

Enrolment Policy

1. WHO WE ARE

1.1 Concordia College is a Lutheran co-educational ELC – Year 12 school operating under the auspices of the South Australian District Synod of the Lutheran Church of Australia. Our mission is to provide a vibrant education, rich in opportunities, delivered within a caring, supportive environment, and informed by the gospel of Jesus. Our learning community connects people, ideas and experiences allowing us to strive confidently, to engage, achieve and serve.

2. DEFINITIONS

- 2.1 **“Applicant”** means the person/s set out in the Enrolment Applicant Form being the Parents and/or Guardian/s of the child seeking enrolment at the College.
- 2.2 **“Disability”**, in relation to a student, means:
- (a) total or partial loss of the student’s bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
 - (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 2.3 **“Enrolment Agreement”** means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.
- 2.4 **“Enrolment Application Form”** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.
- 2.5 **“Student”** means the student named in the Enrolment Application.
- 2.6 **“The Principal”** means the Principal of the relevant Campus of the College, or the Principal’s authorised representative.
- 2.7 **“The College”** means Concordia College Inc (ABN 12 698 695 317).

3. RATIONALE

3.1 The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the College.

4. GENERAL

- 4.1 Applications for enrolment are welcomed from all families who undertake to support the College’s aims and purposes regardless of their ethnic origin, gender, religion, ability or disability, subject to the terms of this policy.
- 4.2 Concordia College is registered in the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) (CRICOS Code 00360J). All applications will be individually considered by the Principal and offers of enrolment are dependent upon availability of places and based on a range of information and factors and determined on a case-by-case basis. All non-English speaking international students are expected to attend a specialised English language school in Adelaide, and achieve a satisfactorily standard as determined by the College, for three to six months prior to attending Concordia College.
- 4.3 Applicants are expected to support the mission, values, ethos and policies of the College.

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4.4 The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- (a) the physical numbers of currently enrolled students;
- (b) the resources available to cater for the educational needs of students; and
- (c) the willingness of the Student and the Applicant (where applicable) to comply with the College's policies and procedures.

4.5 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- (a) relevant information is withheld or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Applicant involved, and the Student where appropriate.

5. PRIORITY ORDER OF ENROLMENT

5.1 All Applicants must submit the Enrolment Application Form fully signed and completed. Enrolment Applications will only be recorded for consideration if the applicant has correctly submitted to the College the Enrolment Application Form and other associated required documentation.

5.2 From ELC, once a Student has commenced at the College, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn.

5.3 At the discretion of the Concordia College Board, some applications may be given preference for initial offers of enrolment on the basis of criteria such as:

- (a) Siblings of current or past students of Concordia College;
- (b) Students who are awarded a scholarship at Concordia College;
- (c) Children or grandchildren of old collegians;
- (d) Students whose parents are members of St John's Lutheran Church Unley at the time of application for enrolment (a reference from the Pastor and a baptism certificate may be requested);
- (e) Students currently attending other Lutheran primary schools (for entry into Year 7 or any year level for families moving from rural areas or interstate);
- (f) Practicing members of the Lutheran Church of Australia (a reference from a pastor or a baptism certificate may be requested);
- (g) Children of staff members employed for a minimum period of one year of continuous service, or Lutheran pastors;
- (h) Other compassionate or special circumstances which will be individually considered by the Principal.

5.4 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

6. DISCOUNTS

6.1 A sibling concession on tuition fees applies for students attending the College at the same time. The concessions are reviewed each year and are outlined in the Fee Schedule.

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7. ENROLMENT PROCEDURE

7.1 The enrolment procedure is as follows:

- (a) The Applicant is required to complete the Enrolment Application Form, pay any fees, provide a copy of school report (where available), provide a copy of birth certificate or passport, and provide any additional information requested by the College to satisfy its Government reporting obligations.
- (b) Applications are received and recorded on the waiting list according to the date of lodgement unless a preference applies.
- (c) The College will acknowledge receipt of the application and advise the applicant of the enrolment procedures.
- (d) Submitting an Enrolment Application Form does not guarantee enrolment at the College.

7.2 Upon receipt of an Enrolment Application Form:

- (a) The Student's name is registered on the future list for the year and the year level nominated.
- (b) An interview with the respective Principal or Head of School (or their nominee) is arranged prior to commencement. Timing of the interview may vary depending on the year level, availability and the relevant Campus procedures.
- (c) Any learning needs are noted and discussed with parents if required. The Applicant may be required to provide additional information before the process can continue to ensure that the College has sufficient information to properly consider the Application.

7.3 The main points of entry to the College are ELC, Reception and Year 7 and in these year levels places are offered from 1 March two years preceding entry. Offer of enrolment for other places will be made when places become available.

7.4 A formal offer of a place in the College may be made, in accordance with enrolment procedures and when a place becomes available, once all required information has been provided.

7.5 A fee is payable to secure a place once an enrolment offer has been made. As per the Enrolment Agreement, the fee is not refunded if the family subsequently cancels enrolment at any stage.

7.6 It is assumed that Year 6 students graduating from St John's Campus will automatically continue to Concordia Campus. No re-enrolment is required. If a student is being withdrawn, the family will need to notify the school as per the Enrolment Agreement.

8. REASONABLE ADJUSTMENTS

8.1 Where information obtained by the College indicates that a Student has a disability, the Principal will consult with the Applicant, and where appropriate also with the Student, to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

8.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- (a) the nature of the Student's disability;
- (b) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate;
- (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;

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- (d) information provided by, or on behalf of, the Student about his or her preferred adjustments;
- (e) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
- (g) the costs and benefits of making the adjustment.

8.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

8.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the Student). This includes (without limitation):
 - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
 - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - (iii) the effect of the disability of the Student;
 - (iv) the College's financial circumstances and the estimated amount of expenditure required to be made by the College - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (v) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (vi) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
 - (vii) the nature of the Student's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

8.5 The Principal will discuss with the Applicant, and where appropriate also with the Student, the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

8.6 If the Principal is satisfied that it has sufficiently consulted the Student and the Applicant (as appropriate), and adjustments required are not reasonable, or would cause unjustifiable hardship, the College may decline to offer the Student a position or may defer the offer.

9. PRIVACY

9.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

If you have any questions in relation to the Enrolment Terms & Conditions, please contact the Enrolment Manager.