



ENROLMENT POLICY

INTRODUCTION

Trinity Grammar School aims to provide a thoroughly Christian education for its boys, imparting knowledge and understanding of the world we live in, and recognising the importance of spiritual qualities in every sphere of learning and living. While the School does not suit all boys, there is no reason in principle that boys with disabilities cannot be eligible to enrol. Indeed, the School has since its inception enrolled many students with disabilities.

This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Head Master's responsibility to decide the appropriate course to take in the circumstances.

RELEVANT LEGISLATION

Disability Discrimination Act

Race Discrimination Act

Anti-Discrimination Act

These Acts make it unlawful to discriminate against a person on the grounds of their disability, or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

DEFINITIONS

Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a boy entered on the waiting list or enrolled at the School and, where the boy has only one parent, means that parent.

disability, in relation to a boy, means:

- > total or partial loss of the boy's bodily or mental functions; or
- > total or partial loss of a part of the body; or
- > the presence in the body of organisms causing disease or illness; or
- > the presence in the body of organisms capable of causing disease or illness; or
- > the malfunction, malformation or disfigurement of a part of the boy's body; or
- > a disorder or malfunction that results in the boy learning differently from a boy without the disorder or malfunction; or
- > a disorder, illness or disease that affects a boy's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

ENROLMENT PROCESS

New Enquiries

The Registrar will send everyone enquiring about enrolment details of the procedure for enrolment at the School including:

- > A Prospectus
- > A statement about the School Fees
- > An Application for Registration on the Enrolment Register

Waiting Lists

The Head Master through the Registrar is responsible for the maintenance of waiting lists for entry to the School, including future pre-kindergarten classes.

Names of boys will be entered on the appropriate Enrolment Register when their parents or a parent return:

- > the Enrolment Application form;
- > a non refundable Application Fee of \$200.00;
- > a copy of the boy's birth certificate;
- > copies of the boy's last three school reports (if applicable);
- > a written family character reference;
- > the name, address and telephone number of a Minister of Religion, or second written family character reference whom the School may contact; and
- > all medical, psychological or other reports about the boy in their possession or control.

Failure to provide all required information may result in the School declining to enter the boy's name on the appropriate enrolment register or delaying such entry, and may also result in the School declining or delaying the boy's enrolment.

Enrolment Offers

The School will undertake an assessment process at some time decided by the School after a boy's name has been entered on the enrolment register. This assessment process will include an academic assessment of the boy. As part of the assessment process, the School may ask the parents to provide more information about the boy.

Where a boy has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the boy to participate in the School's courses or programmes or to use the School's facilities or services, the School will make an initial assessment of the boy's needs. This will include consultation with the boy or the boy's parents. In addition, the Head Master may:

- > require the parents to provide medical, psychological or other reports from specialists outside the School;
- > obtain an independent assessment of the boy.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Head Master or his delegate to contact:

- > the Principal of the boy's previous school to confirm information pertaining to the boy;
- > any medical or other personnel considered significant for providing information pertaining to the needs of the boy.

The Head Master may decline to proceed any further with the enrolment process where the parents fail to provide the information or authorities referred to above.

Unacceptable behaviour

Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the boy's enrolment at the School is likely to be detrimental to other students, the staff or the School, notwithstanding that the boy be the sibling of a current student, the Head Master may decline to proceed any further with the enrolment process.

Disability

Where information obtained by the School indicates that the boy has a disability, the Head Master will seek to identify the exact nature of the boy's needs and the strategies required to address them. Having obtained this information, the Head Master will determine whether the boy, if enrolled, would require some measures or actions to assist the boy to participate in the School's courses or programmes or to use the School's facilities or services that are not required by students who do not have the boy's disability. Where the Head Master determines that the boy would require some such measures or actions, the Head Master will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular boy is reasonable, the Head Master will have regard to all the relevant circumstances and interests, including:

- > the boy's disability;
- > the views of the boy or the boy's parents about:
 - i. whether the particular measure or action is reasonable;
 - ii. the extent to which the particular measure or action would ensure that the boy was able to participate in the School's courses or programmes or to use the School's facilities or services on the same basis as a boy without the disability;
- > the effect of the adjustment on the boy, including the effect on the boy's:
 - iii. ability to achieve learning outcomes; and
 - iv. ability to participate in courses or programmes; and
 - v. independence;
- > the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
- > the costs and benefits of taking the particular measure or action.

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, the Head Master will take into account all relevant circumstances of the case, including:

- > the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the boy, the family of the boy, and the School community); and
- > the effect of the disability of the boy; and
- > the School's financial circumstances and the estimated amount of expenditure required to be made by the School.

Where the Head Master determines that the enrolment of the boy would require the School to take unreasonable measures or actions to ensure that the boy is able to participate in the School's courses or programmes, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Head Master may decline the offer of a position or defer the offer.

School's considerations

When considering making offers of a place at the School, the School may give preference to:

- (a) brothers of students already at the School;
- (b) brothers, sons or grandsons of Old Boys of the School;
- (d) sons of staff members.

The School may also consider: evidence of a place at a similar independent school elsewhere in Australia if a family relocates from interstate; a student's willingness and ability to contribute to the wider life of the School; evidence of good leadership and good character; and the date of lodgment of the Application for Registration Form.

When a position becomes available, the School may in its discretion invite the parents of a boy on the waiting lists to attend an interview at the School with the Head Master or a member of staff appointed by the Head Master. At the interview, among other things, the School's representative will:

- > inform the parents of their responsibility to the School in relation to fees and will ascertain their ability to afford the current fees;
- > will seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.

Failure by parents to disclose information

The School reserves the right not to offer any boy a place at the School or to defer the offer of a place to any boy in its discretion but particularly when the parents, having been aware of their boy's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their boy.

The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a boy's needs and where the parents have not declared or have withheld known information pertaining to their boy's needs.

Enrolment Offers and Acceptance

At the satisfactory conclusion of the assessment and interview process, the School may make an offer to the parents to enrol the boy. To accept the offer, the parents must, by the date mentioned in the letter of offer, deliver to the School:

- > the Acceptance Form and documentation;
- > the non-refundable enrolment fee;

Failure to reply within the required time may result in the position being re-offered where other boys are waiting for entry to the School.

Entry at the start of Kindergarten

Normal Entry

Both 4 year-olds, and 3 year-olds whose 4th birthday falls on or before 30th April of the proposed year of entry, are eligible to commence **Pre-Kindergarten**.

Both 5 year-olds, and 4 year-olds whose 5th birthday falls on or before 30th April of the proposed year of entry, are eligible to commence **Kindergarten**.

All boys must undertake a "readiness for school" assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who are assessed as being not yet ready for school, the Head Master may require an additional assessment process to be undertaken to determine whether or not the boy has specific learning needs. Unless specific learning needs are identified, the Head Master reserves the right to defer the enrolment to the following year.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the boy's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the boy.

Early entry

Early entry to Kindergarten for a 4 year-old, whose 5th birthday falls after 30th April of the proposed year of entry, may be accepted, subject to:

- > a written application being addressed to the Head Master;
- > there being vacancies after all other boys, who will have attained the age of five years before 30th April, have been offered places;
- > the Infants Coordinator's assessment of the boy concerned confirming that he or she is ready for admission to Kindergarten.

Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Head Master, a provisional enrolment may be offered for a boy for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Head Master may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and school fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of boys with a disability.

HOLDING OF CLASS PLACES

Places at the School will not be held for students who are withdrawn from the School for periods of time at the discretion of the Head Master. Should the period of intended absence be less than one school term, places may be held subject to School fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

A re-enrolment fee will apply to students who are withdrawn from the School and who at a later date decide to re-enrol.

Boarding

Prospective boarders, together with parents and guardians, are interviewed by the Boarding Housemaster and Director of Boarding, prior to being offered a place in the House. At this interview results of testing are discussed, academic strengths and weaknesses and sporting and co-curricular preferences investigated. Copies of the Boarding House Handbook are distributed and its basic contents discussed. Expectations, routines and procedures are highlighted and the boy's suitability and desire to board are assessed. A tour of the School and the Boarding House is arranged.

Boarding Options

There are three options available to parents of boys who board at Trinity.

Full Boarding

This is the most common form and is particularly suitable for boys whose parents are intra or interstate or overseas. It is also a valuable option for boys who are experiencing difficulties in the family home or who require more strictly supervised and organised study and other routines.

Full boarding is seven days a week. There are two Exeat weekends each term during which boys are required to leave the Boarding House by no later than 12pm Saturday, returning between 5.00pm and 9.00pm Sunday. They may stay with parents, guardians or any other family approved of and authorised by parents. Other leave may be requested by parents from time to time and day leave may also be applied for once or twice a term.

Weekly Boarding

This option is popular with boys whose parents live locally and are prepared to provide appropriate care each weekend. Under this arrangement a boy must go home to his parents each weekend, returning to the Boarding House at 6.00pm in time for Church on Sunday evening and at 5.30pm if dinner is required prior to church.

Application for Weekly Boarding requires parents to sign a form in which they indicate that the boy will be residing with them, the location of the residence and contact phone numbers. Parents also complete and submit a Weekly Boarders Leave application at the beginning of each term. Weekly Boarders apply for leave each week in the normal manner and it will be automatically approved by the Boarding Housemaster, provided that academic work and behaviour has been of a suitable standard and all co-curricular and sporting commitments are honoured. Any breach of these conditions may result in weekly boarding privileges being withdrawn for a time or revoked entirely.

Day Boarding

Day Boarding is offered to boys who require short-stay residential care to facilitate their attendance at sport training or other co-curricular or school responsibilities. Day Boarding is available Monday to Thursday only. Day Boarders are not part of School House, retain their day House affiliation and remain part of the Day School. Day Boarding is not intended for long-term residential care.

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COUNCIL OF TRINITY GRAMMAR SCHOOL CRICOS CODE: 02308G



Trinity Grammar School

SENIOR & MIDDLE SCHOOLS | 119 PROSPECT ROAD, SUMMER HILL NSW 2130
PHONE +61 2 9581-6000 | FAX: +61 2 9799-9449