

GOOD NEWS Lutheran College

Enrolment Policy

Introduction

Good News Lutheran College is a Christian coeducational P-12 school of the Lutheran Church of Australia. The College provides a nurturing environment for students to thrive and reach their full potential and offers the International Baccalaureate curriculum framework in Years Prep to 9 and the VCE in Years 10 to 12. This combination offers students a highly regarded academic program and through a focus of international mindedness, encourages students to recognise and respect the diverse cultures that make up our community.

Policy Rationale

The purpose of this policy is to provide clear information for fair process and transparency for all applicants regarding the conditions and priorities which relate to enrolment at the College.

General Aims

Applications for enrolment are welcome from any family regardless of their ethnic origin, gender, religion, ability or disability, subject to the terms of this policy. Parents/guardians seeking enrolment for their child/ren undertake to support willingly and freely the stated policies, purposes, aims and methods of Good News Lutheran College.

Compliance with Government Legislation

The Enrolment Policy complies with the requirements of state and federal laws relating to discrimination and equal opportunity. Good News Lutheran College will treat all enrolment applications in a fair, balanced and reasonable manner. The college is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College collects personal information, including sensitive information about prospective students and parents or guardians before and during a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for the student.

Full Disclosure

It is an offence to provide materially false or misleading information to a school when making an application for enrolment. Also, if a parent fails to fully inform the College of any required information, the College may, in its absolute discretion, refuse to enrol the child (or, if the enrolment has already commenced, immediately terminate the enrolment).

Disclosing information about needs means any condition, attribute or need that may be relevant to the College providing education to a child or ensuring his/her welfare (or which may impact upon the education or welfare of others). It includes physical or intellectual disabilities, behavioural or learning challenges or difficulties, a history of poor or concerning behaviour, learning support needs and needs of a medical, psychological, health or dietary nature (e.g. allergies and injuries that may be sustained out of school).

The Principal may require an applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the College to determine what adjustments are necessary and whether they are reasonable. Good News Lutheran College may reasonably assess that it cannot adequately or appropriately cater for a particular student or that the enrolment of a particular student may seriously compromise the education and or safety of other students already at the College.

Fees and Charges
Good News Lutheran College charges fees to enrol and attend the school. It is the policy of the College to review all fees annually. No student may commence until all initial fees and charges have been paid. These include the application fee and the enrolment bond. On acceptance of enrolment, parents agree to pay all school fees for the duration of their child's schooling in accordance with the annual fee schedule.

Enrolment Procedure
Good News Lutheran College will consider all applications for enrolment. Applications are placed on a list in order of receipt of application. However, priorities are determined by the Board of Good News Lutheran College and applications are given priority based on the following criteria:

- Applicants who are siblings of existing students (who have no outstanding fees)
- Applicants who supply evidence they are members of a Lutheran Congregation
- Applicants who are child/ren of a currently employed staff member
- Applicants transferring from another Lutheran School
- Scholarship Recipients
- Date of application

The Principal is empowered to use their discretion in circumventing these priorities under special circumstances.

Applications
Applications are required for each individual student and are accepted at any time using the online application system on the College website. A non-refundable administration fee is required for each application. Separate applications must be completed for positions at the Tarneit or Mambourin Campus. Note that no priority is given between the Tarneit and Mambourin Campuses. Students must enrol for the correct Year Level based on the 30 April yearly cut-off date. By submitting an Enrolment Application, it does not guarantee enrolment at the college.

Offer of Position
An interview with the Principal or their delegate will be required prior to an offer of a position being made. The offer of enrolment is only valid until the due date specified in the letter. If an offer of enrolment is not accepted by the due date the enrolment application could be cancelled or transferred to a waiting list with an amended date of application.

When a place at the College is offered, parents are required to pay a Facilities and Services Contribution of $1,500 per child, to secure their child's enrolment. This contribution is non-refundable under any circumstance, even if a student does not commence at GNLC.

Prep Positions
The enrolment of students into Prep includes the following additional criteria.

All prospective Prep students are subject to an interview to ensure they are deemed ready for school commencement. This may include the requirement to provide written evidence from the students ELC, Child Care Centre or Kindergarten Director. Proof of age (such as a Birth Certificate or Passport) and an Immunisation Certificate must be provided with the enrolment application. Children must turn five years of age by 30 April of the year in which they start school. Children need to complete their first year of school before they turn 7 years of age. Should a student be deemed not ready to commence, their enrolment will be deferred until the next intake window. Students entering Prep should be able to sufficiently manage their own toileting.

Initial offers of positions for Prep are made in the first two weeks of June in the year prior to intended commencement.

New offers are made until all positions are filled.