ENROLMENTS POLICY

Last Review: November 2026	**Constructed/Reviewed by:** Blackheath & Thornburgh College on advice from Russell Kennedy Lawyers
Next Review: October 2028	**Approval Required:** Principal

1 Purpose and Scope

1.1 Blackheath & Thornburgh College (the **College**) is an independent school offering exceptional educational opportunities for students from Kindergarten to Year 12, and a boarding facility for students from Year 6 onwards.

1.2 The College currently provides a school curriculum for:

- Kindergarten, which is based on the National Quality Standard (NQS) for early education and care services.
- Prep to Year 10 based on all eight learning areas of the *Australian Curriculum for Prep to Year 10* (version 9 or equivalent if superseded).
- Years 11 and 12 based on the subject selections available through the Queensland Curriculum and Assessment Authority.

1.3 This policy sets out the enrolment principles and requirements for families of prospective students who are seeking to enrol a child at the College and its boarding facility, including specifically the College's approach to inclusivity.

2 Aims and Key Principles

2.1 Through this policy, the College aims to:

- Maintain an open and fair procedure for the enrolment of students seeking admission to the College and its boarding facility.
- Ensure the procedure for enrolment to the College and its boarding facility is fair, transparent and not unlawfully discriminatory.
- Maintain a diverse, balanced and beneficial blend of students including those of varying cultural backgrounds and faiths.
- Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment and boarding processes (from enquiry to enrolment or acceptance to board).

- Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
- Ensure that the College can provide boarding facilities for the needs of all its boarders.
- Ensure the College maintains its core values in relation to the education and boarding facilities it provides.
- 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 pastoral and learning environment that supports their needs.
- Comply with the requirements of *Education (General Provisions) Act 2006* (Qld) (as amended or replaced from time to time), and other relevant legislation.
- Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 13).

2.2 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. • Review and endorse this policy. • Review and set the annual tuition and boarding fees on an annual basis and otherwise as required.
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 and boarding decisions.
Registrar	• Ensure compliance with this policy. • Provide prospective parents with the necessary information about the enrolment and boarding processes.

Parents	• Read and comply with this policy. • When seeking enrolment of a prospective student, complete the online application for enrolment form as contained in the College's enrolment documentation (available on the College's website). • When seeking to have an enrolled student access the College's boarding facility during enrolment, complete any additional forms and information as required by the College. • Disclose any special needs which may be relevant to the College providing an education or boarding experience to a child, the child's welfare, or the education, welfare and boarding experience of other students.

3 Entry Points

3.1 The main enrolment entry points into the College are traditionally:

1) Kindergarten.

2) Year 7.

3) Year 11.

3.2 The main entry points into the College's boarding facility are traditionally upon enrolment to Years 7 or 11 or during enrolment (provided the student is at least in Year 6).

3.3 Places of enrolment and boarding are offered at other levels if vacancies exist.

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

3.5 Parents may apply for a place at the College's boarding facility for their child upon and during enrolment via the online application for enrolment form.

3.6 To be eligible for admission into Kindergarten, children must be four years of age on or before 30 June in the year they begin schooling and fully toilet trained upon commencement.

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

3.8 In determining the school readiness of a child, the following are examples of factors that will be considered:

- Separation: Is the child ready to separate from the parent for a day?
- Physical independence: Can the child manage toileting and their own clothes and belongings independently?
- Social maturity: Is the child ready to be part of a large group with approximately 22 children and two educators in Kindergarten or one teacher in Prep? Can the child interact appropriately with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
- Confidence: Is the child able to ask for help and assistance when required?
- Language: Is the child able to communicate in order to be understood?

3.9 In determining the boarding readiness of a child, the following factors will be considered:

- Those referred to at clause 3.8, including the social maturity of the child (as it relates to the College boarding environment) and the suitability of the child to board at the College (including by reference to the proposed boarder's maturity, degree of independence, capacity to participate in the College's boarding programs, and capacity to comply with the College's boarding program standards).
- Any needs the child may have, including academic, behavioural, physical, emotional, psychological or cultural needs.
- Any other factors deemed relevant by the College.

4 Eligibility Criteria

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

1) An Australian citizen.
2) Entitled to stay in Australia, or enter and stay in Australia without limitation.
3) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

4.2 Immunisation:
All children to be enrolled at the College should 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 of the child's immunisation status.

In the event of an outbreak of a vaccine-preventable disease, the College may exclude any child who is not immunised from school to protect that child and to prevent further spread of infection.

4.3 To be eligible for boarding, the student must be:

1) Enrolled at the College on a full-time basis.

2) In Year 6 or above.

3) Deemed eligible and approved boarding-ready by the Principal as determined at their sole discretion.

5 Boarding Facility

5.1 The College's boarding facility, offers a safe, personal and caring boarding environment for students from Years 6-12.

5.2 The College's boarding house enables students to be part of a 'family' environment where every student is known and matters. The following facilities are on offer:

- air conditioned rooms with a bed, study desk with reading lamp and wardrobe;
- private rooms;
- monitored Wi-Fi;
- independent and physically separated female and male dormitory complexes;
- provision of three nutritional meals per day (including hot breakfasts three times per week), encompassing all food groups and a wide range of variety;
- social and weekend activities;
- health, pastoral, wellbeing and support services;
- common areas (including a dining hall, prep/study room, entertainment room with a TV, kitchenette and laundries); and

- allocated prep time with teacher/tutor support for homework, to study and completing upcoming assessments.

5.3 The College offers boarding to enrolled and eligible students under the following arrangements:

1) Weekly boarding: Arrangements can be made for day students to access boarding on a weekly basis, from Sunday night to the end of the school day on Friday afternoon. Weekly boarding does not include Friday and Saturday nights.

2) Full-time boarding: Arrangements can be made for day students to access boarding full-time, seven nights per week.

5.4 Applicable rates for the College's boarding arrangements can be found in the annual schedule of fees.

5.5 Further information about the College's boarding facility can be found in the boarding prospectus and boarding agreement (copies of which are available upon request).

6 Open Entry Policy

6.1 The College has an open entry policy. However, the College may:

- Offer scholarships to specific groups of students, including for academic ability, boarders, hardship or general excellence.
- Determine enrolments based on its ability to provide educational services and boarding facilities to the particular student.
- Apply the priorities for enrolment set out in clause 7.11 of this policy.
- Apply the priorities for boarding set out in clause 7.11 of this policy.

7 Application Process

Get informed

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

1) Browse the College's website.

2) Review this policy, and other policies, agreements and procedures available on the College's website, to fully understand the vision, mission and values that will

frame a student's education and boarding experience (if applicable) at the College.

3) Attend Open Days, as advertised.

4) Book a tour of the College and receive an information pack and prospectus.

5) Consider the College's boarding facility.

Submit an application

For enrolment

7.2 An application for enrolment may be made by submitting a completed online application for enrolment form available on the College website.

7.3 An application for enrolment form must be accompanied by:

1) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, information related to boarding, NAPLAN results, school reports, Kindergarten Transition Statements and visa grant notice, relevant specialist medical documentation, court orders etc). Academic reports should indicate at least satisfactory results in core subjects.

2) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.

For boarding

7.4 An application for boarding may be made by submitting a completed online application for enrolment form, and completing the sections relevant to boarding.

7.5 Where an application for boarding is made within the application for enrolment form, a letter of offer (if received) will include the details relevant to the offer of boarding.

7.6 For students already enrolled and who are seeking to change their enrolment status to include boarding, families must submit a written request to the College Registrar via email (enrolments@btc.qld.edu.au). Applications will be subject to consideration by the College and will include an interview with the relevant Boarding Admissions Team. Any change to enrolment status will only take effect once the application has been approved and the Boarding Agreement has been signed.

General

7.7 Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee a place at the College or its boarding facility. Equally, submitting an application for boarding (applicable for currently enrolled students only) does not guarantee a student a place in the College's boarding facility.

7.8 Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:

- considering whether it can meet the child's behavioural, educational and welfare needs;
- deciding whether to exercise its discretion to offer a place of enrolment; and
- deciding whether to exercise its discretion to offer a place of boarding.

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

Waiting lists and priority of enrolment and boarding

7.10 The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment and/or boarding. All enrolment and boarding applications will be considered by the College on a case-by-case basis.

7.11 In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:

1) The date a fully completed application for enrolment form or if applying for boarding after enrolment has commenced, the application for boarding is received (noting incomplete applications will not be processed).

2) The information disclosed in the application for enrolment form..

3) The child's pre-enrolment interview and if applicable, pre-enrolment assessments.

4) The child's pre-boarding interview (if applicable).

5) Whether the child is eligible for a priority offer of enrolment as:

   - set out elsewhere in this policy;

- a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 12 months of the start of the school year they are due to commence);
- alumni, or children of alumni of the College; or
- the child of a permanent staff member.

6) Whether the child is eligible for a place in the College's boarding facility on a priority basis as:

- A child eligible for a priority offer of enrolment.
- A sibling of a child currently boarding at the College's boarding facility.
- A child whose living circumstances make it difficult to travel to and from the College each day.

7) The child's academic record and behavioural history.

- Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
- The proposed starting year level of the student and whether a position is available within the relevant year level at the College.

8) The College's capacity, as an inclusive school, to support a prospective student's special needs in the College and boarding environment (see below).

9) The merits of the application, prospective student's suitability for enrolment at the College, suitability for boarding at the College (if applicable) and individual circumstances and practical implications including the:

- number of students currently enrolled at the College;
- prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
- reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
- College's resources and capacity to deliver an education to the student in accordance with its educational model;

- prospective student's willingness and ability to comply with the College's behavioural standards;
- prospective student's willingness and ability to derive a benefit from the College's educational model;
- prospective student's interest in accessing the College's boarding facilities (whether upon enrolment or subsequently during enrolment);
- prospective student's interests and participation in extra-curricular activities;
- school-readiness and age of the student (for entry to Kindergarten and Prep only);
- boarding-readiness (if applicable);
- willingness of each family to endorse the College's vision, mission and values; and

10) any other considerations set out in this policy.

7.12 Places may be kept for scholarship and bursary recipients, and also for enrolments and boarding at the Principal's discretion.

7.13 Where applications for enrolment in the College's Kindergarten exceed the number of available places, or a waiting list exists, the College will consider the Australian Government's Priority of Access Guidelines, where relevant, alongside the College's established enrolment criteria when determining the allocation of available places.

8 Interviews

8.1 If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with members of the College Admissions Team (eg Principal, Deputy Principals, Director/Heads of Boarding, College Registrar).

8.2 For families seeking entry to Kindergarten or Prep, this interview will (ordinarily) be during Term 3 of the year prior to enrolment to discuss the prospective student's school readiness.

8.3 For families seeking entry to the College at all other years, this interview will:

1) enable the College to understand the prospective student's strengths, weaknesses and special needs (if any), as well as what they and their family can contribute to the life of the College; and

2) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model.

8.4 Prior to the interview, families will be required to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation as part of the enrolment application process. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including academic and psychometric assessments).

8.5 For families seeking entry to the College's boarding facility upon enrolment, the pre-enrolment interview as detailed at clause 8.3 will also address the child's readiness to board.

8.6 For families seeking entry to the College's boarding facilities during enrolment, an interview may occur with the Director of Boarding (or their delegate) to assess the child's readiness to board. Having regard to the information available to the College during the child's enrolment, the College may exercise its discretion to accept a student to the College's boarding facilities in the absence of a pre-boarding interview.

8.7 Prospective students and boarders (if applicable) will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.

8.8 Attending a pre-enrolment interview does not guarantee a place at the College, and is not an offer of enrolment.

8.9 Attending a pre-boarding interview does not guarantee a place at the College's boarding facility, and is not an offer of boarding.

8.10 If for any reason in the College's absolute discretion the College forms the opinion:

- As a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

- As a result of the pre-boarding interview, that it would be inappropriate for a student to board at the College's boarding facilities, the request will be declined (and the College is not at liberty to provide the basis for this decision). The student will otherwise remain enrolled at the College and if the family advises the College of its desire, the child's name can remain on the College's waitlist for boarding.

9 Offer of Enrolment and Boarding

9.1 At all times, the Principal has absolute discretion to make the final decision about whether:

1) An offer of enrolment and boarding (where relevant) should be made to a prospective student.

2) An offer of boarding should be made to a currently enrolled student.

9.2 Any offer of enrolment or offer of boarding made by the College will be made in writing.

9.3 It is not the College's practice to disclose a prospective student's place on the enrolment or boarding waiting lists, or provide specific feedback regarding the timing of an offer (or, where no offer is made, the reasons for this).

9.4 An offer of enrolment or boarding may be accepted by completing the online Enrolment Acceptance form, subject to the following:

- An offer of enrolment or boarding 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 Enrolment and Boarding, and any other terms set out in the offer of enrolment (including payment of the enrolment acceptance fee and return of requested documents by the stated deadline).

- Acceptance of the offer must be provided within 7 days unless the College's offer states otherwise.

- Acceptance of an offer must be accompanied by payment of the non-refundable enrolment acceptance fee. A portion of the enrolment acceptance fee will be applied to the enrolled student's life membership of the Blackthorn Past Students Association Inc. (BPSA).

- An offer may be withdrawn by the College, regardless of the availability of places where:

    (i) Information provided to the College is found to be withheld, false or misleading.

    (ii) There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.

    (iii) The offer is not accepted on the terms provided by the College.

(iv) The Principal exercises their reasonable discretion to withdraw the offer.

9.5 Details about the College's tuition fees, boarding fees, course levies, and other charges and levies, imposed by the College for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment and Boarding and associated schedule of fees published by the College. A copy of the current Terms and Conditions of Enrolment and Boarding is available on the College's website.

9.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment application and acceptance fees and any tuition or boarding fees paid in advance to the College, unless one term's written notice is provided.

9.7 Parents may appeal an enrolment decision in accordance with the College's Complaint Handling Policy and Procedure. A copy of the College's Complaint Handling Policy and Procedure can be found on the website.

10 Defer, Refuse or Vary an Offer of Enrolment or Boarding

10.1 Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment or boarding.

10.2 Parents who wish to vary the date of entry for their child's enrolment to the College or their admission to the College's boarding facility (either to another date in the same school year or to a subsequent intake year), understand that:

1) Notice must be given to the College in accordance with clause 10.1.

2) The College in its absolute discretion may or may not agree to that request.

3) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment or boarding and the offer issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date for enrolment or boarding.

4) Should a place be available for their child to commence enrolment or boarding at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and Boarding, and otherwise comply with the College's enrolment requirements at that time.

5) The College may or may not in its absolute discretion require the payment of a further enrolment acceptance fee.

11 Orientation

11.1 Orientation and induction takes place for all new students and their families, and includes:

- College tours.
- Student orientation upon commencement at College.
- Student orientation upon commencement at boarding.
- Feedback.

12 The College's commitment to inclusivity

12.1 The College is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and special needs. In this policy, special needs include allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

12.2 The College is committed to complying with its legal obligations regarding inclusivity, reasonable adjustments and supports the National Disability Standards for Education and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's needs. The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour (including in its boarding facility).

12.3 The College must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's needs. This consideration is had both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.

12.4 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:

- A child poses a threat, or presents a risk of harm to a member of the College community (including staff, students and parents).

- The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.

- The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.

- The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.

12.5 Accordingly, prior to an offer of enrolment being made parents must inform the College of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare or others). The same applies in relation to an offer of boarding.

12.6 If a parent fails to promptly inform the College of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment and Boarding). The same applies in relation to an offer of boarding.

12.7 Where a parent promptly informs the College about a student or prospective student's needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment and Boarding.

13 Register of Enrolments

13.1 The College keeps a register of enrolments of all students who have been enrolled at the College and where applicable, its boarding facility in electronic form. The register includes the following information:

1) Name, age, date of birth and residential address of student.

2) Parent names and contact details.

3) Date of enrolment.

4) Date the student is accepted to board at the College's boarding facility (if applicable).

5) Medical information for emergency management purposes and boarding purposes (if applicable).

6) Emergency contact details.

7) Date of leaving the College and details concerning student's departure, where appropriate.

8) Date the student ceases to be accepted to board (if applicable) and details concerning student's departure from the boarding facility, where appropriate.

9) For students older than six years, details of previous schools or pre-enrolment situation.

13.2 The register is retained for a period (in accordance with the College's *Records Management Policy*) after the student leaves the College, and copies of information in the register are stored off-site at regular intervals.

13.3 The College also keeps an electronic register via the College's boarding software containing:

1) every boarding student's location (regardless of whether they are on or off-site) at specific times of the day or night;

2) any reason (given or apparent) for the absent of any student from the College's boarding facility; and

3) the name and contact details for the person responsible for the student during their absence from the College's boarding facility.

13.4 The location register is retained for a period of seven years after the student leaves the boarding facility, and copies of information in the location register are stored off-site at regular intervals. The location register is updated four times as part of routine boarding procedures plus as needed when boarders exit on or return from approved leave, within a 24-hour period, in accordance with the College's processes.

Date approved by the Principal: 16 January 2023
Commencement date: 6 March 2023