



Enrolment Policy and Procedure

Principles

Enrolment at Alphington Grammar School is open to students of all backgrounds and abilities, without reference to irrelevant personal characteristics such as gender, race, disability, religious belief, political belief or sexual orientation. This is in keeping with our School Mission Statement, which highlights the importance of promoting “respect for the individuality of others” and “understanding and appreciation of our culturally diverse society”. One of our Key Values is to *value diversity*. We are a co-educational school with no religious affiliation or religious observance in our programme. We were established by the Greek Community of Melbourne and Victoria in 1989 expressly to cater for a multi-cultural school population.

Our Enrolment Policy complies with all applicable State and Commonwealth legislation, in particular that relating to discrimination, equal opportunity, immunisation and privacy.

Enrolment offers

Applications for enrolment are dealt with at the time and in the order of their receipt and offers are generally made immediately on satisfactory completion of the procedure outlined below. There is no entrance examination or minimum academic standard for entry to the school. The application form requires the nomination of referees for applicants wishing to transfer from other schools and enrolment may be refused in the case of a sustained or deteriorating record of behaviour on the part of an applicant. Enrolment may be withheld or cancelled if significant and relevant information has been knowingly withheld by a student’s family at the time of application. All reference information is treated as absolutely confidential.

Waiting lists

If enrolments for a particular year group reach the maximum set for that group (see table below), further applicants are placed on a waiting list in the order in which their applications have been received. Places which subsequently become available will, in general, be offered in that order, subject to satisfactory completion of the enrolment procedure. The only exception to this pattern is that applicants who already have siblings enrolled at Alphington Grammar are placed at the head of the waiting list, in the order that their applications have been received.

Enrolment caps

Pre-Prep:	30 (on any given day)
Prep to Year 10:	50
Years 11 and 12:	75

Procedure

1. An enquiry is received from a potential applicant's family and arrangements made for an initial visit, to tour the school and meet the School Development Manager. (This may take place on an Open Day or by individual appointment.)
2. A fully completed and signed application form is submitted, accompanied by payment of the Registration Fee, a copy of the applicant's birth certificate, a copy of the applicant's most recent full school report (if applicable) and Immunisation Certificate (primary years only).
3. The applicant and his/her parent(s) attend for an enrolment interview with the Principal or his representative.
4. References are taken on students transferring from other schools.
5. A letter of offer is sent to the applicant's parents.
6. The offer is confirmed when the signed acceptance form is received, along with payment of the Confirmation Enrolment Fee.

Privacy - Collection and disclosure of personal information

The school collects personal information, including sensitive information about pupils, parents and guardians before and during the course of a pupil's enrolment at school. The primary purpose of collecting this information is to enable the school to provide appropriate schooling for each child.

Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care. Certain laws governing and relating to the operation of schools require that certain information be collected.

Health information about pupils is sensitive information within the terms of the National Privacy Principles under the Privacy Principles governed by the Privacy Act. We ask parents to provide medical reports about pupils from time to time.

The school from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes other schools, government departments, medical practitioners and people providing services to the school, including visiting teachers, (sport) coaches and volunteers.

Personal information collected from pupils is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, pupil activities and other news are published in school newsletters, magazines and on our website.

Parents may seek access to personal information collected about them and their child by contacting the school. Pupils may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, or where access may result in a breach of the school's duty of care to the pupils, or where pupils have provided information in confidence.

From time to time the school engages in fundraising activities. Information received from parents may be used to make an appeal to them. We will not disclose personal information to third parties for their own marketing purposes without consent.

If parents provide the school with the personal information of others, such as doctors or emergency contacts, we encourage parents to inform them that they are disclosing that information to the school and why, that they can access that information if they wish and that the school does not usually disclose the information to third parties.