

Enrolment Policy



Beaconhills
College



1. PREAMBLE

Beaconhills College (**the College**) is a community Christian co-educational College offering outstanding, contemporary holistic education opportunities from Early Learning to Year 12. The College was established with the support of the Anglican and Uniting churches.

The College recognises that students thrive when they are enrolled at a school that best meets their educational needs and aligns with their families' values, attitudes and aspirations.

As an independent school Beaconhills provides choice to our families.

As an independent school, Beaconhills provides a unique service model where educational priorities, focus areas and capabilities differ from other schools and may not suit the needs of all students and their families.

2. DEFINITIONS

Enrolment Policy means Enrolment Policy.

Applicant means the person/s set out in the Acceptance of Offer being the Parents and/or Guardian/s of the student listed in the Acceptance of Offer and if more than one, each of them jointly and severally.

College means Beaconhills College.

College Fee Schedule means the fee schedule found under Enrolment on the College's website as updated from time to time.

Terms and Conditions means the terms and conditions of enrolment (the current version of which is available on the College's website).

Enrolment Fee means the fees specified in the College Fee Schedule as updated from time to time.

Endowment means a non-refundable payment that each family pays to the College prior to the first child attending that contributes to building and infrastructure investments.

Enrolment Confirmation Deposit (ECD) means the amount paid to accept an offer of place.

Parents for the purpose of this policy parents refer to parent or legal guardian who accepts the College's offer of enrolment for a child, also agrees to the terms in the Enrolment Agreement for the duration of the child's enrolment.

3. OBJECTIVES OF THIS POLICY

To support the placement of a student and their families in a school where the student are most likely to succeed.



4. PURPOSE AND SCOPE

The College currently provides a school curriculum for students:

- (a) The Little Beacons Early Learning Centre (**ELC**), which is based on the Australian National Quality Standards for early education and care services and the Early Years Learning Framework of Australia (EYLF) as overseen by Australian Children's Education and Care Quality Authority (ACECQA).
- (b) Prep to Year 10 based on the Victorian Curriculum Foundation to 10 priorities and standards (or equivalent if superseded) overseen by the Victorian Curriculum and Assessment Authority (VCAA)
- (c) Years 11 and 12 based on the Victorian Certificate of Education (VCE) overseen by the Victorian Curriculum and Assessment Authority (VCAA)
- (d) This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College (either as a domestic or international student), including specifically the College's approach to inclusivity.

5. KEY PRINCIPLES

Through this policy, the College aims to:

- (a) outline the College's educational services so that families can evaluate whether the College is the right school for them, and maintain an open, transparent and fair procedure that is not unlawfully discriminatory against the enrolment of students (both domestic and international)
 - (b) clearly explain to prospective parents/guardians (referred to as **parents**) the College's enrolment process (from enquiry to enrolment).
- 5.1. The College will meet the educational needs of all students, including domestic and international students, and uphold its duty of care obligations through a shared responsibility that includes the provision of accurate and timely information by families.
- (a) ensure the College maintains our core community values of *Respect, Compassion and Integrity*
 - (b) ensure the College maintains our Learning Culture of being *Here to Learn, Ready to Learn, Able to Learn*
 - (c) ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a *Positive Learning Environment* that supports their disabilities, including in Boarding residences
 - (d) promote our contemporary Christian school ethos in the tradition of the Anglican and Uniting Churches of Australia where all students are welcome irrespective of their different faith or of no faith
 - (e) comply with the requirements of the Education and Training Reform Act 2006 (Vic) (as amended or replaced from time to time), and other relevant legislation
 - (f) ensure that procedures are in place for the management, storage and retrieval and removal of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 17).



5.2. To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board	- ensure the College meets its legal and regulatory responsibilities – including those which relate to inclusivity - review and endorse this policy - review and set the annual tuition fees (as applicable to domestic and international students) on an annual basis and otherwise as required.
Executive Principal	- establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation - final decision-maker in relation to enrolment decisions - ensure the enrolment policy is compliant with the College's Constitution.
Head of Engagement	- ensure compliance with this policy with enrolment practices - ensure prospective parents are provided with the necessary information about the enrolment processes.
Parents	- read and comply with this policy - when seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website) - disclose their child's needs (including those which are diagnosed, undiagnosed, suspected or imputed), or information which may otherwise be relevant to the College providing an education and boarding to the child, the child's wellbeing, or the education and wellbeing of other students.

6. ENTRY POINTS

The College offers the following key enrolment entry points:

- The Little Beacons Learning Centre (Discovery and Seedling)
- Prep
- Year 5 – Berwick only from 2031
- Year 7
- Year 10

Enrolment places are offered at other levels if vacancies exist.

Parents may apply for a place at the College for their child at any time from the child's birth.

6.1. Early Years Admission

- To be eligible for admission into the ELC Discovery Program, children must be three years of age before 1 January in the year they begin Discovery and toilet trained upon commencement



- (b) All children to be enrolled in the ELC must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the College is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

6.2. Prep Admission

To be eligible for admission to Prep, children must be five years of age on or before 30 April in the year they begin schooling and, in the College's reasonable opinion, school ready.

In determining the school-readiness of a child, assessed against the College's commitment to inclusivity, the following criteria may be considered, including but not limited to:

- (a) Separation: Is the child ready to separate from the parent for a day?
- (b) Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
- (c) Any current or pending diagnoses to inform work and capacity.
- (d) Social maturity: Is the child ready to be part of a large group? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
- (e) Behavioural regulation: Can the child successfully regulate their behaviours in the classroom setting and in the school yard?
- (f) Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
- (g) Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)?

School readiness interviews will be conducted with the Head of Junior School as well as other staff as required. Students will be required to attend induction days to support staff observations to determine their school readiness.

6.3. Year 5 – 8 Admission

Once an offer to attend Beaconhills College has been accepted, students must attend an interview with the Head of Middle School and / or Year level, or a representative to endorse the offer.

Students need to provide school reports at the time of accepting the offer.

6.4. Year 9 to Year 12 Admission

Entry to Years 9 to 12 is based on their readiness and suitability to be a Beaconhills College student.

Entry is determined by a student's suitability towards engaging with the VCE curriculum and able to meet the behavioural standards of the College to contribute to a positive learning environment. Therefore, prior to the confirmation of an enrolment:

- (a) students need to attend an interview with the Head of Senior School/Head of Year 9 and/or a representative
- (b) students will need to demonstrate satisfactory completion of previous years with the provision of a full academic transcript
- (c) The application must be supported by parental consent for the College to seek a reference from the student's previous school regarding attendance, engagement, and any concerns relating to student behaviour.



6.4. International Students

The International Student Program is a selective entry program, with applications assessed on merit. Selection is based on determining whether the student is well suited and able to fully engage in a Beaconhills education while living in Australia.

The following criteria may be considered, included but not limited to:

- (a) students have demonstrated satisfactory English skills as determined by external language assessments such as AEAS or IELTS which is confirmed during the application process
- (b) comply with Australian laws and regulations relating to the possession, prescription, and consumption of medications, and hold health insurance that provides cover for psychological and medical practitioners as required whilst studying in Australia
- (c) families demonstrate a willingness to support their child's engagement with psychological and medical practitioners as required
- (d) demonstrate a genuine reason for studying in Australia and at Beaconhills College
- (e) has gained or in the process of gaining the relevant Visa for studying in Australia
- (f) has had no previous Visa cancellations or refusals
- (g) demonstrated high attendance and standards of behaviour at their previous school
- (h) families are willing to enter into a guardian arrangement and have a parent, legal custodians or relative live in Australia to care for an international student under 18 years of age
- (i) demonstrated capacity to live away from home in Australia whilst studying.

International families are required to fully disclose any learning needs, physical health (including medications – prescription and otherwise) or mental health concerns to ensure that the College can fully support the needs of the international student and make a fully informed decision on the acceptance of the enrolment.

6.5. Eligibility Criteria

To be eligible for enrolment, the prospective student must be either:

- (a) an Australian citizen;
- (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
- (c) deemed eligible and approved for enrolment by the Executive Principal as determined at their sole discretion.

7. OPEN ENTRY POLICY ELC TO YEAR 8

The College will accept all enrolment applications; however, any offer of enrolment remains subject to the College's discretion. In exercising that discretion, the College may:

- (a) offer scholarships to specific groups of students as part of the Beaconhills Scholarship program
- (b) determine enrolments based on its ability to provide educational services to the student
- (c) apply the priorities for enrolment as set out in clause 8.2 of this policy.



8. APPLICATION PROCESS

Before submitting an application for enrolment form, families of prospective students are encouraged to:

- (a) review the College's website
- (b) review this policy, and other policies and procedures available on the College's website, to fully understand the ethos, vision, mission and values that will frame a student's education at the College
- (c) attend Open Days, as advertised
- (d) book a tour of the College and receive an Information Pack and Prospectus
- (e) request or download an application for enrolment form.

8.6. Submit an Application

An application for enrolment may be made by submitting a completed application form made via the College's website with all supporting documentation.

Local students are required to complete an online application, and international students must complete a hard copy application.

An application for enrolment must be accompanied by:

- (a) confirmation of identity documentation. These include birth certificate, passport and if required Visa and proof of citizenship
- (b) court and parenting orders if any are in place
- (c) further documentation that may be requested includes current immunisation certificate from Medicare, NAPLAN results, school reports, and prep transition statements
- (d) personal contact details of both parents
- (e) a non-refundable enrolment application fee is payable at the time of application
- (f) submission of an enrolment application form and payment of the enrolment application fee do not guarantee a place at the College. The College may request an additional interview to support the assessment of the application.

Only fully completed applications for enrolment (inclusive of all fees and documentation) will be placed onto the school's waiting list.

Approximately 18 months prior to commencement in Prep, Year 5, Year 7, and one year prior to Year 9 and Senior School, applicants will be requested to review and update their application details and submit an *Enrolment Update Form*. Applications will be considered incomplete if the *Enrolment Update Form* has not been completed.

Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

8.2. Waiting lists and priority of enrolment

- (a) All applications are managed on a waiting list based on the date a completed application for enrolment is received (noting incomplete applications will not be processed).
- (b) Applications may be eligible for an enrolment priority if they are:
 - (1) a sibling of a current student (siblings will be prioritised when an enrolment form is received within 12 months of the start of the school year the student is due to commence);
 - (2) alumni, or children of alumni of the College where alumni have attended the College for a minimum of three years
 - (3) the child of a permanent ongoing staff member who has successfully completed probation.



- (4) any additional priority categories set out elsewhere in this policy.
- (c) The College retains the discretion in all enrolment decisions and, in exercising that discretion, may consider a range of criteria, including but not limited to the following:
 - (1) information disclosed in the application for enrolment form
 - (2) the child's pre-enrolment interview and if applicable pre-enrolment assessments.
 - (3) the child's behavioural history
 - (4) alignment between the values and beliefs of the child's family and the vision, mission and values of the College
 - (5) the child's intended starting year level and whether this aligns with a key entry point at the College
 - (6) the College's capacity, as an inclusive school, to support a prospective student's needs in the College environment (see below).
- (d) The overall suitability of an application including a family's willingness to comply with College policies, behavioural expectations and extracurricular interests are taken into consideration. The following is also considered:
 - (1) reasonableness of adjustments required to the College's resources and educational model to deliver the prospective students education
 - (2) the prospective student's willingness and ability to comply with the College's behavioural standards
 - (3) the prospective student's willingness and capacity to derive benefit from the College's educational programs and in turn the student's willingness to contribute to a positive learning environment
 - (4) the prospective student's school readiness
 - (5) the willingness of the family to endorse the College's vision, mission and values; and
 - (6) any other considerations set out in this policy.
- (e) A number of enrolment places are maintained for scholarship and bursary recipients at the Executive Principal's discretion.
- (f) The College will apply the federal Department of Education's Priority of Access Criteria if there is a waiting list for the College's ELC or if the number of applications exceed the number of available places at the ELC.

9. TRANSFER BETWEEN CAMPUSES

Students cannot transfer between campuses unless extenuating circumstances exist, as determined by the Executive Principal in consultation with the Campus Principals, Head of Wellbeing, Head of Education and the relevant Heads of Section.

Once a student is enrolled, a formal application may not be submitted to transfer the student to an alternative campus.



10. PRE-ENROLMENT INTERVIEW

Where appropriate, the College will invite a prospective student and their parents to attend a school readiness or pre-enrolment interview with relevant members of staff. Attendance at a pre enrolment interview does not guarantee a place at the College and does not constitute an offer of enrolment.

The purpose of the pre enrolment interview is to:

- (a) enable the College to understand the prospective student's strengths, areas for development, school readiness and support needs, and the contribution the student and family may make to the College community; and
- (b) enable the prospective student and their family to better understand the College and its approach to education.

Prior to the interview, families may be required to provide relevant documentation, including current school reports and assessment information. It is preferred that pre-enrolment interviews are conducted in person.

Following the interview, the application will be reviewed by the Campus Principal and relevant members of the section leadership team.

If the College forms the view, because of the interview process, that enrolment would be inappropriate, the College may discontinue the enrolment process or terminate an existing enrolment in accordance with the Terms and Conditions of the *Enrolment Agreement*.

11. OFFER OF ENROLMENT

The Executive Principal, in consultation with the Campus Principal, retains absolute discretion in determining whether to make an offer of enrolment.

The College does not disclose a prospective student's position on a waiting list, nor provide specific feedback regarding the timing or outcome of enrolment decisions.

All offers of enrolment are made in writing and must be accepted in the form approved by the College.

An offer of enrolment may be accepted in the form approved by the College, subject to the following:

- (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of the Enrolment Agreement and any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline)
- (b) Acceptance of an offer must be provided within the timeframe specified in the offer, which is generally 14 days unless otherwise stated.
 - (1) Where an offer lapses due to no response, the application will be cancelled. Any subsequent request for reinstatement will be treated as a new application, with the application date recorded as the date the reinstatement request is received.
- (c) Acceptance of an offer must be accompanied by payment of the non-refundable **Enrolment Confirmation Deposit** of \$1000 for all students Early Years Discovery Program to Year 12. This fee will be applied to the student's first term tuition fees.
 - (1) An Enrolment Confirmation Deposit (ECD) of \$500 must be paid to accept an offer of place in the Seedling Program (Child Care).
 - (2) For families who continue from Seedling to Discovery, a second ECD payment of \$500 is required in the June before moving into the Discovery Program. This amount is credited to tuition fees when the student starts Prep.



- (3) If a family declines an offer of place in the Discovery Program at Beaconhills the ECD of \$500 will be credited to their final account.
- (4) If a family declines an offer of place in Prep prior to 31 March the year before Prep entry, the full amount of \$1000 will be credited to their final account.
- (5) After a student commences in Prep no refund of the Enrolment Confirmation Deposit will be given with the full amount of \$1000 forfeited.
- (d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - (1) information provided to the College is found to be withheld, false or misleading
 - (2) circumstances of the student or family materially change, offer conditions are not met, which impacts the College's capacity to reasonably accommodate the student or where the Executive Principal exercises reasonable discretion
 - (3) fee obligations, including forfeiture provisions and refunds of the Enrolment Confirmation Deposit (ECD), are governed by the Enrolment Agreement.
- (e) If parents accept an offer of enrolment but the child does not subsequently commence at the College, the enrolment application fee and any tuition fees paid in advance will be forfeited, unless at least one term's written notice is provided.
- (f) The Enrolment Confirmation Deposit (ECD) is partially refundable where written notice is provided by 31 March in the year prior to commencement.
- (g) On commencing at Beaconhills College families are required to pay an Endowment fee that is directed towards a range of programs, including building works, upgrading of facilities and technology infrastructure. It is a condition of entry that the Endowment fee of \$1100 is paid prior to entry. Students entering the College who have no other siblings joining the College will pay a pro-rata endowment fee:
 - (1) Year 10, \$800
 - (2) Year 11, \$600
 - (3) Year 12, \$400
- (h) Details about all the College's tuition fees for that school year (collectively, the School Fees) and the terms on which School Fees must be paid, and the Enrolment Agreement are on the College website.

12. DEFER, REFUSE OR VARY AN OFFER OF ENROLMENT

Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Enrolment Agreement.

Requests to vary the commencement date are subject to the College's discretion and do not guarantee availability of a place in a future intake year.

A request to vary the date of entry for a student enrolment:

- (a) Notice must be given to the College in accordance with this clause.
- (b) The College in its absolute discretion may or may not agree to that request.



- (c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date. Parents must sign an updated copy of the College's Enrolment Agreement and otherwise comply with the College's enrolment requirements at that time.
- (d) The College may or may not in its absolute discretion require the payment of a further admission fee.

13. APPEALING AN ENROLMENT DECISION

Parents may appeal an enrolment decision in accordance with the College's *Complaints Resolution Policy*. A copy of the College's *Complaints Resolution Policy* can be found on the website.

14. PERIOD OF ENROLMENT

Once accepted, enrolment is ongoing unless withdrawn in accordance with the Terms and Conditions of the *Enrolment Agreement* or terminated by the College with appropriate notice.

15. ORIENTATION

Students and families are expected to comply with all orientation and induction requirements.

16. THE COLLEGE'S COMMITMENT TO INCLUSIVITY

The College is an inclusive school and welcomes students, families and staff from diverse backgrounds. The College supports individuals with a wide range of academic, behavioural, cultural, lifestyle, religious and learning needs.

For the purposes of this policy, a child's *relevant needs* include any needs that may affect the child's education or wellbeing, or the education or wellbeing of others within the College community. Relevant needs may include, but are not limited to, allergies, health conditions, physical or intellectual disabilities (diagnosed, undiagnosed, suspected or imputed), behavioural or learning challenges, learning support requirements, and needs of a medical, psychological, health or dietary nature.

The College is committed to complying with its legal obligations, including the National Disability Standards for Education, and to fostering an inclusive community. However, the College is not necessarily able to accommodate every prospective student's relevant needs, including where those needs must be considered in the context of the broader student cohort.

Before making an offer of enrolment, the College must be satisfied that it has the capacity and resources to adequately support a student's relevant needs and that the student will be able to meaningfully participate in and benefit from the educational program offered. Decisions regarding enrolment are informed by the availability of places, the suitability of programs and support levels, the student's level of school readiness (where applicable), and the College's overall capacity to support both individual students and cohorts.



The College reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. While complying with its legal obligations, the College may decline or terminate an enrolment where, in the College's reasonable opinion, a child:

- (a) poses an unacceptable or ongoing threat, or risk of harm, or repeated risk of harm to members of the College community (including staff, students and parents)
- (b) exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences, wellbeing or social integration of others in the classroom, social integration on school grounds (including when off campus, at any school-related activity, in the College's online environments and while representing the College)
- (c) exhibits behaviours, including violent or sexualised behaviours, that present unacceptable risk of emotional or psychological harm; or
- (d) does not have, or does not effectively respond to, strategies or supports recommended by qualified professionals to ensure self-regulation and positive engagement at school.

Accordingly, prior to an offer of enrolment being made parents must inform the College of all relevant needs a prospective student has.

Parents must disclose all relevant needs of a prospective student prior to an offer of enrolment being made and must promptly notify the College of any significant change in those needs.

A failure to disclose relevant needs, or to promptly notify the College of a significant change, undermines the trust required for an effective partnership between the College and families. In such circumstances, the College may, in its absolute discretion, decline to offer enrolment or terminate an existing enrolment in accordance with the Terms and Conditions of the Enrolment Agreement.

Where parents promptly and fully inform the College of a student's relevant needs, the College will act in accordance with applicable laws and its Terms and Conditions of the Enrolment Agreement.

17. REGISTER OF ENROLMENTS

The College maintains an electronic register of enrolments in accordance with legislative and recordkeeping requirements and the College's *General Records Management Policy*. The register includes the following information:

- (a) Name, age, date of birth and residential address of student.
- (b) Parent names and contact details.
- (c) Date of enrolment.
- (d) The student's Victorian Student Number.
- (e) Medical information for emergency management purposes.
- (f) Emergency contact details.
- (g) If applicable: Home care arrangements, court orders or parenting plans, transfer records.
- (h) Date of leaving the College and details concerning student's departure, where appropriate.
- (i) For students older than six years, details of previous schools or pre-enrolment situation.

The register is retained in accordance with the College's *Privacy Policy*.

Last review: 07 September 2026

Next review: 07 September 2028 (and every two years thereafter in accordance with the School's review cycle, or more frequently as required)

Constructed / Reviewed by: Business Manager, Executive Principal,
Head of Engagement

Approved required: Policy, Risk and Compliance Committee



BEACONHILLS COLLEGE

PAKENHAM CAMPUS

30-34 Toomuc Valley Rd,
Pakenham VIC 3810

BERWICK CAMPUS

92 Kangan Dr,
Berwick VIC 3806

1300 002 225

enquiries@beaconhills.vic.edu.au

www.beaconhills.vic.edu.au

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