



# Bishop Tyrrell Anglican College

Learn. Lead. Serve.

## 1. SCOPE

Bishop Tyrrell Anglican College has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the College and to be fully involved in all areas of College life. Parents are expected to support the College by supporting the college philosophy and ethos, upholding all the College policies by adhering to them and speaking well of them at home, including uniform and discipline policies, paying College fees and committing themselves to being involved with college community events and interviews with teachers. The purpose of this policy is to provide a safe and secure environment for students, staff, and visitors and to meet the compliance guidelines.

## 2. STUDENT PROTECTION

Bishop Tyrrell Anglican College supports the rights of children and young people and is committed to ensuring the safety, welfare and wellbeing of students. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage behaviour that upholds the dignity and protection of students from harm.

## 3. DOCUMENT OBJECTIVE

This Enrolment Policy and Procedures sets out how Bishop Tyrrell Anglican College manages the Colleges enrolment of Students, to ensure that the whole process is a smooth transition for the new student into the College environment. The College may, from time to time, review and update this Enrolment Policy and Procedures to take account of new laws and technology, changes to the College's operations and practices and to make sure it remains appropriate to the changing College environment.

## 4. DEFINITIONS

For the purpose of this Policy, the following definitions apply:

The College means Bishop Tyrrell Anglican College.

NASC means Newcastle Anglican Schools Corporation.

## 5. CONDITIONS OF ENROLMENT

5.1 Students and Staff Bishop Tyrrell Anglican College has a duty of care for the safety of all building occupants it is imperative that staff and Management know how to safely implement the correct procedures during an emergency. Identifying specific risks and hazards to your building and/or occupants are a major part of this implementation and management process. Once identified, the best possible mitigation and procedural strategies can be initiated for both prevention and response.

### 5.2 Application For Enrolment

All enrolment applications are to be completed by the potential Parent or Guardian on behalf of the student. The application will include the agreement and highlight the conditions of enrolment

1) In this Application for Enrolment, "College" means the Bishop Tyrrell Anglican College and where the context permits, the Principal, and "my child" means the child referred to on the page overleaf under the heading "Personal Details" being the child in respect of whom this Application is made.

2) I/We understand and agree that:

a. My child may be required to undergo an entrance examination and that no warranty or undertaking has been given by or on behalf of the College that this Application will be accepted.

b. My child must abide by the College Rules and College Policies in force from time to time as interpreted by the College and be involved in co-curricular activities as outlined by the College. The continued attendance at the College is at the absolute discretion of the Principal.

c. The College reserves the right to expel, suspend or take any other disciplinary action thought appropriate by the College in relation to any child whose attitude, progress or behaviour is not, in the College's opinion, conducive to the welfare of that child or the College.

d. If the College or the Principal believes that a mutually beneficial relationship of trust and

cooperation between a parent and the College has broken down to the extent that it adversely impacts on that relationship and/or the College, and the welfare of the child, then the College, or the Principal may require the parent to remove the child from the College. In this case no remission of fees will apply.

e. The College reserves the right to amend its academic and other programmes, and this may include the right to discontinue teaching subjects and other programmes.

f. These Conditions of Enrolment may be amended at any time at the discretion of the College. Any amended Conditions of Enrolment shall be published on the website maintained by the College and shall apply after one full term's notice.

g. Prior to accepting a place at the College I will disclose all information about my child that relates to details of special circumstances of my child that may need to be taken into account by the College such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.

3) In the event of injury or illness to my child necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I/we authorise the Principal or, in his absence, a member of the College staff, to give the necessary authority for such treatment without the College, or such person, incurring any legal liability to the parent, guardian or pupil in so doing. I/We indemnify the College, its employees and agents of all costs and expenses arising directly or indirectly out of such treatment.

4) I/We agree to the following conditions:

a. To lodge with the College, a non-refundable entry deposit of such amount as the College has determined as being applicable for the calendar year in which entry to the College is sought for my child. The deposit and any income it may earn may be invested or otherwise used as the College, in its absolute discretion, determines. No interest shall be payable by the College in relation to the deposit.

b. All College Fees at the scale determined and published by the College from time to time are payable and will be paid by the fourth Friday of each term, or as otherwise agreed to by the College, upon

an account being furnished by the College. All other College expenses incurred by my child whilst enrolled at the College shall be paid by the date nominated by the College.

c. Where any account has not been settled by the fifth week of term, unless special arrangements have been made, my child may be suspended from the College until it is paid. Notwithstanding such suspension or other arrangements for payment permitted by the College, the liability to pay the account shall not be reduced. The College reserves the right to charge interest and an administration charge on outstanding accounts.

d. One full term's notice shall be given in writing of withdrawal of my child from the College, otherwise one term's fees become payable in lieu thereof (except in the case of expulsion for reasons other than non-payment of fees).

e. Each parent, or guardian as the case may be, who signed responsibility is severally liable for the payment of the fees including any fees and costs incurred by the College in recovering or attempting to recover any unpaid amount due.

## 5.2 Collection notice – Enrolment Application

All online applicants must accept the following terms and conditions for enrolment to be accepted.

- 1) The College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide Schooling for your child.
- 2) Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
- 3) Certain laws governing or relating to the operation of Colleges require that certain information is collected. These include Public Health and child protection laws.
- 4) Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.

5) The College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.

6) If we do not obtain the information referred to above, we may not be able to enrol or continue the enrolment of your child.

7) Personal information collected from students is regularly disclosed to their parents or guardians. On occasions information such as academic and sporting achievements, student activities and other news is published in College newsletters, College's website and other similar publications.

8) Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.

9) As you may know the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

10) We may include your contact details in a class list and College directory. If you do not agree to this, you must advise us now.

11) If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the College and why, that they can access that information if they wish, and that the College does not usually disclose the information to third parties. responsible for enrolments) will inform the Principal and he will ensure that the Home School Liaison Officer at the local

Department of Education and Training is informed within 7 days of the Principal being notified.

### 5.3 Discrimination Act

We adhere to the Discrimination Act. We do, however, have a level or prioritising of applications giving preference to staff, sibling(s) already at the College, children in jeopardy and then in order of date of the receipt of the application form. While the application form does allow preference to be given to families who are to demonstrate an ongoing Christian church attendance, this has not been applied to date.

### 5.4 Students Withdrawing

Written confirmation of a student leaving the School is sought from parents providing a terms notice in terms 1 and term 4 in all other times 4 weeks notice is required. If the student is of the age range of compulsory schooling requirement, future school of attendance is sought.

### 5.5 International Students

The College has a number of policies to support, protect and guide international students in their studies from Kindergarten into Year 12. All students entering the College undergo a literacy and numeracy assessment. Upon interview and induction parents and students will be informed of the guidelines required to assess a student's academic level and the point of level of entry at the College. This too will apply to international students.

Part of the enrolment interview process requires parents and students to supply reports from previous educational bodies to assist the understanding of the academic level of the enrolling student. If required, the Learning Enrichment Coordinator will be engaged to support the literacy level of the enrolling student. This may involve ESL support.

The College has a practice of informing staff of the skills and academic level of all students entering the College. This same process will be undertaken for international students.

The College has protocols for the induction of all students where they are assigned a student buddy . All new students are introduced to the respective House Coordinator. The induction process includes ongoing contact with parents and students to ensure the initial settling in period is sound and stable. The International Student policy has a specific induction process for all international students. As with all students there is an ongoing monitoring process to assess a child's academic and Pastoral development.

## 6. ENROLMENT PROCESS

### 6.1 Documents

The following process is intended to clarify and define the expectations of key Administrative Staff in the enrolment process. It should be remembered however, that all members of staff have an important role in the public image and hence the reputation of our College.

Parents that enquire about enrolment at Bishop Tyrrell Anglican College are given the following information pack and contact details from the College Registrar.

- Information Pack
- Application for Enrolment

Please note that for Kindergarten entry, the child must turn four years of age on or before 31st July in the year of entry.

### 6.2 General Enquiry

For a General Inquiry (yet to submit an Application for Enrolment Form):

- a. Discuss all potential enrolments with prospective parents;
- b. Send them the appropriate documentation, and,
- c. Invite them to attend the College for a Tour
- d. Prospective parents should complete the online 'Application for Enrolment'

### 6.3 Application Fee

An online Application for Admission form should be completed for each child and the Registration Fee of \$110 per child (including GST) which is non-refundable is to be paid. A copy of the child's last two reports.

### 6.4 Confirmation of Enrolment

Upon registration being confirmed, the College Registrar should enter all appropriate data into the student management database, in preparation for potential enrolment.

It is important to note that the completion of an Application for Admission form and payment of the Application Fee does not guarantee a place at the College. Places will be offered subject to the outcome of an interview with the Principal.

### 6.5 Interview

Following receipt of an Application Form: an Interview with an executive member of staff a. A time will be arranged for the parents and child to meet with the Head of Junior, Middle or Senior School.

b. At the interview with an Executive member of staff parents should accurately represent the needs of their child as evidenced through previous Schooling, assessments and observations to obtain an accurate understanding of the child's learning profile, academic and social development.

c. The College Executive takes interview notes then makes a recommendation in respect to enrolment. This should be done immediately following the interview if possible.

d. The College Registrar is informed of any offer and a letter is sent to the parents.

e. Upon the completion of the interview parents and accompanying children are invited to attend a tour of the College.

### 6.6 Offer Acceptance

Parents accept the offer of a place by returning to the College the documentation requested in the Letter of Offer, signed policies and Student code of Conduct.

A non-refundable Enrolment Fee of \$750 for the first child plus \$250 for each second and subsequent child is required to be paid at this time. Please note that despite the Letter of Offer being sent, the enrolment is not confirmed until the requested documentation and Enrolment Fee are received by the College.

The College Registrar should then maintain the file until the offer of enrolment is accepted or declined. It should be noted that the offer of enrolment is

generally for a period of 14 days. If no advice has been received from a prospective family within this timeframe, the College Registrar should contact the family to be advised of their intentions with respect to the offer of enrolment.

#### 6.7 Confirmation of Offer

Following acceptance of an offer, the following information should be recorded on the College's electronic student management database:

- a. Student's legal name, place of residence and date of birth
- b. Details of any legal provisions for care, welfare and development of the student
- c. Country of residence of student, and if applicable, the right to reside in Australia
- d. Contact information to be used in an emergency
- e. Details of any disability
- f. Any ongoing medical conditions (if any condition exists that impedes a student's progress or maybe pertinent to safety, an action plan is to be developed with relevant personnel).
- g. Full family details.

#### 6.8 Confirmation of Offer

If an offer of enrolment is not accepted, this should be diarised in the file and the file archived for reference.

### 7. FINANCIAL INFORMATION

**7.1 Tuition Fees and Charges** The Financial Information leaflet setting out the tuition fees and charges, discounts and conditions for the payment of accounts should be read in conjunction with the above information.

#### 7.2 Fee Table – Primary & Secondary

**Pricing Policy:** All of our prices are in Australian dollars (AUD) and include GST (Goods and services tax) as of 1<sup>st</sup> January 2022. Enrolment fees are regularly updated when fee changes occur.

	Annual Tuition Fee	RAL	Total Annual Education Fee
Kindergarten to Year 2	\$6,608.00	\$980.00	\$7,588.00
Year 3 to Year 4	\$7,024.00	\$1,292.00	\$8,316.00
Year 5	\$7,024.00	\$1,328.00	\$8,352.00
Year 6	\$7,024.00	\$1,444.00	\$8,468.00
Year 7	\$8,596.00	\$1,744.00	\$10,340.00
Year 8	\$8,596.00	\$1,760.00	\$10,356.00
Year 9	\$8,656.00	\$1,760.00	\$10,416.00
Year 10	\$8,656.00	\$1,808.00	\$10,464.00
Year 11	\$9,732.00	\$1,808.00	\$11,612.00
Year 12	\$9,735.00	\$1,758.00	\$11,493.00

### 8. POLICY MANAGEMENT

#### 8.1 Responsibilities

In accordance with responsibility for the College compliance, the Principal also retains responsibility for this policy and all delegated authorities within. All employees are responsible for the welfare of students and their colleagues. All employees should be familiar with this policy and ensure adherence is maintained at all times. This responsibility cannot be delegated.

**8.2 Policy Adherence** Adherence to this policy is a mandatory requirement of all College employees. Breaches of the policy will be subject to formal investigation and may lead to disciplinary action.

#### 8.3 Review

This policy will be reviewed annually, or when legislative or governing body changes may warrant a review. The Principal reserves the right to make changes as and when required. The Principal or the Principal's delegate is responsible for reviewing or making approved modifications to the policy and distribution of the policy.