

## Enrolment Policy

Policy number	VIC0019	Version	1.0
Drafted by	MSV	Approved by board on	June 2024
Responsible person	Principal	Scheduled review date	June 2026

### Table of contents

1	General	1
2	Definitions	2
3	Educational services provided	3
4	Enrolment process	3
5	Priority order of enrolment and eligibility criteria	3
6	Appeals Process	7
7	Reasonable adjustments	8
8	Privacy and national data collection statement	10
9	Breach of this policy	10
10	Communication of this policy	10
11	Associated policies	Error! Bookmark not defined.
12	Review	10

### 1 General

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- 1.1 Mastery School Victoria (**MSV** or the **School**) is owned and operated by Mastery School Australia Ltd. MSV is a specialist school that supports students who have learning disabilities or difficulties and are disengaged from their current learning environment.
- 1.2 We educate students with evidence-based teaching strategies that support reasonable adjustments that are tailored to individual student needs. Our emphasis is on exceptional teaching, quality curriculum, structured programs and high expectations of students and staff. MSV prides itself on offering an inclusive learning environment that supports the unique needs of every student, empowering their self-confidence for a brighter future ahead.
- 1.3 **Our vision:** For all students to reach their full academic potential.
- 1.4 **Our mission:** Providing the highest quality education for all students.
- 1.5 **Our values:** Personal Responsibility High Expectations Resilience Discipline

## 2 Definitions

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**“Applicant”** means the person/s set out in the Enrolment Application being the Parent(s) and/or Guardian(s) of the Student listed in that Agreement and if more than one, each of them jointly and severally.

**“Application Fee”** means the non-refundable fee required to be paid with an Enrolment Application form.

**“Building Fund”** means a fund operated by the School to assist with the further development of the School facilities.

**“School”** means the school operated by Mastery Schools Victoria, a wholly owned subsidiary of Mastery Schools Australia.

**“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.

**“Early Payment Date”** means the date required to obtain the discount for payment of annual tuition fees in full. It may be specified in the January tuition fee invoice or otherwise communicated to Parents.

**“Enrolment Agreement”** means the Agreement that will be entered into when the Applicant accepts an offer of enrolment that is comprised of this Policy, the Enrolment Terms and Conditions, the Enrolment Application, letter of offer and acceptance form, Fee Schedule, the Parent Code of Conduct and Student Code of Conduct.

**“Enrolment Application”** means the application form for enrolment at the School in relation to the Student.

**“Fee Schedule”** means the list of fees published on the School website.

**“Fees”** includes the Application Fee and Tuition Fees.

**“Parents”** refers to the parent/s and or guardian/s of the student enrolled at the School, and if more than one, each of them jointly and severally.

**“The Principal”** means the Principal of the School, or the Principal’s delegate.

**“Student”** means the Student named in the Enrolment Application.

**“Tuition Fees”** means the annual fee per Student applicable for each year level payable in full, per term or in instalments.

### 3 Related Documents

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3.1 This policy forms part of the Enrolment Agreement which consists of:

- (a) this Policy;
- (b) the Enrolment Terms and Conditions;
- (c) the Enrolment Application;
- (d) Letter of Offer;
- (e) Acceptance form;
- (f) Fee Schedule;
- (g) the Parent Code of Conduct; and
- (h) Student Code of Conduct.

### 4 Educational services provided

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- 4.1 MSV provides educational services within the scope of the School’s registration, being Grade 4 to Year 10 under the Australian Curriculum.
- 4.2 The holistic development of the Student is the priority of the School. The School makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

### 5 Enrolment process

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The enrolment process is as follows:

5.1 Enrolment Registration and Interviews

- (a) Complete the Expression of Interest Form on the School’s website to register for the next available campus tour. A member of the Administration team will contact you with the school’s availability.
- (b) Attend the tour to see the facilities and style of teaching.
- (c) After attending the tour, schedule an Enrolment Interview with the Principal through the Administration team. The following documents must be completed and submitted to the school prior to the interview
  - (i) Enrolment Application Form
  - (ii) Referral Form; and payment of
  - (iii) Non-refundable enrolment application fee.
- (d) At the interview:
  - (i) the Principal will:

- (A) outline what the School can offer the Student and their family;
- (B) discuss any special needs with the family;
- (C) explain the School's attendance expectations and values;
- (D) answer any questions about the terms of the Enrolment Agreement, should the family accept an offer of a place; and
- (E) document this discussion in the interview sheet.

- (ii) the family is expected to accurately represent the needs of their child. The School may require the Applicant to provide additional information before the enrolment process can continue; and
- (iii) the prospective student will undertake individual placement testing with a MSA Support Worker. Testing is conducted at this stage so we can place the prospective student in the appropriate class and for their trial day, and to consider what reasonable adjustments may be required.

## 5.2 Trial Days and Enrolment Offers

MSA may offer an optional trial day to applicants prior to offering a place at our School. The purpose of any optional trial day is to:

- (i) help the prospective student feel more comfortable and less anxious about changing schools;
- (ii) give parents time to determine if MSA is the best place for their child; and
- (iii) give us an opportunity to show the student how we can help them and further explain the MSA values, mission and vision.

- (b) The School may offer a place at MSA in a formal letter of offer.
- (c) Should the family wish to accept the offer of a place and enrol their child at MSA, the acceptance form must be returned to the School by the date specified in the letter of offer and include copies:
  - (i) any accompanying documents as specified in the Enrolment Application Form, as applicable, which generally include:
    - (A) a copy of the student's birth certificate;
    - (B) Information from previous school:
      - (I) Student Individual Learning Plan;
      - (II) Behavioural Records;
      - (III) Student Report Cards; and
      - (IV) Attendance Report.

(C) Medical/Allied Health Reports: evidence from a Health Practitioner indicating the diagnosis of any disabilities, learning difficulties or health concerns if these have been identified on the enrolment form.

**5.3 Waitlists**

At times, the school may be unable to accommodate students due to facility capacity constraints. In such cases, if the eligibility requirements are met, the prospective student's name will be added to the waitlist for the nominated year and year level.

**5.4** Enrolment decisions are based on a range of information and factors and determined on a case-by-case basis. Each case shall be assessed on its merits, taking individual circumstances, and practical implications into account, as well as:

- (a) MSA's capacity to meet the needs of the student;
- (b) the prospective student's progress in previous school/s with an emphasis on behaviour and attitude;
- (c) the Applicant's and prospective student's willingness to commit to the expectations of MSA; and
- (d) current enrolments in the year level the Applicant is applying to enter.

**5.5** Submission of the Enrolment Application and payment of the Application Fee are not confirmation of enrolment and does not guarantee a place at the School.

**5.6** Enquiries and visits are always welcome and can be arranged by contacting the School. If you have any questions about the enrolment form or process, or require assistance completing particular forms, including translation services, please contact the School.

**5.7** An application may be removed from the waiting list if, after repeated attempts, the Parents/Guardians are unable to be contacted. It is the responsibility of the Applicant to ensure the School is informed of any changes to contact details.

**5.8** MSA may withdraw an enrolment offer, 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 a family and/or Student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the Student and family involved.

**5.9** To help the Principal in making a determination regarding enrolment, the School may request:

- (a) a reference on the Applicant's or prospective student's general character and maturity and/or other matters that would be relevant to consideration of the application;
- (b) immunisation records;
- (c) custody arrangements or court orders (if relevant);
- (d) birth certificate, evidence of Australian citizenship or permanent residency; and
- (e) evidence to show that the prospective student and the family would be supportive of the mission of the School and its expectations for its students and parents, and capable of paying fees.

5.10 Once a student has commenced at the School, their enrolment is continuous through to Year 10 unless the Student is formally withdrawn or removed from the School.

5.11 Applicants may make a request to change the year of entry for the Student. These requests must be submitted in writing.

5.12 Key dates for the enrolment process are:

- (a) **Applications:** We accept applications year-round. However, to commence at the start of the following school year, a complete application must be submitted by Term 4 of the prior year.
- (b) **Enrolment Interviews:** Interviews are typically conducted on Mondays, Wednesdays, and Fridays.
- (c) **Trial Days:** Trial days are scheduled on an as-needed basis.
- (d) **Enrolment Offers:** Enrolment offers are generally made within one week of the enrolment interview.
- (e) **Finalising Enrolment:** The Letter of Offer will specify the deadline for submitting the Acceptance Form to confirm enrolment. This is typically within 1 to 2 weeks of receiving the letter.

## 6 Priority order of enrolment and eligibility criteria

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6.1 All Applicants must submit the Enrolment Application fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the School the Enrolment Application form in the form required and with all relevant fees.

6.2 To be eligible to apply, the prospective students must be a domestic student.

6.3 MSV is a specialist school which caters specifically to students with learning disabilities and difficulties who require special educational needs. Applicants are encouraged to review our curriculum and pedagogical approach to ensure it suits their child. This is also why we require referrals from previous schools or a allied health professional.

6.4 When considering applications for enrolment, the Principal will have regard to the waiting list and may also give preference based on the following priorities:

- (a) The prospective student has a formal diagnostic assessment/report for a learning disability or difficulty that puts the student at higher risk of being disengaged with “classic”, “mainstream” or “traditional” methods of education or pedagogical approaches; or
- (b) The prospective student has academic drive / high level of motivation and commitment to taking part in MSV curriculum and School activities.

6.5 A Student who has previously concluded their enrolment at the School because of dissatisfaction on the part of the Student, parents or the School will not normally be considered for re-enrolment.

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

## 7 Appeals Process

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7.1 Where the School does not offer a place to a child for enrolment in the School, Applicants may appeal the School’s decision within 2 weeks of being notified they have not received an offer of enrolment.

7.2 The appeal must be in writing, signed by the Applicant and include:

- (a) name of child;
- (b) name and signature of Applicant;
- (c) grounds for appeal; and
- (d) any other information specifically requested by the School or relevant to the appeal.

7.3 The School will assess and make a determination for appeals on compassionate grounds on a case-by-case basis. The School may preference students as set out in this Enrolment Policy or its Enrolment Terms and Conditions and as permitted by the *Education and Training Reforms Act 2006* (Vic). The School will notify the Applicant of the outcome of the appeal within 2 weeks of receiving the appeal.

7.4 If Applicants are not satisfied their appeal was adequately considered, Applicants can escalate their appeal to the Board.

7.5 An appeal to the Principal must be made in writing, signed by the Applicant, within 2 weeks after the Applicant received notice that their initial appeal was unsuccessful.

7.6 The Principal will consider the escalated appeal in accordance with the principles of natural justice, compassionate grounds and permitted preference of the School. This may involve a meeting with the Applicant and/or child, conducting an investigation to obtain further information about the Application

and the child, or any other process deemed appropriate in the circumstances by the Principal.

7.7 The Principal will make a determination and communicate it to the Applicant. This concludes the appeals process.

## **8 Reasonable adjustments**

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8.1 Where information obtained by the School indicates a prospective student has a Disability, the Principal will consult with the prospective student and their family or carers to determine whether the Disability would affect the prospective student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation, the School will assess whether it is necessary to make adjustments for the prospective student and whether those adjustments are reasonable.

8.2 The School must receive a completed Student Referral Form for a prospective student prior to offering a place. The referral form can be given to the School when the application is submitted, at the interview or afterwards. An offer will not be made if the applicant has not provided a referral in line with the requirements on the referral form. The role of the referral form is to support MSV with identifying and implementing reasonable adjustments and have the following confirmed by a allied health professional or the previous/current school:

- (a) that the prospective student:
  - (i) has low to limited intellectual functioning related to their diagnosis;
  - (ii) is disengaged or at risk of disengaging from their current schooling and falling behind academically and socially; and/or
  - (iii) is unlikely to attain the levels of development of which the person is capable unless the person receives special education.

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

- (a) the nature of the prospective student's Disability;
- (b) the information provided by, or on behalf of, the prospective student about how the Disability affects the prospective student's ability to participate in the educational program;
- (c) views of the student, or an associate of the student, about whether a proposed adjustment is reasonable and will enable the prospective student with a Disability to access and participate in education and training opportunities on the same basis as students without Disabilities;
- (d) information provided by, or on behalf of, the prospective student about his or her preferred adjustments;

- (e) the effect of the proposed adjustment on the prospective student, including the prospective 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.

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

8.5 If reasonable adjustments are necessary to enable a prospective student to enrol in or participate at the School, the School 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 School, 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 School community, the prospective student and their family). 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; and
  - (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; and
  - (iii) the effect of the Disability on the Student; and
- (b) the School's financial circumstances and the estimated amount of expenditure required to be made by the School community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
- (c) the impact of the adjustments on the School's capacity to provide education of high quality to all Students while remaining financially viable; and
- (d) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
- (e) 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.

- 8.6 The Principal will discuss with the prospective student and their family (as appropriate) any concerns the Principal has regarding any proposed adjustment that would cause unjustifiable hardship to the School.
- 8.7 If the Principal is satisfied the prospective student and their parents (as appropriate) have been sufficiently consulted and adjustments required are not reasonable or would cause unjustifiable hardship to the School, the School may decide to decline to offer the Student a position or may defer the offer.

## **9 Privacy and national data collection statement**

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- 9.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is to facilitate the enrolment process and, during the course of enrolment, to provide for the best interests of Students. Please refer to the School's Privacy Policy on our website for more information.
- 9.2 Evidence of eligibility and other sensitive information will be held securely, by means of locked storage for paper records, and password access to computerised records.

## **10 Breach of this policy**

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Breach of this policy, or other parts of the Enrolment Agreement, may lead to termination of enrolment of the student, an application being removed from the waitlist or the revocation of an offer of enrolment.

## **11 Communication of this policy**

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This policy is available on MSV's website and is provided to applicants during the application process.

## **12 Review**

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The School may update this policy from time to time. The Enrolment Agreement consists of the most recent versions of the documents communicated to parents/guardians and on the School's website.