



Seymour College Enrolment Policy – Reception to Year 12

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Reviewed by:	Director of Enrolments and Community Relations The Principal Director of Finance and Operations
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References:	Disability Discrimination Act 1992 Disability Standards for Education 2005.
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Statement of Context and Purpose

Seymour College is a non-selective, private, girls' day and boarding school for students from Prep (aged four years old) to Year 12. Offering a broad curriculum to students from a diverse range of background.

The College looks to enrol students who may gain benefit from the broad and balanced education and who may contribute to our community by participating in the range of activities available.

The purpose of this policy is to provide clear guidelines and processes to prospective parents seeking enrolment at Seymour College and to ensure the staff responsible for managing enrolments maintain a consistent approach.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, all decisions will be made by the Principal and at their discretion.

This policy should be read in conjunction with: Seymour College's Terms and Conditions of Enrolment.

-The Early Years has a separate enrolment policy due to the specific legislation which govern this area.

Enrolment Eligibility

The College has 2 types of enrolments:

- As a domestic student
- As an international student

Domestic Students

A domestic student is any student who does not hold a Student Visa (subclass 500) and is not eligible to enrol as an international student. These students may include students on other types of visas as well as Australian Citizens. Domestic students applying for enrolment whose first language is other than English, may be required to take the AEAS test prior to entry.

International Students

An international student is any student not an Australian resident and holds a Student Visa (subclass 500). If an international student is studying overseas in non-English speaking countries in a school where the medium of instruction is not English, to be eligible to apply for enrolment at Seymour College, the student must demonstrate competency in the Australian Education Assessment Services (AEAS). The College will determine the student's English level suitability for enrolment to the College.

Seymour College will determine the year group and courses appropriate for an international student, based on:

- a completed [Application Form](#)
- copies of the student's two most recent school reports
- a copy of the AEAS test results
- photocopy or scanned copy of passport page with name, photo identification, passport number and expiry date
- details of the student's extracurricular involvement
- An interview in person or via Zoom with Head of Campus, Director of International Programs, Director of Enrolments & Community Relations and other staff as required.

Having considered all records and any further information which may be requested, the Principal of the College will make the final decision on the acceptance of any international students into the College.

Key Definitions

Throughout this policy, unless the context requires otherwise:

'Parents' - include legal guardians who have applied to have a student placed on the Enrolment waitlist or enrolled at the College and, where the student has only one parent, means that parent.

'Disability', - in relation to a student, is that as defined by the Disability Discrimination Act (Commonwealth) 1992.

Entry Points

Entry points to Seymour College are Early Years, Prep, Reception, Year 7 and year 10. Entry to other year levels are dependent upon available vacancies.

Early Years

Enrolments are accepted for children from 6 weeks of age to prior to starting Reception. *** please see separate policy.*

Junior Years

There is **no** automatic progression from the Early Years to Prep or Reception. Application for enrolment into Prep-12 involves a separate application form to the Early Years waiting list form and admission form.

Middle Years

Year 7 is the main intake year for enrolment to the Middle Years.

Applications may be made for enrolment into non-intake years. Vacancies in non-intake years are limited, unpredictable, and vary from year to year. Places can only be offered in non-intake years when vacancies arise.

Senior Years

Year 10 is the main intake year for enrolment to the Senior Years.

Applications may be made for enrolment into non-intake years. However, considerations need to be reviewed should a student wish to enter into Year 12.

Boarding

Applications may be made for Boarding places for any year from Year 7. Places can only be offered for available vacancies.

Wait List Protocol - Prep to Year 12

If the College cannot make an offer because places are no longer available at a year level or our Boarding House, applicants will be placed on the Waiting List. Applicants who are waitlisted will be given preference over new enrolments. Siblings and daughters of Old Collegians will also be provided with preference over other enrolments.

Enrolment Application Process

1. College Tour and Initial Contact

Prior to commencing the formal enrolment process, parents / guardians and students should attend either a College Tour and or personal tour as this will provide the opportunity for families to understand the educational and co-curricular offering, to meet with current students and staff and hear important insights.

2. Completion of Application Forms

Parents/Guardians should then submit the Application for Enrolment form, supporting documentation (see 2 a) and the Individual Needs Questionnaire (INQ)

(see 2 b). Once this documentation is received and the Application for Enrolment fee paid, a letter confirming receipt of the application and payment is sent to families.

- a) Supporting Documentation - The Enrolments department requires copies of a student's school reports (past two years) and where appropriate NAPLAN results along with information about a student's co-curricular interests and other achievements, as relevant.
- b) Completion of INQ - At the time of application, the College must be fully informed in relation to a student's individual needs (including physical, learning, or psychological needs and/or health care requirements), in order to provide adequate resources, facilities and support should an enrolment be offered. If any of these matters change or where any new matters arise subsequent to submitting the Application for Enrolment and INQ, the family must notify the College in writing immediately.
- c) If families fail to advise the College fully and accurately on any matter, either on the application form or subsequently, the College may cancel the application or withdraw an offer of enrolment.
- d) For students commencing in Prep or Reception as there are no school reports or NAPLAN results available, a staff member, will observe the student at their current kindergarten or day care. This ties into point 5 below.

3. Family Law Matters

The College is unable to involve itself in any family law matters. In the case of all families, including divorced or separated families, the College will assume that prior to contacting the College, both parents are in agreement to the Application for Enrolment being submitted and the possible enrolment of their child.

Unless otherwise state in Family Court Orders, both parents are required to sign the Application for Enrolment form, and, should a place be offered, both parents must sign the Offer of Place (see 2.3) (which includes agreement to abide by the Terms and Conditions of Enrolment).

4. Interview

Applications for enrolment will only be processed once the Enrolments department has received a fully completed application form signed by both parents, all the supporting documentation requested on the application form, and payment of the non-refundable Application for enrolment fee.

After all forms and documents have been received, and pending availability of enrolments, students and their families will be invited to attend an interview with the Head of Campus and / or other staff as required.

5. Observations / Come and Try Days.

Observations and Come and Try Days may be held up to 12 months before commencing Prep and / or Reception and up to two years before entry to Year 7.

6. Offer of Place

After all procedures and requirements have been met, and pending availability of enrolments, a place may be offered in writing sent along with the Offer of Place form (2c) and the Confidential Student Information form (see 2d)

7. Acceptance of Offer

Parents/Guardians return the Offer of Place form and the Confidential Student Information form along with the payment of the Confirmation of Enrolment fee.

8. Process to Support Student with Disabilities

Seymour College welcomes all students and aligns its enrolment policies and practices with Disability Discrimination Act 1992 and the Disability Standards for Education 2005.

An Application for Enrolment is assessed according to the rights and responsibilities of the standards and legislation afforded to prospective students, their parents/guardians. Prospective students with a disability are able to apply for enrolment on the same basis as a prospective student without a disability, and without experiencing discrimination.

When an application is received for a student with additional 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 student participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the students and / or parents as part of the collaborative process.

Depending on the circumstances the College may require:

- the parents to provide additional medical, psychological or other reports from specialists outside the College,
- the parents to obtain an independent assessment of the student
- Seymour College staff to consult with specialist staff who provided reports and recommendations.
- Seymour College staff to visit or contact the student's current school or learning environment. The College will seek the permission of the parents to do so.

The College will endeavour to make reasonable adjustment within all parts of a student's learning to ensure their successful participation in all aspects of College. Reasonable adjustments will be discussed with parents at an interview and prior to any offer of enrolment to ensure any proposed adjustment will satisfy the applicant's successful participation in the College.

9. International Students

All enrolment procedures for International Students are covered by Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) policies which can be access on the College website.

<https://www.seymour.sa.edu.au/international-students/>

10. Fees

Fees and charges are determined each year by the College Board, are reviewed annually, and are subject to change. All current fees are listed in the Fee schedule (See 2.e)

Application Fee

On submitting an application, parents/guardians are required to pay a non-refundable Application Fee to cover administration costs.

Confirmation of Enrolment Fee

On completing the Offer of Place form parents/guardians are required to pay a non-refundable Confirmation of Enrolment Fee.

11. Changes to Enrolment Applications

Subsequent to making an application, if parents /guardians wish to amend the point of entry for which an application has been made, this request is to be put in writing to the Enrolments department and is signed by all parties who signed the original application form. This should include the student's full name, address, the current point of entry and calendar year originally applied for, and the new point of entry and calendar year requested.

12. Not Taking Up an Accepted Place

If parents/guardians do not take up a place that has been offered and accepted, the Application and Confirmation of Enrolment fees will be forfeited.

13. Withdrawal of an enrolment

As stated in the Terms and Conditions of Enrolment, a term's notice must be given in writing, before any changes are made to the enrolment details of a student, including students withdrawing from the Boarding House. In default of such notice, a term's fee (tuition fee and boarding fee where applicable) will be payable to the College.