



## *Presbyterian Ladies' College*

MELBOURNE

### **ADMISSIONS AND ENROLMENTS POLICY**

Presbyterian Ladies' College (PLC or College) is a leading ELC to Year 12 Christian independent day and boarding school for girls situated in Melbourne, Australia.

We are characterised by our outstanding academic tradition and Christian values, our international outlook, our multicultural learning community, and our commitment to service. This, along with our pastoral heart and breadth of offerings is what allows us to deliver the relevant, comprehensive, and engaging education that sets us apart. PLC has a Presbyterian foundation but welcomes Students from all backgrounds and faiths.

Regardless of talent, ability or background, PLC Students are challenged to pursue their passions and develop their strengths to become well-rounded individuals capable of fulfilling their innate desire to contribute positively to the community and potentially toward broader global issues.

#### **Scope**

1. This policy applies to current and prospective PLC Students and Applicants. This policy also applies to PLC staff involved in the admissions and enrolment aspects of entry into the College.
2. This policy should be read in conjunction with the College Terms of Enrolment.
3. There are no exemptions in the application of this policy.

#### **Policy Statement**

##### **Guiding Principles**

4. The process for offering places at PLC will be open, consistent, fair and transparent.
  - a) In order to ensure the balance of fairness can be achieved, admission and enrolment considerations will be dealt with on a case-by-case basis, where the College will consider individual circumstances raised by Applicants, in a private and respectful setting.
  - b) All determinations relating to admission and enrolment, will prioritise factors being in the best interests of the Student and the College as a whole.
5. Selection for admission and enrolment will comply with the relevant and applicable College policies, Council directives and legislative requirements.
6. PLC is a non-selective entry school catering for year levels from Early Learning through to Year 12. The College, when making decisions pertaining to admission and enrolment, may consider the assessed educational disadvantage that a particular Student has experienced.
7. The College will attach conditions to all offers of enrolment in accordance with this policy and the College Terms of Enrolment. The College Terms of Enrolment will be reviewed and updated from time to time, and will be available in its most current version on the College website.
8. At Senior Secondary level, the College offers the Victorian Certificate of Education (VCE) and the International Baccalaureate Diploma Programme. Entry to either of these programs is by Student choice, and is completed during Year 10. Enrolment in either program will only be accepted if the Student choice meets the necessary requirements to be awarded the VCE or International Baccalaureate Diploma upon completion.
9. The College is accredited to enrol International Students from Year 5 at Primary level and all Secondary year levels, pursuant to provisions contained in the *ESOS Act*.



10. PLC accommodates for local and international Students requiring boarding services from Years 7 to 12.
11. The College class teachings are delivered and assessed in the English language. The only exception being teachings in foreign language subjects, where teachings will involve the relevant language being taught. Assessments and reports for these language classes will also be in the English language.
12. It is the responsibility of the Applicants to adhere to any prescribed College deadlines relating to admission and enrolment. This includes, but is not limited to, confirming that details of their enrolment are correctly recorded up until they commence.
13. Subject to any legislative requirements, the Victorian Registration and Qualifications Authority (VRQA) requirements and directives, compliance with the College's policies and procedures regarding reasonable notice of changes to Students, and the College's commitment to ensuring the availability of core units and other course requirements to enable course completion by Students within allowable timeframes, the College reserves the right to:
  - a) impose limitations on admission to any course;
  - b) impose limitations on enrolment in any unit;
  - c) withdraw any unit or course which it offers or change the availability of a unit or course; or
  - d) make further decisions to limit admission and enrolment as permitted by law and considered appropriate by the Council.
14. Appropriate complaint, grievance and appeal provisions will be available with respect to admission and enrolment decisions. Where an Applicant or Student considers they have been unfairly or improperly treated regarding an admission or enrolment decision, they can lodge a complaint.
15. Any Applicant or Student who is not satisfied with the result or conduct of any formal internal appeal process, may access the process of formal complaint/grievance or appeal. Refer to the College's Complaints and Grievances Policy available on the College website.

### **Application for Enrolment**

16. An Application for Enrolment is a prerequisite to being considered for admission but is not a guarantee of enrolment. An Application for Enrolment is made by Applicants completing the Enrolment Application Form available on PLC's website, and paying the Application Fee, which is non-refundable, and non-transferable between siblings. This fee is not offset against Tuition Fees.
17. Upon the College receiving an Application for Enrolment for a Student, the referred Student's name will be placed on the College's waiting list. Written acknowledgement for receipt of Applications for Enrolment will be sent to Applicants when the College receives the Enrolment Application Form. This is coordinated by the College Admissions Office.
18. The main entry levels into the College are at Preparatory (Prep), Year 5, Year 7, Year 9 and Year 10. Applications for other year levels are placed on a waiting list and considered upon a vacancy being presented.
19. PLC only accepts applications for a Boarding place for students entering Years 7-12. The College Boarding House does not accept Students in primary year levels.
20. In most instances, the order position of a Student on the PLC waiting list is determined by the number of days elapsed from their date of birth to the date of receipt of their application by the College. This gives priority to the earliest submissions and subsequent submissions thereafter.
21. Where a placement offer is made by PLC and declined with a request to move the application to a later year of entry, the date of application will be updated to reflect the date which the request was received. This renders the original submission for enrolment date as no longer valid.
22. The College embraces equal opportunity, is inclusive, and welcomes students from all backgrounds and faiths. However, when numbers outweigh places available and at the discretion of the College, some Applications for Enrolment may be given preference on the basis of early application, position on the waiting list or according to the following priorities:
  - a) the Applicants are an ordained Minister of the Presbyterian Church of Victoria;



- b) the Applicants or Student connected to the College through an Old Collegian (parent or grandparent) and who applies within 2 years from the Student's date of birth;
  - c) the Student is the daughter of a current College employee;
  - d) the Student is the sibling of a current or past student who has completed Year 12 at PLC;
  - e) the Student is applying for a place in the boarding house;
  - f) the Student is one of a number of prospective students from the same immediate family. (Note that any sibling priority given to advance the enrolment of a second or subsequent child shall be withdrawn if the confirmed student is withdrawn);
  - g) the Student is currently enrolled in the PLC ELC and is applying to commence Prep;
  - h) the Student is a returning student (due to relocation) who was offered priority at the time of departure from the College.
23. Admission to the College is conditional upon;
- a) a place being available;
  - b) the Principal being satisfied as to the suitability of the Student, and;
  - c) the Principal being satisfied with the College's ability to meet the Student's educational needs.
24. In the application for enrolment, the College must be advised if the Student has any special needs, or if any special needs become apparent subsequent to the application being submitted to the College, that the information be provided to the College as soon as practicable.
25. The demand for Student places varies from one year to the next. Therefore, it is not possible for the College to predict the chance of a place becoming available before offers of places are made.
26. The College is unable to, and will not provide specific information as to the position of Students on the waiting list. The College will however, and wherever possible, provide general advice as to the likelihood of specific Students being offered a place at the College.
27. If false or misleading information is provided in the Application for Enrolment, the College reserves the right to cancel the application and/or offer of enrolment.

### **Offer of Enrolment Process**

- 28. All offers for places to the College are made at the absolute discretion of the Principal.
- 29. Offers of placement for the main entry levels are typically, and wherever possible, made approximately three (3) years prior to the applied entry year with the exception of Prep, which may be offered earlier. All other applications for enrolment are considered as places become available.
- 30. Students applying for admission to Prep must turn five (5) years of age by 30<sup>th</sup> April in the year applying to commence Prep.
- 31. In the year before a Student enters Prep at PLC, an assessment via interview of their readiness to commence primary education is made by PLC. For some Students, particularly younger students (such as those born in March and April) who are determined by PLC as not ready to commence school, Applicants may be advised by PLC to delay their commencement by one (1) year. In this instance, the Student will be guaranteed a place in the Prep class for the following year. This is confirmed in writing to the family by PLC.
- 32. For all other years (beyond Prep) Students may be interviewed prior to entry/commencement.
- 33. PLC may offer a place without an interview or assessment.
- 34. Interviews are offered at the discretion of the College. An invitation for an interview is not an offer or guarantee of a position at the College.
- 35. Where a Student has attended another school, academic reports and performance from the other school will be assessed and considered by PLC.



36. Where a Student has been studying in a school outside of Australia, the Student will require an external assessment conducted by the Australian Education Assessment Services (AEAS) or International Diagnostic and Admissions Test (IDAT) in the year prior to entry. It may be requested that the external assessment is completed prior to a place offer being issued.
37. All persons involved in the PLC admission selection and offer process will declare any conflict of interests pursuant to the College Conflict of Interests policy upon the conflict being apparent, whether it is real, perceived or potential.
38. All persons involved in the PLC admission, selection and offer process will declare any private interests or related party disclosures upon the circumstance becoming apparent.

### **Acceptance**

39. Where PLC elects to offer a place to a Student, a Letter of Offer will be forwarded to the respective Applicants accompanied by enrolment documentation, including the Acceptance of Place Form to be completed and returned to PLC.
40. The Acceptance of Place Form must be returned with the Enrolment Fee to PLC by the date specified in the Letter of Offer. Failure to submit the Acceptance of Place Form by the due date may result in the offer being withdrawn. The enrolment fee is non-refundable and non-transferable between year levels or siblings. This fee is not offset against Tuition Fees.

### **Holding Deposit**

41. Applicants of Students commencing in Prep, Year 5 or Year 7 at PLC will be requested to confirm their enrolment by payment of a Holding Deposit twelve (12) months prior to the Student's commencement with PLC.
42. The Holding Deposit provides evidence of the Applicant's intention that the Student will commence tuition at the College, and is credited to Parents against the Term 2 fee account in the year that the Student commences at the College.
43. This Holding Deposit is non-refundable and non-transferable either between year levels or between siblings.
44. The requirement for a Holding Deposit does not apply to International Students.

### **Cancellation of an Enrolment Place**

45. Where an accepted enrolment place is cancelled by the Applicant, the full amount of the Holding Deposit is forfeited to the College. Retention of the Holding Deposit by PLC in these circumstances is an estimate of the genuine economic loss incurred by the College as a result of that cancellation.

### **Enrolment Agreement**

46. All enrolments are subject to the Applicant entering into an Enrolment Agreement with the College.
47. The Enrolment Agreement is comprised of the following:
  - a. this Admissions and Enrolment Policy;
  - b. the Fee Schedule;
  - c. the Terms of Enrolment;
  - d. the Parent Code of Conduct; and
  - e. the Student Code of Conduct,
 as amended by the College from time to time.
48. A proportion of funds raised or fees collected by the College may be used to support the operation of the College's Early Learning Centre.



## Breaches

### Failure to comply with policy

49. A complaint regarding the application of this policy can be made directly to the Director of Admissions. This provision relates to the process of applying the provisions contained in this policy only. This includes where the complainant or respondent believes the process has not been upheld in practice as per the provisions contained in this policy.
50. Applicants must consider the effect or consequences of non-compliance with this Policy. The effect of an Applicant's non-compliance with this Policy may give rise to College action, including an internal investigation of the circumstances, in the first instance, and an external investigation where considered necessary, and termination of the Application for Enrolment, or Enrolment Agreement (if it has been entered into).
51. Breaches of this Policy by a College employee or Council member may be dealt with through the College employee's line manager in the first instance, or in the instance of Council member/s, with the Council Chair.

### Reasonable adjustments

52. Where information obtained by the College indicates a Student has a Disability, the Principal will consult with the Student and their family and/or carers to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make adjustments to support the Student to fully participate in their education, and whether those adjustments are reasonable.
53. The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
  - a. the nature of the Student's Disability;
  - b. the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
  - c. views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
  - d. information provided by, or on behalf of, the Student about their preferred adjustments;
  - e. the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
  - f. the effect of the proposed adjustment on anyone else affected, including the education provider, staff, other Students or College community; and
  - g. the costs and benefits of making the adjustment.
54. The Principal may require Applicants to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
55. If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will consider the relevant circumstances of the case including:
  - a. the views of the Student;
  - b. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the College community, the Student and the family of the Student). This includes (without limitation):
    - i. costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and



- ii. benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
  - iii. the effect of the Disability on the Student; and
  - iv. the College's financial circumstances and the estimated amount of expenditure required to be made by the College community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
  - v. the impact of the adjustments on the College's capacity to provide education of high quality to all Students while remaining financially viable; and
  - vi. the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
  - vii. the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
56. The Principal will discuss with the Student and their family (as appropriate) the concerns they have regarding any proposed adjustment that would cause unjustifiable hardship to the College.
57. If the Principal is satisfied the Student and their parents or legal guardians (as appropriate) have been sufficiently consulted, and adjustments required are not reasonable, or would cause unjustifiable hardship to the College, the College may decide to decline to offer the Student a position or may defer the offer.

## Privacy

58. The College collects personal information, including sensitive information regarding Parents, Applicants and Students during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information in the Application for Enrolment is to facilitate the enrolment process. During the course of enrolment, the primary purpose of collecting personal information is to provide for the best interests of Students. Please refer to the College's Privacy Policy on our website for more information and collection statements on specific forms.

## Policy implementation

### Roles and responsibilities

59. The PLC Council is responsible for approving the criteria for admission and the terms and conditions contained in the PLC Terms of Enrolment.
60. The Principal is responsible for ensuring this Enrolment Policy is implemented in a fair, transparent and non-discriminatory manner.
61. The Admissions Office is responsible for administering and implementing this policy.

### Further information

62. Contact the PLC Director of Admissions for further information regarding this policy via telephone (+61 3 9808 5811) or by email ([admissions@plc.vic.edu.au](mailto:admissions@plc.vic.edu.au)).

## Definitions

A definition is a statement describing the meaning of a term (a word, phrase or other set of symbols).

**Assessment** means the method(s) and procedures by which a student's academic progress and performance is measured in a unit.

**Applicant** means the person/s set out in the Application for Enrolment and if more than one, each of them jointly and severally.

**Application Fee** means the non-refundable fee required to be paid with an Application for Enrolment.

**Council** means the PLC Council established and operating in accordance with the PLC Council Constitution.





**Boarding place** means the Student resides in the Boarding Premises as specified in their Letter of Offer.

**Boarding Premises** means as defined under section 3 of the Education and Training Reform Act (2006).

**Complaint** means an expression of dissatisfaction with the College policies, procedures, decisions, omissions, quality of service, employee behaviour where a response or resolution is explicitly or implicitly expected or legally required. This includes but is not limited to concerns, disputes or allegations of inappropriate or illegal behaviour.

**Enrolment Agreement** has the meaning assigned to it in this Enrolment Policy, namely an agreement comprised of the following:

- a) this Enrolment Policy;
- b) the Enrolment Terms and Conditions;
- c) the Fee Schedule;
- d) the Parent Code of Conduct; and
- e) the Student Code of Conduct,
- f) as amended by the College from time to time.

**Enrolment Application Form** means the online application form submitted to the College in relation to the Student.

**ESOS Act** means the *Education Services for Overseas Students Act 2000* (Cth).

**Fee Schedule** means the list of fees published on the College website.

**Grievance** means a decision, act or omission by any employee of the College or College decision which is considered by the complainant to be wrong, mistaken unjust, inequitable or discriminatory and is causing concern or distress and leading the aggrieved to feeling resentment at having been unfairly treated.

**International Student** has the same meaning as “overseas student” in section 1.1.3 of the Education and Training Reform Act 2006 (Vic). This Student holds a visa under the Migration Act 1958 of the Commonwealth which allows the person, whether expressly or otherwise, to study in Victoria.

**Parent (or Guardian)** means, in relation to a Student, includes a guardian or any person who has parental responsibility for the Student including parental responsibility under the Family Law Act of the Commonwealth, and any person with whom a child normally or regularly resides.

**PLC (or College) employee/s** means persons engaged by the Presbyterian Ladies College under the Teaching Agreement or General Staff Agreement.

**Principal** means a person appointed to a designated position as principal of a registered school or a person in charge of a registered school.

**Student** means the enrolled student or prospective student named in the Application for Enrolment, and includes but is not limited to, boarding house, local, and international students.

**Terms of enrolment** means the PLC document which sets out as set out the Enrolment Declaration. Students/Parents are required to read and accept the Enrolment Declaration upon their enrolment with PLC.

For Office Use Only

Approved By:	PLC Council
Date Approved	August 2023
Review Date:	August 2025