



Policy No/Name	EFE 16
Version	5
Status	Complete
Reviewed by	Trish Green
Responsibility	Principal/Board
Scheduled review date	Feb 2026

Eton Farm Education is a small non-government school with same age and multi-age classes. We believe that the best outcome for a child is to have everyone working together as one collaborative unit.

AIMS

- A. To accept and welcome families into our school community.
- B. To keep our school small enough to create and maintain a personal and caring community while having enough students to provide a peer group for all ages, and for the school to remain financially viable.
- C. Ensure all relevant student information is collected at time of enrolment and kept up to date.

This policy applies to:

- Students
- Parents/Carers
- Administrative employees

PRINCIPLES

- A. To gain enrolment in Eton Farm Education there is a three (3) step procedure:
 - a. Lodge an *Application for Enrolment* with a non-refundable Application Fee
 - i. The application is assessed to determine whether the school is able to meet the child's specific needs. If the school cannot meet the child's specific needs while meeting the needs of the current students, the application will be declined.
 - b. Interview with Parent/Carer and prospective student.
 - i. At the interview the school will assess whether the school is able to meet the child's specific needs and whether there is a place available in the relevant class.
 - ii. If we are able to meet the child's specific needs but a place is not available, the child will be offered a position on the Waitlist adhering to the conditions listed below at section B.
 - iii. If we are unable to meet the child's specific needs the application will be declined.
 - c. Complete our *Contract of Enrolment* pay a non-refundable Enrolment Fee
- B. Waitlist Process of Enrolment.
 - a. Completion of *Application for Enrolment* as per section A, a-ii of this policy.
 - b. Interview with Parent/Carer and prospective student.
 - c. Offer place on the relevant years waitlist.
 - d. Completion of an *Application for Student Waitlist*.



- e. Payment of a non-refundable fee per child or per family.
 - f. If a place becomes available complete our *Contract of Enrolment* with the above fee detailed at A-c.
- C. Students on the Waitlist will be considered for placement by;
- a. Maximum enrolment does not exceed occupancy condition
 - b. Students with siblings already enrolled at Eton Farm Education
 - c. Date of application of enrolment
 - d. Spaces available in specific class
- D. The school will maintain an *Enrolment Register* that shows the enrolees;
- a. Full name (as per Birth Certificate)
 - b. Date of Birth
 - c. Date of enrolment
 - d. Date enrolment ceases
 - e. Immunisation status
 - f. Medicare number
- E. All children must be fully immunised to be enrolled as students.
- Parents/Carers are responsible for ensuring that all pertinent information regarding current and historical medical and immunisation details are kept up to date by promptly informing the school of any changes through our Data Management System *UeducateUs* or in person if a new or changed Student Health Care Plan is required.
- F. On acceptance of enrolment students and their families are expected to support the school's ethos, ensure payment of fees are made on time and comply with the school's, Code of Conduct, Behaviour Management Policy and other policies outlined in Appendix A.
- G. The school may suspend or expel a student from the school in accordance with the *Eton Farm Primary School, Behaviour Management Policy and Student Code of Conduct*.
- a. If a student is expelled from the school, the Principal will make decisions regarding all requests to adjust or refund remaining school fees.



- ***Enrolment of Children with additional needs – related to disability, physical health, mental health & other areas requiring additional resources and support***

Before an enrolment is confirmed, and to enable the school to appropriately plan for their inclusion, Eton Farm Education will request and compile information about a student's disability and their need for reasonable adjustments.

Parents/Carers often have a wide variety of documentation and reports can be of assistance.

The following types of documentation and reports are helpful:

- Previous school reports & achievements
- Psychologist's reports of, documented functional skills, cognitive assessments & IQ tests
- Speech Pathologist reports regarding language skills and recommended programs to apply in class
- Occupational Therapist reports documenting mobility and motor skills
- Medical specialist reports
- Vision reports
- Hearing reports

Eton Farm Education will endeavour to make "reasonable adjustments" to the school's learning environment and curriculum delivery to accommodate the student.

Please refer to *Eton Farm Education's Children with Special Needs/Disabilities Policy* (Disability enrolment and Discrimination) for further information.

RESPONSIBILITIES

A. Board

1. Monitoring and reviewing policy as needed.

B. Principal

1. Meet with prospective families.
 - a. Administration Staff to meet if the Principal or Deputy is unavailable.
2. Determine whether a place is available for the prospective student and determine whether a place will be offered.
3. Consider cases of student expulsion

C. Administration Staff

1. Manage enquiries and correspondence to and from prospective families via email, phone and post
2. Liaise with the Principal to set up appointments for tours.
3. Administration Staff to meet if the Principal or Deputy is unavailable.
4. Maintain waiting lists.



5. Distribute and receive enrolment contracts and ensure all requested paperwork is provided, including birth certificates, immunisation history statements, medical and allergy information and previous school records.
6. Send or request transfer note if applicable.
7. Invoice application for enrolment, tuition fees and levies
8. Keep up to date all enrolment and attendance records and retain records for seven years from the date at which the student's enrolment ceases.
9. Update Enrolment Register when students are removed from the attendance roll.
 - a. Leaving the school - notification by parent
 - b. Graduation at the end of Year 6.
 - c. Expelled from the school - notification by Principal

D. Parents

1. Complete required forms and fulfil responsibilities described therein during enrolment – annually and/or as required.
2. Meet with Principal and class teacher to discuss the needs of the student and the school.
3. Inform Eton Farm Education of any changes in circumstances, relating to the needs of the student;
 - a. living and custody arrangements
 - b. medical conditions



Appendix A:

RELATED ETON FARM EDUCATION DOCUMENTATION

A. Enrolment procedure:

1. Application for Enrolment
2. Application for Waitlist
3. Contract of Enrolment

B. Policies:

- Children with Special Needs/Disabilities Policy (Disability enrolment and Discrimination)
- Child Protection & Mandatory Reporting Policy
- Curriculum Policy
- Attendance, Illness & Truancy Policy
- Bullying Prevention Policy
- Excursions, Incursions, Camps Policy & Procedure
- Visitors & Parent, Volunteer and Visitor Code of Conduct
- Sun Protection Policy

CONTACT PERSON

Enquiries relating to this policy should be directed to the Principal.

BREACHES OF THIS POLICY

Any breach of this policy may result in termination of the Enrolment Contract

TERMS/DEFINITIONS

Reasonable Adjustments

As defined in the Disability Standards for Education 2005;

“A measure or action taken to assist a student with a disability to participate in education and training on the same basis as other students.”

Version History		
Date	Version	Reviewer
Nov 2019	1	Mary McKay-Walton
Nov 2022	2	Mary McKay-Walton
May 2023	3	Mary McKay-Walton
Sep 2023	4	Trish Green
Feb 2025	5	Trish Green