

Application for Enrolment (Policy and Procedure)

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

This policy:

- Provides information for parents/ guardians who are considering enrolling their child/ren 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 primary school located at QUT Creative Industries Precinct, Kelvin Grove. The School uses a vertical model in which classes are situated on Level 3 of Building Z1 with access to local parkland for outdoor learning and play. Compass offers primary schooling to children from Prep to Year 6.

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

Enrolment Considerations

Compass believes that the best outcomes are achieved for the child when there is compatibility between the school and home settings. The enrolment process is designed to assist parents/ guardians, children 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:

- Parents/ guardians and children who are compatible with the School philosophy, approach, model and values
- Children of Staff and the Board of Directors
- Children of QUT Staff and QUT Students (until 30/06/2024)
- Siblings of enrolled 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 education and health and wellbeing. Upon request from the Principal, the parents/ guardians will give consideration to authorising the Principal to liaise with medical and allied health practitioners so the Principal can consider the School's ability to accommodate the child's needs. The 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 the Principal's discretion.

Enrolment Process

Parents/ guardians who are interested in enrolling their child/ren at Compass Independent School progress through all of the following steps in sequence.

These steps help facilitate compatibility between the parent/ guardian, child and the School.

- Step 1: [Read](#)

Read detailed information available about Compass Independent School.

- Step 2: **Visit**

Visit the school for a tour to discover more about Compass Independent School.

- Step 3: **Apply**

Apply by completing an Enrolment Application Form and pay the application fee of \$100 (per child, non-refundable).

The School's primary obligation is to provide educational offerings for all enrolled children whilst keeping children safe at school. For these reasons, it is important for parents/ guardians to provide Compass Independent School with all documentation relevant to the child upon applying for enrolment.

Overseas students can apply for entry 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 shortlist for interviews.

- Step 4: **Interview**

Attend an interview with the School Principal (given places are available). Parent/ guardian and child/ren to attend.

The interview involves:

- Discussion of the School philosophy, approach, model and values
- Consultation with the parent/ guardian regarding the child as an individual and learner
- Time to interact with and observe the child through a range of experiences

Duration of the interview is approximately 90 minutes. Parents/ guardians applying to enrol more than one child may require longer.

N.B. An interview does not guarantee an enrolment place.

The School will contact each applicant regarding the outcome of their enrolment application.

Offer of Enrolment

For those who receive an offer of enrolment

To secure enrolment:

- a) Complete an Enrolment Form including all accompanying documentation, and,
- b) Pay school fees for the relevant Semester

Upon completion of steps (a) and (b) a child 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.

Fees listed are for domestic students. Fees for overseas students 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 and keep them safe.

If an offer of enrolment is made and accepted and the parent/ guardian decides not to proceed with enrolment, the school fees paid are non-refundable.

Disability

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

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

- The child's disability
- Additional needs of the child
- The views of the child and/or child's parents/ guardians
- The ability of the School to keep the child safe
- The extent to which the adjustment would allow the child to participate on the same basis as a child without the disability
- The effect of the adjustment on the child
- 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, provided such measures or actions do not create unjustifiable hardship to 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, before declining to offer an enrolment place due to unjustifiable hardship.

Enrolment Policy

Purpose:	The purpose of this policy is to: <ol style="list-style-type: none"> 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 b) Provide a clear understanding of the terms in which enrolment will be offered to children (prospective students) 	
Scope:	<ul style="list-style-type: none"> ● Compass Independent School ● Employees of Compass Independent School involved in the enrolment application process ● All parents/guardians and children who wish to enrol at Compass Independent School 	
Status:	Approved	Supersedes: Nil
Authorised by:	School Governing Body Chairperson	Updated: 19/01/2024
References:	<ul style="list-style-type: none"> ● Disability Discrimination Act 1992 ● Disability Standards for Education 2005 ● Education (Accreditation of Non-State Schools) Act 2017 ● Education (Accreditation of Non-State Schools) Regulation 2017 ● Compass Independent School Enrolment Application Form ● Compass Independent School Enrolment Contract ● Compass Independent School Privacy Policy ● Compass Independent School Disability Discrimination Policy 	
Review Date:	Annually	Next Review Date: 19/01/2026
Policy Owner:	School Governing Body	

The Terms 'Compass' and 'School' refers to Compass Independent School Ltd. throughout this document. The term 'child' and 'children' indicate 'student' and 'students'.