



# Enrolment Policy

## THE HAMILTON AND ALEXANDRA COLLEGE

### INTRODUCTION

The Hamilton and Alexandra College is implementing this policy to ensure that all applications for student enrolment are treated fairly and equitably and to outline the conditions of attendance associated with the enrolment of students at the College.

### POLICY

The College maintains a non-discriminatory open-entry policy for students from ELC to Year 12. Students are accepted regardless of background and abilities. No entry tests are required other than for international students who are required to complete AEAS testing or similar.

The enrolment policy of The Hamilton and Alexandra College Early Learning Centre meets all the requirements of the Department of Education and Early Childhood Development policies. Reference should be made to the ELC Policy documents. A proportion of funds raised and fees collected may be applied to the conduct of the Early Learning Centre.

The College is committed to providing an opportunity for all children to become members of the school community, regardless of their religion, ethnic or social background, abilities and interests, but it is expected that all students will actively participate in each part of the school program, including service learning, leadership and co-curricular programs.

The parents or persons responsible for payment of fees shall pay to The Hamilton and Alexandra College such fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the School's Fee Policy, fixed by the Board each year. (See Fee Policy for more details)

Parents must provide frank and detailed information about their child's previous education, and if the child has special needs their reports need to be submitted with the child's school reports prior to interview and discussed with the Principal. It is the responsibility of the parents to advise the School of any changes in family circumstances affecting the life of the Student at the School.

All students enrolled at the College will be expected to reside with either parents/guardians or in the Boarding House. At any time when this may no longer be possible the College must be notified immediately, and the Principal reserves the right to withdraw the enrolled place.

All personal details provided regarding enrolment will be treated in accordance with the College Privacy Policy.

It is assumed that students will automatically continue their education at the College from year to year unless otherwise advised; however, parents and guardians will be required to update medical information on Operoo and other forms as required. Students may not be permitted to recommence until the medical forms have been appropriately completed and returned to the College.

The Principal reserves the right to make the final decision on all place offers and enrolments. All students will be interviewed by the Principal and/or Head of Junior School, Head of Middle Years, Head of Year 12. The School has the right to determine the appropriate year level of a student's entry, and progression is dependent upon satisfactory performance in the opinion of the School.

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Enrolment may not be possible if the child's participation requires special services, facilities, resources or adjustments which cannot reasonably be made available; if the child, or other students, are placed at physical or emotional risk; and/or where the Principal believes that participation in classes will not further benefit the child or will significantly restrict the education of other students.

Our Code of Conduct expects students, parents and guardians to support the school's Uniting Church ethos, traditions and practices; treat staff, students and other parents/carers/guardians with respect and courtesy; support the school in its efforts to maintain a positive teaching and learning environment; understand the importance of healthy partnerships and strive to build these relationships; and adhere to the school's policies, as outlined on our website. In return the staff will strive to communicate with parents and guardians regularly regarding their child's learning, development and wellbeing; provide opportunities for involvement in the child's learning; maintain confidentiality over sensitive issues; relate with and respond to parents and guardians in a respectful and professional manner; and ensure a timely response to any raised concerns.

The School reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Principal to be unacceptable.

While the College takes reasonable precautions to prevent loss and damage the College does not accept liability and will not be responsible for damage to, or loss, theft or destruction of, students' (whether boarders or day students) personal effects (including notebook computers).

Related documents available from the School Office: Fee Schedules, Enrolment Forms, Fees Policies

**Point of Contact:** Principal

**Responsibility of:** The Hamilton and Alexandra College Board

**Created:** January 2010

**Date of last Amendment:** June 2024

**Due for review** July 2026

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Appendix for Enrolment Form

### CONDITIONS OF ENTRY

I/We the parent(s) or person(s) agree as follows (and where this application is signed by more than one parent or person each of us is bound by these conditions separately and jointly):

1. The parents or persons responsible for payment of fees shall pay to The Hamilton and Alexandra College ("the College") such fees and charges for the education and maintenance of, and for the supply of goods and services to the Student, as outlined in the School's Fee Policy, fixed by the Board each year.
2. All fees and charges shall be payable in advance by the start of the Term to which they relate or by monthly direct debit. The School reserves the right to remove or refuse entry to any student whose fees are not paid in accordance with this requirement.
3. Without prejudice to the requirements of Condition 2, a Late Payment Fee will be charged on any overdue account at rates determined from time to time by the Board.
4. A term's notice in writing must be given to the Principal prior to the removal of a student, otherwise half of the term's Full Fees will be charged.
5. The School has the right to determine the appropriate year level of a student's entry, and progression is dependent upon satisfactory performance in the opinion of the School.
6. I/We agree to fulfil the expectations of the School as outlined in the policies of the school including the Enrolment Policy and Code of Conduct.
7. The School reserves the right to discipline, suspend or expel any student whose lack of academic endeavour or whose behaviour is considered by the Principal to be unacceptable.
8. It is the responsibility of the parents to advise the School of any changes in family circumstances affecting the life of the student at the School.
9. I/We are aware of the School's Outdoor Education program and agree to allow our child to attend all compulsory camps.
10. I/We confirm that, in the event of illness or injury to my child whilst at school, or on an excursion or co-curricular activity, or travelling to or from school, I authorise the Principal or senior staff member in charge of my child, where it is impracticable to communicate with me, to consent to emergency medical arrangements on my behalf as are deemed necessary by a qualified medical practitioner. Such consent includes anaesthetics, blood transfusions and operations.
11. I/We will provide accurate and up-to-date medical information as required by the School.
12. I/We consent to the College communicating with my child's current school (where appropriate) for information about developmental needs.
13. I/We confirm that all information provided is complete and accurate.

