

## Springfield

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### Definitions

Current student	a student currently attending St Peters Lutheran College
Future accepted student	a student accepted to commence at St Peters Lutheran College at a future date
Parent/legal guardian	one or both parents and/or one or both legal guardians
Prep	a full-time non-compulsory Preparatory Year (Prep) of education before starting Year 1

### Policy Statement

St Peters Lutheran College, which is owned and operated by Lutheran Church of Australia Queensland District, offers its program in Christian education to all applicants regardless of ethnic origin, gender, religion or disability, provided that:

- a) through enrolment procedures the parent/legal guardian seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of St Peters Lutheran College and do not act contrary to that undertaking thereafter; and
- b) adequate space and resources are available, including the resources to support any special needs of the child/children.

#### 1 Enrolment priority

A priority for enrolments is established to ensure that St Peters creates a community of faith and continues our focus on Christian education. When parent/legal guardians enrol their children at St Peters, they agree to support the beliefs and values of the College, including their children's participation in regular Christian Chapel worship and Christian studies lessons.

As the Lutheran Church has established the College to support Lutheran families in the first instance, preference shall be given to practising members of the Lutheran church.

In determining the order of other preferences for enrolments, the following criteria may be considered in whatever order is determined. The College Council reserves the right to finally determine any issue of priority between enrolment applications as it sees fit:

- Members of the Lutheran Church;
- Siblings, children and grandchildren of current and past students;
- Children who are members of Christian churches other than Lutheran;
- The ability of the child to contribute to the College's programs;
- As a coeducational school, the need to maintain a gender balance;
- The order in which they are received in each priority area; and
- The resources available to meet any special needs of the child/children.

#### 2 Equity

The Enrolments Department is committed to ideals of equity and efficiency and in all practices acts in accordance with fulfilling the College's Christian mission. It will fulfil its role without discrimination or personal judgements and at all times acts according to the Christian values of acceptance, tolerance and inclusion.

Each student or family will be given the same courtesy, information, opportunities and timeframes regarding their application, regardless of personal appearance, economic background etc.

Places will not be held for full-fee paying families over families who have applied for a means-based concession (giving due consideration to the economic models and associated quotas).

All strategic decisions will be referred to the Principal and Head of College.

No executive decisions will be made by the enrolments staff to exclude or include students/families from entering the College that are not in line with the College's approved policies.

#### 3 Enrolment application and contract

Applications for enrolment must be made on the St Peters Lutheran College Enrolment Application form. This application must be:

- fully and correctly completed; and
- signed by the student's parent/s or legal guardian/s; and
- submitted together with the following documents to support the application (N.B. Parent/legal guardians should read and note section 17 of this policy regarding the effect of providing false or misleading information to the College):
  - o A sealed copy of Court Orders or Protection Orders, (if applicable);

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- Certified academic reports (translated into English) for the previous two school years, together with an explanation of reporting procedures applied at the student's current or most recent school;
- A completed Reference Form from the student's current or most recent school principal is also required if student academic reports do not record student behaviour, attendance or commitment to studies; and
- A completed preferred Subject Selection Form if appropriate.

Once St Peters Lutheran College has received a completed application for admission or enrolment form and associated documentation, it is necessary to assess the application to determine if any additional information is required.

If the application for enrolment reveals potential learning, physical or other disabilities or barriers to attendance at the College, it will be necessary to obtain more information to determine the educational and physical needs of the prospective student and whether the College can accommodate those needs.

The College has the right to request further information (including medical and other records) and/or an interview from the parent/legal guardian and/or request that the potential student undergoes any relevant assessment to determine the potential student's additional educational and/or physical/emotional/mental needs. These assessments will be at the expense of the parent/legal guardian.

The parent/legal guardian will be required to sign an enrolment contract in which there is an agreement to accept, and continue to accept, the policies and procedures of the College. The Enrolment Application forms part of the Enrolment Contract. A non-refundable Enrolment Confirmation Fee must be paid at this time.

#### **4 Information required from parents/legal guardian about a potential student**

The College may require knowledge of a potential student's additional social/emotional, behavioural or additional learning or support needs that are pertinent to the student (i.e. speech/language, occupational therapy, psychologist or audiologist) and/or other current medical issues (such as allergies, asthma diabetes and information about any other physical or psychological impairment).

The College requires this information for the purposes of:

- caring for their students' needs and ensuring they can monitor any particular issues once the student commences at the College. This information should be restricted to any medical information/condition that the College would need to monitor; and
- assessing if the College has the capacity to provide the appropriate level of support and/or facilities for the student.

#### **5 Students with special needs**

##### **5.1 New enrolments**

Parent/legal guardians must fully inform the College of any special needs of the child. While the College strives to provide a wide range of support and services to meet special needs, it is aware that the needs and support levels required by some children and young people may be beyond the College's resources and capabilities. The College will make parent/legal guardians aware of the situation in a compassionate and consultative manner in such cases. Where a potential student comes from a non-English speaking background, offers of enrolment may be conditional on student attendance at EAL (English as an Additional Language) classes at the College.

Learning support teachers also have responsibility for 'in class' support of a wide range of students, and from time to time this may impact on their ability to provide services to future enrolments. Each case will be assessed on its individual merits, and the final decision will be at the Principal's discretion.

A potential student's family situation, medical background, learning support requirements and social background will not affect the College's decision to accept the student's enrolments unless:

- There has been a thorough and documented consideration/assessment of what special services/equipment/devices would be required to meet the potential student's needs and if there are any reasonable adjustments that can be made (including the costs and other effects of meeting the student's needs or making reasonable adjustments);
- The College has consulted with the potential student's parent/legal guardian about the potential student's needs and any reasonable adjustments;
- After considering the potential student's needs and consultation with the parent/legal guardian it has been determined that the College cannot meet the potential student's needs, cannot make any reasonable adjustments and/or it would cause unjustifiable hardship to make the reasonable adjustments; and
- The reason why the College is not able to provide those services is thoroughly documented and communicated to the potential student's parent/legal guardian.

### **5.2 Future accepted or current students**

Where a future accepted or current student experiences a change to their health which impacts their ability to learn, participate effectively and/or access essential facilities within the College, the Head of College and/or Principal in conjunction with the parent/legal guardians will determine the College's ability to meet the student's needs both immediately and in the future.

If the College feels it is not able to reasonably support the student's needs and well-being, then in the best interests of the student the enrolment will be cancelled.

### **6 Scholarships**

Scholarships may be offered for academic, sporting, artistic or other reasons. Refer to the [Scholarship Guidelines](#) for more information.

### **7 Means tested concession**

A means tested concession program will be maintained by the College to assist families whose means would not normally enable them to access St Peters.

### **8 Immunisation**

The College encourages childhood immunisation, however acknowledges that this is a parent/legal guardian responsibility. Immunisation status will not be a consideration when offering a place at St Peters Lutheran College unless this becomes a legal requirement.

If an infectious disease is notified to the College, the College will use its best endeavours to communicate this to the parent/legal guardian.

### **9 College policies and procedures**

Parents/legal guardians and students are required to adhere to College policies and procedures. The College reserves the right to terminate the Enrolment Contract if there is a serious or persistent breach of the College's policies and/or procedures. Policies and procedures are found on the College's internet and intranet. For the wellbeing of the whole student body the College Council has the absolute discretion to amend College policies from time to time which will have the effect of amending the terms of each individual enrolment contract between the College and parent/s or legal guardian/s.

### **10 Family law**

St Peters recognises the responsibilities of both parents or legal guardians of each student, unless a court order or similar order expressly restricts such responsibilities. If a parent/legal guardian seeks to restrict the other parent/legal guardian from engaging with the College and/or student in regard to the student's enrolment at the College, the parent/legal guardian seeking the restriction must provide the College with a copy of the genuine sealed court or other order authorising this restriction.

### **11 Compulsory school age**

The Education Training Reforms for the Future (Qld Government) states that from 1 January 2006, young people must stay at school until they turn 16 or complete Year 10, whichever comes first. After this, the compulsory participation phase will apply until the young person:

- gains a Queensland Certificate of Education, Queensland Certificate of Individual Achievement, Senior Statement or Certificate III or IV vocational qualification; or
- has participated in eligible options for two years. An eligible option is an educational program provided by a school, a course of higher education provided by a university or other provider, a TAFE course, an apprenticeship or traineeship; or
- turns 17.

Parents/legal guardians will be obliged to ensure their child participates as required. This obligation doesn't apply if the young person has a paid job for at least 25 hours per week or is under an employment exemption under the *Vocational Education, Training and Employment Act*.

### **12 Minimum age of enrolment**

Please refer to the [Minimum Age of Enrolment](#) statement.

### **13 Students from a non-English speaking background**

The College requires evidence of sufficient proficiency in English to successfully meet the curriculum demands of the enrolled course. This evidence may be presented as evidence of previous study in English as the medium of instruction or as results of an acceptable English language proficiency test.

This information will form the basis for making recommendations to parents/legal guardians and in formulating offers of places in the College. In making their judgements, enrolments staff will also consider the student's past reports, attitude and emotional maturity.

### **13.1 Primary – P to 6**

English language and academic ability assessment is required. This will assist the College to determine whether intending students have age-appropriate achievement in literacy/numeracy areas of curriculum, determine their level of English and the level of EAL support required. Student placement is usually done on an age appropriate basis.

### **13.2 Junior High – Years 7 and 9**

Students applying for entry to the Junior High in Year 8 or 9 will require an English Language Test result equivalent to 2 on the International Second Language Proficiency Ratings scale. Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

### **13.3 Senior School – Years 10 to 12**

**Year 10:** Students will require an English Language Test result equivalent to a minimum of IELTS 5.5 or ISLPR 2+. Applicants must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects).

**Years 11-12:** Students will require a minimum result of IELTS 6+ for consideration for entry to Year 11.

If a student's English language proficiency is below that outlined above, they may be required to undertake an intensive English language course (at their own cost) before being considered for a place at the College. Please note that the College does not guarantee an offer of a place at the College for a student who undertakes an English language course.

Students must provide academic records for the previous two school years that indicate application to schoolwork and age-appropriate academic achievement (a pass level of B grade or better for core subjects)

The Queensland academic program for the tertiary pathway (Years 11 and 12) requires students to complete four semesters of study over two years.

Students should note that success in senior secondary studies in Queensland requires a high level of English language proficiency and a high academic standard. St Peter's is a registered provider of education and follows the guidelines of the Queensland Curriculum and Assessment Authority in regards to assessment methods.

Students must attend all applicable lessons and examinations for the duration of the course. They are expected to submit all assignments as required by their selected subjects. Students who do not have full attendance or do not submit assignments as required risk having their student enrolment cancelled.

## **14 Collection of personal information**

To enable the College to fulfil its Duty of Care responsibilities to the child, information is requested from the parent/legal guardian. Records are kept in a secure place. For more information, refer to the [Privacy Policy](#).

## **15 Enrolment process**

Enrolment application forms are available in hard copy from the Enrolments Office or an online application is available via the website: [www.stpeters.qld.edu.au](http://www.stpeters.qld.edu.au).

## **16 Cancellation of enrolment by the parent/legal guardian**

When a student is to be withdrawn from the College or if an enrolment is to be cancelled, the parent/legal guardian is required to give the Head of College and Principal one term's notice, in writing, before the withdrawal or cancellation date. A parent/legal guardian who does provide the required written notice will be liable to pay the College an amount equal to one term's fees in lieu of such notice.

## **17 Cancellation of enrolment by the College**

The College Council has the ultimate responsibility for the wellbeing of the whole student body. The College Council's representative, i.e. the Head of College (or delegate), has the right to cancel a student's enrolment at St Peter's Lutheran College in the following circumstances:

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- For breach of the rules and regulations;
- For non-payment or late payment of tuition fees or levies;
- If the parent/legal guardians have provided any false or misleading information to the College;
- If the parent/legal guardians have failed to disclose relevant information that was required by the College;
- If the behaviour of the parents/legal guardians is unacceptable (for example, but not limited to, abusive, violent, disruptive, harassing and/or threatening behaviour); and
- If the student's circumstances change and those circumstances affect, in the sole discretion of the College, the ability for St Peter's Lutheran College to provide the necessary resources to accommodate the student's needs.