

# Policy and Procedure Manual

## Admissions

### 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 at the College.

### 5. Admission

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

All Junior School (ELC to year 4) students are enrolled in the IB Primary Years Programme. Students enrolling for the final two years at St Leonard's College have the choice between the Victorian Certificate of Education (VCE) or International Baccalaureate Diploma Programme (IBDP). Information about these two options are presented to students and parents on application, as well as available on the College website.

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.

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

An Application for Enrolment is archived once a proposed student is offered and commences at the College.

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<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.

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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 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.

Families seeking entry within six months (for commencement at the beginning of the following school year or part-way through a current school year) should contact the Admissions Office at [enrolment@stleonards.vic.edu.au](mailto:enrolment@stleonards.vic.edu.au) prior to submission of an Application for Enrolment.

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 the 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 exists) 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.

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 Director of Admissions 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 attendance at an enrolment interview and/or test, does not guarantee enrolment and is not an Offer of Admission to a proposed student.

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### 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 proposed student.

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 reserves the right to provide offers to families independent of their waitlist position in the months immediately prior to commencement, recognising that the majority of waitlisted children will have secured timely offers.

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 and signed Student Image Usage Form
- parent and student identification documents
- payment of a non-refundable, non-transferable admission fee
- payment of an Enrolment Bond

The non-refundable, non-transferable Admission Fee for the first child in a family is \$1700, for the second \$975 and for the third and subsequent children the fee is \$650. For families relocating from offshore and/or who are full-fee paying students, the Admission Fee for each child is \$2400.

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For the Early Learning Centre, payment of a \$3000 tuition deposit for Prep; this deposit is not transferrable to another student, 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 and is applicable for enrolments commencing prior to the 2026 school year.

Payment of a \$3000 Enrolment Bond for all year levels of entry is required to confirm enrolment at the College from 2026 onward. Payment of the Enrolment Bond is specified in the Acceptance of Offer and is not transferrable to another student or able to be deferred to a future year or year level. The Enrolment Bond will be deducted from the first account after the student has completed a minimum of four terms of enrolment at the College at Prep level or above. If the student does not commence at the College or does not complete a minimum of four terms of enrolment at Prep level or above, the Enrolment Bond is forfeited.

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. Commencement

The College provides an extensive framework of transition events, pre-commencement information and support for families and students new to the St Leonard's College community.

### 11. 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.

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### Community

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

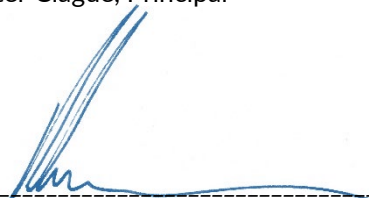
The Admissions Policy is available for parents and caregivers on the College Intranet Parent Portal (STL Link) and policy locations are communicated annually to the community via the St Leonard's College Newsletter.

### 12. Prepared by

Director of Admissions

### 13. Approved by

Peter Clague, Principal



Signature

07 September 2023

Date

### 14. Reason for revision

Interim Review – update of clause to include IBDP enrolment and offer confirmation updates.

*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.*

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