

Enrolment Policy and Procedure

– HGS

1. Scope

This policy applies to all prospective and current students at Holmes Grammar School and the staff who are involved in the student enrolment process.

2. Purpose

This Policy and Procedure is in place to ensure that Holmes Grammar School has a clear and transparent process to enrol students, and the process aligns with the relevant regulatory requirements and the School Philosophy.

3. Enrolment Type

The school will accept enrolment applications from the following types with an entry point for Year 11 study.

- International Students – who hold Student Visa Subclass 500 – schools’ sector
- Domestic Students - who hold Australian citizenship, Australian residency or whose parents are business visa holders.

4. Policy Principles

- 4.1 The School has stringent procedure in place that ensure consistent, fair and equitable enrolment into its programs of study.
- 4.2 The School is committed to diversity and equity in its enrolment process and welcomes applications from a variety of potential students regardless of sexuality, gender, ethnicity, religion or disability or disadvantage.
- 4.3 Students are given an opportunity to disclose issues which may affect their studies at enrolment and at any time during their studies.
- 4.4 Accessible support services are in place for all students including individualised support for students with specific needs. The School supports students with a disability, while also ensuring that such students experience equal opportunities relative to other students within the limits of reasonable accommodation.
- 4.5 Students must inform the school if they have any issues they believe will affect their learning prior to beginning their studies. The School addresses each request for reasonable adjustment on a case-by-case basis ensuring fairness and equal opportunities are maintained.
- 4.6 Where a physical, learning, psychological or sensory impairment or a serious medical condition may impair a student’s ability to comply with the assessment standard, this

information should be disclosed at enrolment so reasonable adjustments can be considered.

- 4.7 Late disclosure of an impairment affecting on time, on-standard submission of work may seriously affect the student's grade and/or the school's ability to respond to meet the students' needs or make reasonable adjustment.
- 4.8 The School adheres to the commonwealth and state privacy legislative requirements in its enrolment and operational processes.

5. Record Keeping

- 5.1 Holmes Grammar School collects personal information on enrolled students in compliance with the ESOS Act 2000 Section 21. This information includes the student's residential address, email address, mobile phone number, and emergency contact details.
- 5.2 Students are required to confirm/update their personal details at the commencement of each term by completing a Personal Information Form. They are also required to inform Holmes Grammar School of any change to the details within 7 days of the change.
- 5.3 Holmes Grammar School records results of student assessments in the student database and where relevant using the centralised system as prescribed by the regulations (eg, VASS system)
- 5.4 The School enters into a Written Agreement (Letter of Offer and Acceptance) prior to the commencement of each student. See Formalisation of Enrolment Policy.
- 5.5 The School records all student payments and receipts.
- 5.6 All records referred to in 5.1 - 5.6 are kept for a minimum of 3 years after the student ceases to be an accepted student.

6. Enrolment Agreement

- 6.1 In response to the above enrolment policy principles, Holmes Grammar School has the Enrolment Agreement in place where the terms and conditions on student enrolment are set out (Appendix)
- 6.2 This Policy and the Enrolment Agreement in the Appendix should be read in conjunction with the Letter of Offer and Acceptance issued by Holmes Grammar School.
- 6.3 By signing the Letter of Acceptance and enrolling their child into Holmes Grammar School, parents/guardian and student accept and agree to be bound by the terms and conditions described in the Enrolment Agreement.
- 6.4 Holmes Grammar School will review the Enrolment Agreement on a regular basis or ad hoc where relevant policies are updated due to the policy review or regulation changes.
- 6.5 The Enrolment Agreement is written in plain English and Holmes Grammar School

ensures that this Policy and Enrolment Agreement are publicly accessible.

7. Special Needs

7.1 For students who are identified as those with 'special needs', the school will endeavour to cater for these students to the best of its ability.

7.2 Through the process of a student's application, the Principal evaluates the school's ability to cater for a student who can be considered one of 'special needs'.

7.3 On accepting a student with 'special needs' it is the Principal's responsibility to meet the requirements of the student to ensure that their needs are met.

7.4 In the event where the needs of these students cannot be met by the school, it will aid the student to find an alternative placement in an appropriate educational institution.

7.5 Useful definitions for 'special needs':

- a. Intellectual (Cognition) – where a student is assessed at an IQ level at or below the second percentile
- b. Hearing loss – permanent hearing loss of 30+ decibels resulting in communication difficulties
- c. Visual Impairment – permanent vision loss of 6/24 or less, or less than 20 degrees field of vision
- d. Physical- that significantly limits functioning and independence in mobility, personal care and undertaking essential learning tasks
- e. Mental (Social & Emotional) – that seriously affects educational functioning
- f. Personal Development Disorder – affecting verbal and non-verbal communication (Autism) that significantly affects the ability to learn
- g. Language – expressive and/or receptive language disorder with a scale score of 70 or less from a speech pathology assessment
- h. Chronic Medical – which affects functioning and/or independence where a student is highly dependent on another or access learning.

Appendix

Enrolment Agreement

1. Purpose

- 1.1 This Enrolment Agreement sets out the terms and conditions on which students are enrolled at Holmes Grammar School.
- 1.2 By enrolling their child at the School, parents/guardians and students accept and agree to be bound by these conditions.

2. Enrolment Process

- 2.1 Holmes' Letter of Offer and Acceptance must include in plain English:
 - a. Outline of the course(s) in which the student is to be enrolled.
 - b. Expected course start and end dates and location(s) of the course(s) at which the courses will be delivered.
 - c. All modes of study for the course.
 - d. The name of the student's education agent where applicable.
 - e. Any conditions imposed on the individual student's enrolment if applicable.
 - f. All tuition fees payable by the student for the course(s), the periods to which those tuition fees relate and payment options.
 - g. Under the ESOS Act, student may choose to pay more than 50 percent of their tuition fees before their courses commences.
 - h. The details of any non-tuition fees that the student may incur, including because of having their study outcomes reassessed, deferral of study, fees for late payment of tuition fees, or other circumstances in which additional fees may apply.
 - i. Information collected about the student during their enrolment can be provided, in certain circumstances, to the Australian Government and designated authorities and, if relevant, the Tuition Protection Service (TPS) and the Fund Manager.
 - j. The outline of the internal and external complaints and appeals processes, and that Holmes is bound by the ESOS Act 2000 and the National Code 2018.
 - k. A statement that 'This written agreement, and the right to make complaints and seek appeals of decisions and action under various processes, does not affect the rights of the student to take action under the Australian Consumer Law if the Australian Consumer Law applies';
 - l. A statement that the student is responsible for keeping a copy of the written agreement as supplied by Holmes and the receipts of any payments of tuition and non-tuition fees.
 - m. The provision of the access to the related school policies and documents; and
 - n. A requirement of overseas students that throughout their studies they must

notify Holmes:

- i. Student contact details, email, phone and residential address:
- ii. Emergency contact details; and
- iii. Update these required details within seven (7) days of any change.

2.2 The Letter of Acceptance must include a clear explanation on the refunds of tuition and non-tuition fees in case of student default and provider default:

- a. Amounts that may or may not be repaid to the overseas student (including any tuition and non-tuition fees collected by education agents on behalf of the registered provider);
- b. Processes for claiming a refund.
- c. The specified person(s), other than the overseas student, who can receive a refund in respect of the overseas student identified in the written agreement, consistent with the ESOS Act; and
- d. Explanation of what happens in the event of a course not being delivered, including the role of the TPS.

2.3 The Letter of Acceptance must include the grounds on which the agreement may be terminated.

2.4 Holmes Grammar School will only collect student personal information for the purpose of enrolment and the provision of the education services, such as:

- a. To respond to a student's queries and requests.
- b. To keep a record of communication to meeting our legal, regulatory and operational duties;
- c. To protect the School and students from fraud and other illegal activities.
- d. To keep record of a student's academic progress.
- e. To process payments and to prevent fraudulent transactions.
- f. To provide information by email, web, text, social media and telephone about relevant services and events.
- g. To send communications required by law or which are necessary to provide information about the School's changes to the services the School provides.
- h. To comply with our contractual or legal obligations to share personal information if necessary.

2.5 When collecting student's personal information, the School will endeavour to collect the minimum necessary for the School to provide services. Personal information collected by the School may include the students'

- a. Name.
- b. Address.
- c. Telephone number(s).
- d. Date of birth.
- e. Gender.

- f. Citizenship.
 - g. Passport.
 - h. Visa details.
 - i. Identity card.
 - j. Emergency contact details.
 - k. Bank account or other financial details; and
 - l. Disabilities or other health information.
- 2.6 The School's information and databases are private and confidential. Student personal information is held in the School's databases and appropriately secured from misuse, interference and loss and from unauthorised access, modification or disclosure.
- 2.7 By signing the Letter of Acceptance, parents/guardians agree to pay tuition fees and other charges in relation to the enrolment of their child as scheduled in the Letter of Offer.

3. Educational Program

- 3.1 Holmes Grammar School offers the dual senior secondary programs of VCE and VCE Vocational Major courses. The curriculum is developed and systematically reviewed twice a year to ensure:
- a. The curriculum remains in accordance with the Victorian Curriculum and Assessment Authority's general, subject and unit guidelines.
 - b. The curriculum is to be designed to maximise each student's potential in achieving an appropriate pathway both for further education and workplace opportunities; and
 - c. The School continues to expand its curriculum offerings for its students.
- 3.2 Holmes Grammar School reserves the right to vary its curricular, co-curricular and teaching methods as it considers necessary and/or appropriate.

4. Student Behaviour

- 4.1 Holmes Grammar School publishes all student related policies on the School website, and it ensures that students are informed of the school rules through multiple channels such as orientation, teachers and interview sessions.
- 4.2 Students are required to uphold the School's values and to abide by the School's rules, regulations and policies as they apply from time to time, including the Student Code of Conduct (Refer to Student Code of Conduct published on the Holmes Grammar School website).
- 4.3 Parents/guardians agree to support their child in meeting these expectations.
- 4.4 Action may be taken against a student who fails to meet the School's expectations. Such action may include suspension or expulsion of a student.

5. Parent Code of Conduct

- 5.1 Holmes Grammar School is committed to ensuring a respectful learning environment that is safe, positive and supportive for all students, staff and visitors of the School.
- 5.2 It is the intention of Holmes Grammar School to provide clear guidelines to all parents

and visitors regarding the conduct expected of them whilst on the School premises, engaging in School related activities or representing the School (Refer to Parent Code of Conduct published on the Holmes Grammar School website).

5.3 Parents and visitors are expected to always uphold the School’s core values.

5.4 Parents who continually breach the Code of Conduct will be referred to the Principal, who has full discretion to act, which may include expulsion of student.

6. Withdrawal of Enrolment

6.1 Parents/guardians who wish to withdraw their child from the School must provide the Principal with one full term’s notice in writing.

6.2 If the required notice is not given, a penalty of one term’s fees will apply.

7. Cancellation of Enrolment

In accordance with the school policies and at the discretion of the Principal, the enrolment of a student may be cancelled where:

- a. If a student’s behavioural issues threaten the health or safety of the student or other students.
- b. If a student fails to adhere to the School’s rules and policies or engages in conduct which is prejudicial to the School, its students and staff.
- c. Tuition fees are not paid as agreed in the Letter of Offer and Acceptance; or
- d. The student fails to meet visa requirements.

Version Control and Accountable Officers

It is the joint responsibility of the Implementation Officer and Responsible Officer to ensure compliance with this policy.

Responsible Officer	School Council/School Principal
Implementation Officers	All school staff
Review Date	February 2029
Approved by	
School Council	
Associated Documents	
Holmes Grammar School Staff Manual Key Documents Development and Review Policy and Procedure Student Attendance Policy and Procedure Student Code of Conduct School Website Letter of Offer Formalisation of Enrolment policy and Procedure	

Version	Brief Description of the Changes	Date Approved	Effective Date
1	New Policy	01/01/2005	01/01/2005
1	<ul style="list-style-type: none"> • Desktop Audit – Self Assessment 	08/04/2011	08/04/2011
1	<ul style="list-style-type: none"> • Desktop Audit – Self Assessment 	17/04/2015	17/04/2015
2	<ul style="list-style-type: none"> • Included Parent Code of Conduct • Incorporating Enrolment Agreement 	12/05/2021	12/05/2021
3	<ul style="list-style-type: none"> • Defined eligibility to domestic students • Definition of Child Abuse broadened 	12/08/2021	12/08/2021
4.	<ul style="list-style-type: none"> • Changes all references to VCAL to VCE Vocational Major 	06/11/2023	06/11/2023
5	<ul style="list-style-type: none"> • Amend clause 5.6 to reflect change of time frame of record keeping 	February 2026	February 2026