

ST PETER'S TRUST BOARD POLICY

Domestic Admissions

Version 1

1. BACKGROUND

- 1.1 St Peter's Cambridge (**School**) was established on the Founder's philosophy of education of the Mind, Body and Spirit. We are an Anglican affiliated, Christian school and whilst we accept students of all religions, races and creeds our Christian character is an important foundation of St Peter's Cambridge.
- 1.2 The School's goal is to provide a safe and secure learning environment where students can experience kindness and care while achieving success in all learning and extra-curricular endeavours.

2. PURPOSE

- 2.1 The purpose of this policy is to outline the process and considerations for the selection and offer of enrolment of domestic students at the School.

3. SCOPE

- 3.1 This policy applies to all applications to enrol at the School as a domestic student as defined by the Education and Training Act 2020 or who are a citizen or permanent resident of Australia. This policy does not apply to applications to enrol for international students (other than those who are a citizen or permanent resident of Australia).

4. POLICY

4.1 Applications

The School's admissions procedure begins in the year before proposed entry. Parents or legal guardians of an applicant (**Family**) must, in that year, complete the School's application form and submit this with the applicant's most recent school reports and payment of the application fee.

4.2 (Enrolment Application)

In the event of a suitable place being available at the School, Enrolment Applications may be also accepted during the proposed year of entry.

4.3 Advanced Applications

Although the School's admissions procedure begins in the year before proposed entry, it may choose to accept advanced applications prior to the year before proposed entry.

It is intended that Family who submit an advanced application will be advised when applications open. If at that time they wish to apply to enrol the applicant at the School, paragraph 0 shall apply.

An advanced application to enrol is an expression of interest only and does not guarantee an applicant will be interviewed or given an offer of place.

4.4 **Information**

The School may rely on any information it considers relevant when deciding to interview or offer a place to an applicant.

The School requires full disclosure in writing at the time of application of any matter which may impact on an applicant's learning or wellbeing at the School or anything else which may be relevant to a decision to enrol the applicant at the School.

If an applicant has any special or enhanced learning requirements, behavioural issues, or has had any previous counselling, the existence and details of such matters must be disclosed to the School when submitting an Enrolment Application, and any relevant documentation and information must be provided with the Enrolment Application.

The School may require copies of reports from relevant third parties. The School may also contact an applicant's current school and/or any previous school the applicant may have attended to request full academic and pastoral care notes.

Any information provided may be reviewed by the School's own counsellors, enhanced learning team and boarding staff (where relevant) to assess suitability and to establish if the School has sufficient resource to provide an appropriate level of care.

If an applicant is relying on a parent's work visa to apply to enrol (as a domestic student), copies of all relevant visas must be provided.

All other information the School considers relevant to an applicant's Enrolment Application must be provided to the School upon request.

All documents provided as part of the Enrolment Application must be true and correct. Failure to provide relevant or correct information may be considered in the decision to offer a place or may result in the withdrawal of an offer of place.

The School may withdraw a student from the School (cancel enrolment), if in relation to that student's Enrolment Application:

- (a) information provided as part of the Enrolment Application is materially incomplete or inaccurate; or
- (b) if any information or matter which is material to an applicant's learning or wellbeing at the School, or which would have been materially relevant to the School's decision to enrol the applicant, is withheld from the school (whether that information or matter is requested by the School or not).

4.5 **Process**

Once the School receives an Enrolment Application, a nominated member of the Senior Leadership Team will assess the application and decide whether to invite the applicant to attend an interview with a School interview panel. The interview panel will comprise not less than one member of the Senior Leadership Team, and, if the applicant is applying to be a boarding student, the Director of Boarding (or their delegate). The interview panel may invite other school staff or consultants to attend the interview and/or provide advice to the interview panel.

Subject to paragraphs O and O, any decision whether to offer an applicant a place at the School, or on the waitlist, or otherwise, shall be made by the interview panel, acting unanimously. If the interview panel is unable to decide unanimously the matter shall be referred to the Campus Principal to decide (in their sole discretion). The Campus Principal may take into account the information received from the interview panel and such other information, but in no circumstances shall the Campus Principal be required to interview the applicant.

The School may choose to decline, or progress no further with, an Enrolment Application at any time during the application process at its sole discretion.

If a written complaint is received in relation to an Enrolment Application, this shall be referred to the Executive Principal for consideration and a decision in accordance with the School's policies and practices relating to complaints. The Executive Principal shall have the power to uphold, change or adjust any decision. Provided however, in such case the decision of the Executive Principal shall be final.

4.6 **Factors**

The factors that the School's decision maker(s) will consider when deciding whether to provide an applicant with an interview or offer of place include, but are not limited to:

- (a) The School's assessment of its ability to:
 - (i) provide a safe and secure learning environment for the applicant;
 - (ii) provide a safe and secure living environment for the applicant (in the case of a boarding application); and
 - (iii) ensure the applicant can succeed at the School;
- (b) The additional categories for assessing suitability (described below);
- (c) The availability of a suitable place for the applicant at the School and/or School capacity generally; and
- (d) Anything else the School considers relevant.

The additional categories for assessing suitability in relation to any application includes, in no particular order, the following:

- (a) Siblings of current students;
- (b) The children, or grandchildren of School alumni;
- (c) If there is boarding availability, then priority may be given to boarders or those enrolling into boarding;

- (d) Roll mix; both of day/boarding students and of male/female students to maintain (as much as is possible) a balance of students in these areas;
- (e) Year group availability depending on maximum numbers that can be supported by both teaching and facility capacity;
- (f) Boarders who are not able to be day students;
- (g) Exceptional circumstances in relation to the application, family and/or applicant.

The above factors and categories are for guidance only and other factors may be considered on a case-by-case basis.

4.7 Offer of Place

If the School decides to offer an applicant a place, the School will provide the Family with written notification of the offer and a deadline within which to accept the place. An offer of place is deemed to be accepted when all enrolment documents have been returned with the required signatures and the payment of the non-refundable acceptance fee has been made within the deadline. If the offer of place is not accepted within the deadline, then it will expire, unless otherwise agreed.

4.8 Conditional offers

The School may, at its sole discretion, give a conditional offer of place to an applicant. In such case paragraph 4.7 shall apply, but the offer shall not be binding upon the School until such time as the School is satisfied that all of the conditions of the offer have been fulfilled.

4.9 Waitlist

If there are insufficient places available at the School for the number of applications received, then the School may (but is not obliged to) decide to keep a waitlist. A decision to offer a waitlisted place to an applicant is at the discretion of the School. A waitlisted place does not create an obligation on the School to provide, or on the Family to accept, a subsequent offer of place.

4.10 Space

The School shall be solely responsible in its absolute discretion for setting its boarding numbers and mix, class sizes and school capacity, and such decisions shall not be subject to review nor challenge.

4.11 Review

This policy may change from time to time by resolution of the Board of Trustees.

4.12 Decision maker

In the absence of any Executive Principal, any decision in this policy to be made by the Executive Principal, shall be made by the Campus Principal, or person acting in that position. Provided however, where such decision relates to a decision made by the Campus Principal pursuant to paragraph 4.2, the Chair of the Board of Trustees shall appoint a person (who may be a School staff member, a member of the board of trustees (including the Chair) or otherwise) to make that decision.

Trust Board Chairperson Name: John Macaskill-Suth

Trust Board Chairperson Signature: [Signature] **Date:** 6-4-22

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