

## Enrolment Policy

<b>Policy Code:</b>	<b>POL-STD-003</b>
Approved By:	Board
Approval Date:	21 September 2022
Effective From:	20 October 2022

### 1. Introduction

The Hunter Valley Grammar School Enrolment Policy endeavours to reflect our guiding values of respect, responsibility, compassion, citizenship, courage, optimism, gratitude and integrity and our motto "Success through Endeavour". As an inclusive and diverse school community, we welcome families who aspire to share in our ethos, values, and vision.

Hunter Valley Grammar School is a non-selective, co-educational, secular day school located in the NSW Hunter Valley.

The School consists of an Early Learning Centre, Junior School (Kindergarten to Year 6) and Senior School (Years 7 – 12). Hunter Valley Grammar School (HVGS) is committed to providing high-quality, global-focused education which promotes the development of each students' learning, life and growth through the School.

HVGS is an International Baccalaureate (IB) school authorised to deliver the Primary Years Programme (PYP), Middle Years Programme (MYP) and Career-related Programme (CP) which aligns with the Australian Curriculum and NSW Education Standards Authority (NESA) syllabus requirements.

### 2. Purpose

This policy outlines Hunter Valley Grammar School's principles and considerations for enrolment at Hunter Valley Grammar School across all programs.

### 3. Scope

This policy applies to all Hunter Valley Grammar School programs and enrolments, including the Early Learning Centre, Junior, and Senior Schools.

## 4. Enrolment Policies

### Kindergarten to Year 12

Parents may enrol their child in Kindergarten at the beginning of the school year if the student turns 5 years of age before the end of February that year. The [Education Act 1990](#) mandates that all children must be in compulsory schooling by the age of 6 and the school will give priority for Kindergarten enrolment to students turning 6 in that school year.

Enrolment is at the discretion of the School with regard to the date of application and the provisions of the [Disability Discrimination Act 1992](#) and the [Disability Discrimination Amendment Act 2005](#).

Enrolments for students with complex needs are reviewed by an Enrolments Panel comprised of the Principal, Heads of School and other key leadership and support staff. The role of the panel is to review these applications to ensure necessary support is available to facilitate successful enrolment.

Places will be offered to students on a waiting list for a specific year level based on consideration of a variety of factors including the date of application, currently enrolled siblings, and children of Alumni.

### Early Learning Centre

The Early Learning Centre is licenced for 60 children per day. Children may be accepted for up to 5 days per week should vacancies exist.

Enrolments in the Early Learning Centre will be based upon [NSW Start Strong Guidelines for Community Preschools \(Priority Access\)](#). The NSW Start Strong (Priority of Access) Guidelines followed by all State funded Preschools are defined by NSW State Government funding Agreements.

Hunter Valley Grammar School Early Learning Centre will follow the Priority Access Guidelines at all times when enrolling children. The waiting list application will reflect these guidelines to ensure that access is provided to families using these priorities.

In no particular order, these are:

- Children who are at risk of harm
- Aboriginal and Torres Strait Islander children
- Children from low-income families
- Children with disabilities
- Children with English language needs
- Children in their year before school (with highest priority given to children closest to school entry)

Children who have attended the ELC as a 3-year-old will be given priority for positions as a 4-year-old.

## 5. Principle of Inclusion

The Hunter Valley Grammar School Values promote inclusiveness within our School community. In line with these values, no student will be discriminated against including on the grounds of their race, religion, gender, age, ethnicity, language background, disability, caring responsibilities, sexual orientation, transgender status and marital or domestic status, when enrolling in Hunter Valley Grammar School.

It is a requirement of the [Australian Disability Standards for Education \(2005\)](#) that all educational facilities make reasonable adjustments to allow students with disabilities to participate in educational activities on the same basis as a student without a disability. Hunter Valley Grammar School will make reasonable adjustments to ensure that students with a disability can apply to enrol and be admitted to the School on the same basis as students without a disability in line with these standards.

## 6. Termination of Enrolment

Continuing enrolment is contingent upon compliance with the School's Conditions of Enrolment (K-12) and ELC Conditions of Enrolment. Termination of enrolment will occur

- at the time of graduation from the ELC
- at the time of graduation from year 12
- upon notice in writing from parent and carers of withdrawal from the school.

The School also reserves the right to exclude any student and terminate enrolment:

- in line with the Behaviour Management Policy and Guidelines, Student Bullying and Prevention Policy, Student Assault and Harassment Policy, or
- where fees are not paid as per the Conditions of Enrolment
- where a parent or carer acts in contrast to the [School Community Charter](#)
- any other serious breach of Policy or School values by a student or parent/carer.

## 7. Record Keeping

The NSW Registration Manual (3.8 and 3.6.2) requires the School to keep a register of student enrolments. The School will also maintain enrolment records for the Early Learning Centre that capture information to support adherence to the [NSW Start Strong Guidelines for Community Preschools \(Priority Access\)](#).

Hunter Valley Grammar School keeps a digital register of students using The Alpha School System (TASS). Student's enrolment information and other relevant original documents are also stored securely in hardcopy.

This register is retained for a period of seven years (three years for the Early Learning Centre) after the last entry is made, and copies of information in the register are securely stored digitally off-site at regular intervals.



## 8. Responsibilities

Position	Responsibility
Parents/Carers	Parents and carers have the responsibility to enrol their child in school and provide all necessary information to ensure that the school is able to support the student including informing the School of any risk assessment or support plans for their child.
The School	The school is responsible for ensuring that: <ul style="list-style-type: none"> <li>- Information about enrolment processes is available</li> <li>- That this policy is implemented in all enrolments</li> </ul>

## 9. Definitions

Term	Meaning
<a href="#">NESA</a>	NSW Education Standards Authority
ELC	Early Learning Centre
<a href="#">International Baccalaureate</a>	An international educational framework designed to develop “inquiring, knowledgeable and caring young people who help to create a better and more peaceful world through education that builds intercultural understanding and respect” (Source: <a href="https://www.ibo.org/about-the-ib/">https://www.ibo.org/about-the-ib/</a> )
<a href="#">Primary Years Programme (PYP)</a>	A program of the <a href="#">International Baccalaureate</a> framework for students aged 3-12.
<a href="#">Middle Years Programme (MYP)</a>	A program of the <a href="#">International Baccalaureate</a> framework for students aged 11-16.
<a href="#">Career-related Programme (CP)</a>	A program of the International Baccalaureate framework for students in Years 11 and 12.
<a href="#">NSW Start Strong Guidelines</a>	Start Strong funding for community preschools provides funding for the provision of preschool education delivered for the 2 years before school to children enrolled in community preschools in NSW

## 10. Related documents

### Policies and procedures

- [Student Anti-Discrimination Policy](#)
- [Student Duty of Care Policy](#)
- [Student Welfare Policy](#)
- [Scholarship Policy](#)
- [Sibling Discount Policy](#)

- School Community Charter

## Regulations and Guidelines

- [NESA Registered and Accredited Individual Non-Government Schools \(NSW\) Manual](#)
- [National Quality Standard \(NQS\)](#)

## Legislation

- [Education and Care Services National Regulations \(2011\)](#)
- [Education Act \(1900\)](#)
- [Disability Standards for Education 2005](#)
- [Disability Discrimination Act 1992](#)
- [NSW Anti-Discrimination Act 1977](#)

## 11. Contacts

Governance Officer:                      Enrolment Officer  
Accountable Officer:                      Principal

## 12. Document information and review

This policy document will be reviewed at least every three years.

Review Due:                      30 September 2025

## 13. Evaluation

The Board is responsible for evaluating compliance with the policy. Evaluation will be facilitated by means of:

- Principal's Report to every Board Meeting;
- Minutes from Board Committee Meetings;

## 14. Approval history

No	Effective	Approved by	Amendment
1	November 2005	Board	New policy document endorsed by the Board
2	March 2010	Board	Policy document reviewed and amended
3	June 2011	Board	Policy document reviewed and amended
4	May 2015	Board	Policy document reviewed and amended
5	June 2016	Board	Policy document reviewed and amended
6	October 2018	Board	Policy document reviewed and amended
7	September 2022	Board	Policy document reviewed and amended