



# St Leonard's College

## Policy & Procedures

### Admissions

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#### 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 website - Admissions

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, 4, 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 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 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.

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

All applicants where English is not the student's first language and/or where English is not the language of instruction at their current school (regardless of their residency status), should complete the International Student Application Form and provide the required documentation. Please refer to the College website for [international student application and admission](#) information.

All other applicants should complete the College online [Application for Enrolment](#)

The proposed student will be added to the enrolment waiting list for the entry year(s) and year level(s) nominated upon receipt of the online College Application for Enrolment or the downloadable International Student Application Form, payment of the relevant application fee and provision of required documentation as outlined in the application.

#### 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.

Applicants will be interviewed, either in person or by telephone, Skype, FaceTime, Line, WeChat or other social media platform as appropriate. Applicants for the ELC and early years will be interviewed in person only. 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 International Relations 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.

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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 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.

St Leonard's College supports the National Disability Standards for Education. It is important that consultation is undertaken with families as early as possible about their child's disability and how it impacts on their learning, with the intention of developing a shared understanding of a suitable framework of support.

Families must provide information to the College where learning issues exist which pertain to the educational, physical or psychological development of the proposed student. Such information would normally include a full report from the consultant(s) working with the student and the results of any past testing undertaken. Enquiries may also be made with the student's previous school to allow the College to assess the proposed student's needs properly.

This information is of great importance in enabling the College to assess whether a suitable learning environment can be offered. Failure to provide this information prior to an enrolment interview is grounds for the College terminating an Offer of Admission without notice.

#### 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;
- 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.

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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. Prepared by

College Registrar

#### 11. Approved by

Stuart Davis, Principal

22/10/2018

Signature

Date

#### 12. Reason for revision

Scheduled review cycle

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

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