



## Application for Enrolment (Policy and Procedure)

Thank you for your interest in enrolling your child/young person at Compass Independent School.

This policy:

- Provides information for parents/guardians who are considering enrolling their child/ young person at Compass Independent School
- Outlines the terms by which an offer of enrolment is made
- Ensures the enrolment process is fair and transparent, and fulfils obligations regarding privacy and anti-discrimination legislation

### Introduction

Compass is a small, independent school located at QUT Creative Industries Precinct, Kelvin Grove. The School uses a vertical model in which classes are situated in Building Z1 with access to local parkland for outdoor learning and play. Compass offers schooling to children/ young people from Prep to Year 7. The school will offer Years 8 to 10 from 2026.

Compass delivers the Australian Curriculum in innovative ways. The school focuses on the child/young person's learning journey with a program of inquiry, play, creativity and collaboration. The school utilises multi-age classes in which children/young people of different ages learn and play together, and teachers tailor learning to the child/young person's level.

Compass values being caring, fair, open-minded and respectful. These values are encouraged in everyday interactions across the school community. Compass offers a dynamic and hands-on learning environment that focuses on the development of the child/ young person.

### Enrolment Considerations



Compass believes that the best outcomes are achieved for the child/young person when there is compatibility between the school and home settings. The enrolment process is designed to assist parents/guardians, children/young people and Compass in determining whether the school is a 'good match' or 'right fit'.



## Enrolment Priorities

---

The size of the school, multi-age setting and capacity for growth influences the availability of enrolment places each year.

The school priority is to enrol:

- Children/young people whose families are compatible with the school philosophy, approach, model and values
- Children/young people of staff and the board of directors
- Siblings of enrolled children/young people
- Children/young people of QUT staff and students.

Other factors that influence enrolments include:

- Maintaining a multi-age setting
- Date of expression of interest.

The enrolment process considers these priorities and factors in a consultative process with families. Parents/guardians have a responsibility to disclose full and accurate information and evidence relevant to the child's/young person's education, health and wellbeing. Upon request from a principal, the parents/guardians will consider authorising a principal to liaise with medical and allied health practitioners so a principal can consider the school's ability to accommodate the child's/young person's needs. A school principal considers all of the information available during the enrolment process including the school's human, financial and physical resourcing capacities. Offers of enrolment are made at a principal's discretion.

## Enrolment Process

---

Parents/guardians who are interested in enrolling their child/young person at Compass Independent School progress through all of the following steps in sequence. These steps help facilitate compatibility between the parent/guardian, child/young person and the school.



**Timeline:** Enrolment applications can be received for any child with a birth certificate and are added to the *Enrolment application list*.

Prep enrolment applications from the *Enrolment application list* are actioned approximately 18 months prior to the start of the relevant school year with interviews generally taking place up to a year in advance. Applications may also be processed for Years Prep to 6 as places are available.

High school applications from the *Enrolment application list* are actioned up to approximately 3.5 years prior to the start of the relevant school year with interviews generally taking place 3 years in advance of commencing in Year 7. The school prioritises the enrolment of existing Compass children for Year 7. Applications are processed for Years 7-10 as places are available.

### Steps:

1. **Read the school website:** Read about our school's values, programs, policies and community.
2. **Attend a school tour\*:** Visit the school for a tour to discover more about Compass.
3. **Submit an application form:** Complete an *Enrolment Application Form* and pay the application fee of \$150 (per child/young person, non-refundable).
4. **Attend a school tour\***
5. **Participate in an interview:** Attend an interview with a school principal. The parent/guardian and child/young person attend the interview which involves:
  - discussion of the school philosophy, approach, model and values
  - consultation with the parent/guardian regarding the child/young person as an individual and learner
  - time to interact with and observe the child/young person through a range of experiences.

An interview does not guarantee an enrolment place. A principal will contact each parent/guardian regarding the outcome of their enrolment application.

The school's primary obligation is to provide educational offerings for all enrolled children/ young people whilst keeping them safe at school. For these reasons, it is



important for parents/guardians to provide Compass Independent School with all documentation and information relevant to the child/young person throughout the enrolment process.

*\*Attend a school tour: A tour **must be** taken at any time before the interview — either after reading the website or after submitting the Enrolment Application Form. These are bookable via the school's website or by contacting the school.*



### Additional information:

- A principal may, in some cases, request that your child/young person participate in a half-day experience before as a part of the enrolment process.
- Overseas applicants can enquire for enrolment to the school on a case-by-case basis. Compass Independent School is not a CRICOS registered school. Visa details are required in order to determine eligibility for enrolment. Please note that overseas student fees apply.
- In the event that the school receives a disproportionate amount of enrolment applications to places available, the school will use the enrolment priorities to triage applications.

### Offer of Enrolment

---

*For those who receive an offer of enrolment.*

To secure enrolment:

- A. Complete the provided *Enrolment Confirmation Form* and *Enrolment Contract* including all accompanying documentation.
- B. Pay the enrolment confirmation fee (non-refundable), credited towards the term fees in which the child/young person commences.
- C. Receive written confirmation from a principal.

Upon completion of steps (A),(B) and (C), a child/young person is considered enrolled.

All paperwork and payment must be received within 7 days of receipt of an offer to enrol, otherwise the place may be offered to another child/young person.

*Fees listed are for domestic students. Fees for overseas students can be provided upon request.*

### Withdrawal

---

Full and honest disclosure is required throughout the enrolment process. Compass Independent School may deny an offer of enrolment or continued enrolment if an



application is found to be misleading, inaccurate or fails to disclose information relevant to the school's ability to educate the child/young person and keep them safe.

If an offer of enrolment is made and accepted and subsequently the parent/guardian decides not to proceed with enrolment, an amount equivalent to one term's fees is non-refundable.

## Disability

When considering an enrolment application for a child/young person with a disability or additional needs, the School will always comply with the *Disability Discrimination Act 1992 (Cth)* and the *Disability Standards for Education 2005*.

Where parents/guardians have indicated that their child/young person has additional needs, or information has come to light indicating the possible need for learning support or other measures to assist the child/young person to participate at the School, or to use the School facilities or services, a principal will make an additional assessment of the child's/young person's needs. Where information obtained by the School indicates that the child/young person has a disability and/or may require additional support, a principal will seek to identify the nature of the child's/young person's needs and the strategies required to address them. This process is carried out using the School's Enrolment Application and Support Process (EASP).

A principal will determine whether reasonable adjustments can be made, taking into consideration (and in no particular order):

- The child's/young person's disability
- Additional needs of the child/young person
- The views of the child/young person and/or parents/guardians
- The ability of the School to keep the child/young person safe
- The extent to which the adjustment would allow the child/young person to participate on the same basis as a child/young person without the disability
- The effect of the adjustment on the child/young person
- The effect of the adjustment on the staff and other students



- The cost and benefits of the adjustments
- The philosophy and values of the school.

Compass Independent School is committed to providing reasonable adjustments required for children/young people, provided such measures or actions do not create unjustifiable hardship for the School. When considering whether an adjustment would cause unjustifiable hardship, the School will take into account, amongst other things, the School's financial circumstances, the estimated expenditure required for the adjustments, the availability of financial assistance to the School, and the School's ability to uphold the duty of care it owes to the child/young person, before declining to offer an enrolment place due to unjustifiable hardship.

### Separated Families

---

Compass Independent School recognises that many families have diverse arrangements in place regarding the care of their child/young person. While the School can accept enrolment applications signed by only one parent/guardian, we strongly encourage both parents/guardians to be involved in decisions relating to their child/young person's enrolment, unless there are legal orders that remove this requirement or allocate sole parental responsibility.

Where relevant parenting or protection orders are in place, these must be disclosed during the enrolment process. If information is not disclosed, and the School subsequently becomes aware of matters that impact parental responsibility, custody, or access, a principal may undertake further assessment in alignment with our separated families policy to ensure we are able to carry out our duty of care, legal obligations and capacity to support the child/young person's wellbeing and learning.

The School reserves the right to decline or defer enrolment if, after consideration of any disclosed or undisclosed information, it is determined that proceeding with enrolment may compromise the safety or best interests of the child/young person, or the ability of the School to meet its duty of care obligations.





## Glossary

Enrolment application form	The initial form that prospective families complete to be added to the enrolment application list. Submission of this form is required to express interest in enrolling at the school.
Enrolment application list	A list that prospective children/young people are placed on once a fully completed <i>Enrolment application form</i> has been submitted and the associated application fee has been paid. This list ensures that the application is processed and considered for enrolment.
Enrolment confirmation form	The form sent as part of the enrolment offer to collect important information upon enrolment including details required by the Australian Government regulatory bodies.
Enrolment confirmation fee	A non-refundable fee, credited towards the term fees in which the child/ young person commences.
Enrolment contract	The agreement made between the child, family and school regarding the provision of educational services, outlining the rights and responsibilities of the various parties.
CRICOS registered school	The Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) is the official register of Australian education providers permitted to offer courses to students studying in Australia on student visas. CRICOS registration ensures that the school meets specific standards for international education.



## Enrolment Policy

Purpose:	The purpose of this policy is to: <ul style="list-style-type: none"> <li>a) Ensure an enrolment process which is transparent, fair and equitable and for the School to fulfil all obligations under the law regarding anti-discrimination</li> <li>b) Provide a clear understanding of the terms in which enrolment will be offered to children/young people (prospective students)</li> </ul>	
Scope:	<ul style="list-style-type: none"> <li>● Compass Independent School</li> <li>● Employees of Compass Independent School involved in the enrolment application process</li> <li>● All parents/guardians and children/young people who wish to enrol at Compass Independent School</li> </ul>	
Status:	Approved	Supersedes: 14/10/2024
Authorised by:	School Governing Body Chairperson	Date of Authorisation: 24/03/2025
References:	<ul style="list-style-type: none"> <li>● <a href="#">Disability Discrimination Act 1992</a></li> <li>● <a href="#">Disability Standards for Education 2005</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Act 2017</a></li> <li>● <a href="#">Education (Accreditation of Non-State Schools) Regulation 2017</a></li> <li>● Compass Independent School Enrolment Application Form</li> <li>● Compass Independent School Enrolment Contract</li> <li>● Compass Independent School Privacy Policy</li> <li>● Compass Independent School Disability Discrimination Policy</li> </ul>	
Review Date:	Annually	Next Review Date: 24/03/2027
Policy Owner:	School Governing Body	



The terms 'Compass' and 'School' refer to Compass Independent School Ltd. throughout this document. The terms 'child'/'children' and 'young person'/'young people' indicate 'student' and 'students'.