

# Enrolment Procedures

## Pre-Kindergarten to Year 12

MLC School looks to enrol students who are able to make a positive contribution to the life of the School and who will benefit from our academic and Pastoral Care programs. Offers are made to students who demonstrate a willingness to be involved in the School's extensive co-curricular opportunities and are sympathetic to the School's Christian ethos.

### ENROLMENT PROCEDURES

Complete the MLC School Application Form and attach to the Application:

- A non-refundable Application Fee of \$A300 payable to MLC School
- A copy of your daughter's Birth Certificate
- A copy of your daughter's latest school report (if applicable)
- A copy of your daughter's NAPLAN results (if applicable)
- A passport sized photo
- A copy of your daughter's Immunisation History Statement available online from Medicare
- A copy of educational and/or medical assessment reports where relevant
- A copy of any Family Court Orders (if applicable)

### ENROLMENT ENTRY LEVELS

Although the School has formal entry points, we welcome entry at all year levels. This will be at the discretion of the Principal and only if places are available.

Formal or regular points of entry are:

- Pre-Kindergarten – Early Years (students must turn 4 years by 31 May in the year of entry). This is either a 3-day or a 5-day program
- Kindergarten – Early Years (students must turn 5 years by 31 May in the year of entry)
- Year 3 – Junior School
- Year 5 – Junior School
- Year 7 – Senior School
- Year 10 – in readiness to commence either the Higher School Certificate (HSC) or the International Baccalaureate (IB) Diploma Programme

The MLC School enrolment process begins when an application for enrolment form has been completed and sent to the School, together with the application fee. This form must be accompanied by several supporting documents, including your daughter's birth certificate.

We encourage you to enrol your daughter as soon as possible. Entry is not academically selective. The School accepts enrolment applications any time after birth. We recommend that you contact the Registrar in the case of applications submitted less than two years before the required entry year. Attending a tour morning is a recommended step in the enrolment process for all families.

Once a completed application for enrolment has been received, your daughter will be placed on a waiting list.

For entry into Year 8 to Year 11, at least two years prior to the nominated year of entry, and prior to being interviewed, the School will invite students to undertake a learner profile assessment to determine their current learning level.

Those students entering the School from outside the New South Wales education system will also be asked to sit for a diagnostic assessment, to determine the most appropriate entry level. An acceptable standard of English is a prerequisite for all students within this entry range.

After completion of the all entry requirements, parents and their daughters will be invited to an interview.

Families with girls entering the School from Pre-Kindergarten to Year 6 will meet with the Head of Junior School or their delegate for an interview. Appropriate to the year group, families with girls entering the School from Year 7 to Year 11 will meet with the Deputy Principal, or Head of Senior School, for their interview. An invitation to interview is not a guarantee of an offer.

It is the parent/guardian's responsibility to advise the School of any changes to contact details once your daughter is enrolled. If the School is unable to contact you, your daughter's enrolment application may be forfeited. Changes to entry year should be advised as soon as possible and will be considered but cannot be guaranteed.

### MLC SCHOOL OLD GIRLS AND CURRENT FAMILIES

Applications for daughters of MLC School Old Girls and current MLC School families receive priority for entry, where it is possible to do so. If you are in one of these categories, it is recommended that an application be made by your daughter's first birthday or at least three years prior to her nominated entry level. Families with priority are still required to observe the School's enrolment procedures and conditions.

### ENROLMENT FEE

If the Principal issues a Letter of Offer for the entry of a student, parents/guardians will be required to pay the non-refundable Final Enrolment Fee of \$A2900 per student and complete and sign an Enrolment Contract with the School. The signed Contract and payment of the Final Enrolment Fee must be received within 10 days of the issue of the Letter of Offer to accept the offer of the place and to confirm your daughter's enrolment at MLC School. An offer not accepted in this manner and within this timeframe lapses and places are offered to others on the waiting list.

**NOTE:** the Enrolment Fee is separate from the tuition fees.

**NOTE:** The School reserves the right to not offer a place, at any stage of the enrolment process. The School also reserves the right to determine the appropriate entry level for each applicant, based on their age.

### CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for a child at the School.

### INTERPRETATION

'Parents' includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

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## FEES

1. The School Council determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
2. Fees and Charges may also be levied for co-curricular activities, elective subjects and sport.
3. We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the School Council and as published in the Scale of Fees from time to time.
4. All fees are payable in advance and are due within 14 days of the start of each term. If we fail to pay by the due date, we agree to pay an Overdue Charge of \$75.
5. If an account for fees is not paid in full by the end of the term in which they were due for payment, the student's enrolment may be suspended and the school may subsequently without further notice refuse entry to the student or terminate her enrolment.
6. A full term's notice in writing must be given to the Principal before any student is withdrawn/removed. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, we agree to pay a term's fee in lieu of notice.
7. We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
8. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the school considers necessary.
9. We agree to pay all medical and ambulance expenses incurred on behalf of the student.

## EXPECTATIONS AND BEHAVIOUR

10. The School may terminate the enrolment of the student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the student have not been provided to the School or the particulars provided are materially incorrect or misleading.
11. We understand that our acceptance of the School's offer of a place for the student implies that she will complete her schooling at the School unless unforeseen circumstances arise.
12. We acknowledge and agree that the student is expected to respect the School values, adhere to all School rules, work diligently at her studies and consistently behave in a manner appropriate for an MLC School student, including in regard to her personal presentation and conduct, and in relation to any digital and social media profile and activity.
13. We acknowledge and agree that students are expected to wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school

in accordance with the School's guidelines and the expectation of the School community.

14. We acknowledge and agree that as parents it is our obligation to support the student to meet the School's expectations at all times. Should the Principal deem that the student is not meeting these requirements, she may, in her absolute discretion, give one term's written notice to cancel the student's enrolment.
15. We acknowledge and agree that we must ensure the student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
16. We have noted the School's requirements in relation to discipline, home study, uniform code, attendance and leave and agree that the student must abide by them, and we agree to abide by them where they specifically apply to parent responsibility.
17. We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged.
18. We acknowledge and agree that we should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe any relevant Code of Conduct. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
19. We accept the School's Discipline Policy and we agree to support the administration of the School's Discipline Policy.
20. We acknowledge and accept that the Principal may in her absolute discretion, but subject to affording the student procedural fairness, suspend or expel the student for breaches of rules or discipline. Failure on our part to comply with these conditions of enrolment could also lead to suspension or expulsion of the student.
21. We acknowledge and agree that the Principal may, by giving us one term's written notice, cancel the student's enrolment if the Principal considers that a mutually beneficial relationship of trust and cooperation between the School and us has broken down to the extent that it adversely impacts on that relationship.
22. We acknowledge that the Principal may cancel the enrolment of the student or ask us to remove the student from the School where the student has, in the Principal's opinion, failed to meet the requirements of the NSW Education Standards Authority (NESAs) or has otherwise failed to make satisfactory progress in her academic work and/or that the School can no longer meet the student's needs, by giving not less than one term's notice.
23. We acknowledge and agree that the Principal may cancel the student's enrolment on the basis of a pattern of behaviour and/or non-cooperation between the student and/or the parent and the School, which the Principal considers is not beneficial to the School.

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24. We understand and agree that the student is expected to maintain a consistent level of participation in School activities including the co-curricular program (fees may apply). We understand and agree that as parents it is our obligation to support the student to meet these expectations at all times.
  25. We accept that the School will determine which particular programs, courses and activities are offered and/or provided at any time and which of these programs, courses and activities are compulsory. We agree to obtain for the student the textbooks, technology and learning resources recommended by the school for its compulsory programs, courses and activities and to ensure that the student has these available for use at school.
  26. We acknowledge and agree that the School has the right to assess the suitability of each student to automatically progress to the next academic year, and determine whether it is in the best interests of the student to do so.
  27. We agree and accept that all students must participate in and/or attend any activities deemed compulsory by the Principal, including but not limited to:
    - a. As a school of the Uniting Church in Australia, their annual Sunday House Chapel Service, end of term Holy Communion Services (partaking of Holy Communion as a sacrament is optional but attendance at the Services is required), and weekly Chapel
    - b. Co-curricular activities
    - c. The School sports program including Junior School and Senior School swimming and athletics carnival
    - d. Important School events such as Speech Day, Speech Night, whole school music or other whole school events and other events as required by the Principal, from time to time
    - e. Various school camps, immersive learning experiences and excursions that occur from time to time as an integral part of the school curriculum
  28. We understand that the School requires parents to be actively involved in the School through attendance at parent/teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.
  29. Requests for leave from school activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks will be refused unless in the most exceptional circumstances and must be applied for in writing to the Principal.

#### **HEALTH AND SAFETY**

30. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning, behavioural or psychological needs) which the student has. Where a student has

a disability, it is important that parents/carers provide accurate and up to date information to the School and for the School and parents/carers to work collaboratively to ensure positive outcomes for the student. Failure to accurately complete all sections of the Application (forms) and provide all relevant information may result in the School's inability to accommodate the student's needs and may affect the student's continued enrolment. Where any disclosed special needs change or where any special needs arise, we agree to notify the School immediately. We also agree to complete the student's medical form accurately and provide annual updates for the School Health Centre.

31. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or her nominee may search the student's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
32. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in her absence, a responsible member of the school staff, to give the necessary authority for such treatment.
33. We understand that the School requires parents to observe school security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the school office.
34. We acknowledge that the student's personal property is not insured by the School, which does not accept any responsibility for loss.
35. We understand that the School requires parents to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that we are only to make contact through the School office.

#### **PRIVACY**

36. We acknowledge that the School may from time to time collect personal information about parents and students, which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy.
37. We give permission for photographs of the student to be placed in the School's records, displayed from time to time around the school, and published in school publications, the My MLC School Portal, weekly e-newsletter and other marketing material including the School's public website and social media platforms, such as Facebook. If we are uncomfortable with our student's photograph being used for these

purposes, we will contact the School directly to advise.

38. We agree to provide to the School all current Family Court, other court orders, police orders, parenting plans or any other orders or arrangements which are relevant to the student's education and welfare and provide copies of any orders to the School. We note that the School's Privacy Policy deals with the confidentiality of such information.

#### GENERAL

39. We acknowledge and agree that we must promptly advise the School of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. This can be done by updating any relevant information portals. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
40. We acknowledge and agree that we must promptly advise the School if the student is absent from the School due to ill health or other reason.
41. We agree that the School may change these Conditions provided it gives us at least one term's notice and that the new Conditions take effect from the beginning of a term.
42. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parents advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school. We acknowledge and accept our obligation to do this in a timely manner.
43. Each of us agrees that our obligations to the School, as set out above, are joint and several.

#### TERMS AND CONDITIONS

It must be noted that the terms and conditions set out in the Prospectus and on the Application Form and all associated documents, may be altered or amended from time to time by MLC School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend MLC School.

## Privacy Policy

To view the MLC School Privacy Policy please visit [mlcsyd.nsw.edu.au/privacy-policy](https://mlcsyd.nsw.edu.au/privacy-policy)

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January 2022