the College receiving, by the date specified in the Offer of Admission:

- a completed and signed Acceptance of Offer;
- a completed and signed acceptance and agreement to be bound by the College Terms of Business;
- a completed and signed Parent Information Form;
- a completed Student Image Usage Form;



St Leonard's College  
An education for life.

# Admissions Policy

- parent and student identification documents;
- payment of a non-refundable admission fee.

For the Early Learning Centre (in addition to the above), payment of a \$3000 tuition deposit for Prep. This deposit is not transferrable, refundable or able to be deferred to a future year level except where the College is unable or unwilling to provide the student with enrolment in Prep. This deposit is deducted from the first account after the student has commenced in Prep.

For full fee-paying international students (in addition to the above); a completed and signed acceptance and agreement to be bound by the International Student Application Process and related Policy documents as they appear on the College website; and payment of other fees where invoiced in the Offer of Admission.

It is required that both parents or guardians complete and return the Offer of Admission acceptance unless the child is in the sole custody of one parent or guardian only, in which case a copy of the current court order/other legal documentation must be provided.

Failure to respond to a formal Offer of Admission by the date specified may result in the place being offered to another student on the waiting list.

An Offer of Admission cannot be deferred to a later year of entry. Where an Offer of Admission is declined, the proposed student will be removed from the waitlisted year of entry offered but will remain on any other year level(s)/year(s) of entry waitlists for consideration where these have been specified in the Application for Enrolment.

## 10. Communication of this Policy

This policy is communicated in the following ways –

### Staff

The Admissions Policy is available to Staff via their initial employment and induction information.

The Admissions Policy is available to Staff on CompliSpace via the Policies and Incident Reporting tab on the College intranet (STL Link).

The Admissions Policy is available via the Policies tab in the Staff online handbook.

### Community

The Admissions Policy is available to the public via the College public website.



St Leonard's College  
An education for life.

# Admissions Policy

The Admissions Policy is available for parents and care-givers on the College Intranet Parent Portal (STL Link) and policy locations are communicated annually to the community via the St Leonard's College Newsletter.

11. Prepared by

College Registrar

12. Approved by

Stuart Davis, Principal

Signature

13. Reason for revision

Scheduled review cycle

*All policies at St Leonard's College are subject to a three (3) year review cycle (unless otherwise stated) irrespective of any amendments made during this period.*