

Purpose

Good Shepherd Lutheran Primary School is committed to ensuring that students are enrolled in the School in a manner that is fair and transparent.

The School is committed to maintaining accurate records that comply with the School's legal obligations in relation to School enrolment.

The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the School.

Rationale

Good Shepherd Lutheran Primary School offers a Christ centred education to applicants regardless of ethnic origin, gender, religion, ability or disability, provided that:

- a) through enrolment procedures, parents seeking enrolment for their child, undertake to support willingly and freely the mission, values, ethos and policies of the School;
and that
- b) adequate and appropriate programs, spaces and resources are available.

Scope

This policy applies to all members of the School community, as well as to members of the wider community who are interested in the School for the enrolment of their children.

Principles

General principles of this Policy:

- The School is committed to ensuring students are admitted to the School in a manner that is fair, transparent and non-discriminatory.
- The School will use clear criteria as the basis on which admissions are made.
- As a school of the Lutheran Church of Australia, the School will give preference to active members of the Lutheran Church and their children.
- The School values diversity across the School community and this principle shapes the way in which the School's admissions criteria are applied.
- The School retains accurate records of School enrolments that comply with its Commonwealth and State legal and regulatory requirements.

Aims

The aims of this policy are:

- To ensure admission to the School is fair, transparent and non-discriminatory.
- To explain clearly the basis upon which offers of admission are made.
- To comply with the requirements of Education and Training Reform Act 2006 (Vic.) and other relevant legislation.

Roles and Responsibilities

The roles and responsibilities are as follows:

- Good Shepherd Lutheran Primary School Council is responsible for authorising the Enrolment Policy and for approving the criteria for admission.
- The Principal is responsible for ensuring the implementation of the Enrolment Policy is fair, transparent and non-discriminatory.
- The Principal is responsible for ensuring an Enrolment Register is accurately maintained.
- The Principal is responsible for ensuring this policy is implemented in accordance with Commonwealth and State privacy legislation.
- The Principal is responsible for:
 - ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions.
 - ensuring that procedures are in place for the management, storage and retrieval of enrolment data.
 - ensuring that the School reports data relating to the characteristics of students at the School at least once a year.
- In special circumstances, students may be accepted at the discretion of the Principal or School Council.

Enrolment Priorities

Enrolment priorities will be determined by Good Shepherd Lutheran Primary School Council. The current enrolment priorities are:

1. Children of families where the parents and/or children are active members of congregations of the Lutheran Church of Australia or otherwise adherents to the Lutheran faith.
2. Siblings of current or former students of the School.
3. Children of former students of the School.
4. Children of current or former staff members of the School.
5. Siblings of current or former students of Luther College.
6. Children of former students of Luther College.
7. Children of current or former staff members of Luther College.
8. Students transferring from other schools associated with the Lutheran Church of Australia.

9. Students who do not satisfy any of the above criteria, taking into consideration the pre-enrolment interview process.

Students and their parents, from any of the above categories, are required to have demonstrated an ability to support the School's Christian ethos.

Date of receipt of application is considered an important part of the enrolment and offer process.

If the School is oversubscribed at one or more year levels, it may choose to maintain a Waiting List. The principles of fairness and transparency that apply throughout the Enrolment Policy also apply to the procedures relating to the management of the Waiting List.

The School may also make an enrolment decision based on whether the School judges that it can meet the needs of the student.

In special circumstances, students may be accepted at the discretion of the Principal or Council.

Communication

Good Shepherd Lutheran Primary School publishes its Enrolment Policy on its website and it can be obtained from the School Administration Centre.

Review

This policy will be reviewed every three years, or as required by legislation.

Date of Endorsement: November 2019

Document to be Reviewed: November 2022

Appendix A: Legal and regulatory basis for compliance

- Education and Training Reform Act 2006 (Vic.)
- Education and Training Reform Regulations 2007 (Vic.)
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic.) 2010
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005 (Cth.)
- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)