PEREGIAN BEACH COLLEGE

Rationale
This policy provides the guidelines for enrolment into Peregian Beach College.

Enrolment Policy
Peregian Beach College offers its education programme to all applicants regardless of religion, ethnic origin, gender, ability or disability, provided that adequate classroom and specialist facility space and resources are available and that parents seeking enrolment for their child/children undertake to willingly and freely support the stated purposes of Peregian Beach College. The College reserves the right to withhold entry if it seems likely that the special needs of the student are unable to be met by the College.

It is the policy of Peregian Beach College that:
(a) Parents seeking enrolment for their child/children undertake to support the beliefs and values which underpin the College.

(b) Where applications exceed the number of places available, the following order of preference shall normally apply:

1. Students with siblings already in attendance at the College,
2. Students whose parents are current members of staff,
3. The time of receipt of the Application;
4. The need to maintain gender balance;
5. Students from families who are willing to accept and support the aims, objectives and philosophy of Peregian Beach College.

The above order of preference will not apply to students who are offered scholarships.

Regardless of the above order of preference, no student shall be regarded as having automatic right of acceptance.

Enrolment Procedure
The procedure that the College follows in the enrolling of new students is as follows:

1. Upon request, an Application for Enrolment form is sent out to the prospective parent (one form per student);

2. Parent(s) and/or Guardian(s) are asked to complete the Application for Enrolment form and return the completed form to the College. On the Application for Enrolment form, parents are expected to make full declaration of all infectious diseases and disabilities which might impact on the College’s ability to provide adequate educational services for the student or other students, or which might require special services or facilities. The College will comply with antidiscrimination legislation in implementing its enrolment policy;

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3. When completed, the Application Form is lodged with the College Registrar, accompanied by an application fee and any documentation requested on the Application form, including the student’s last school report.

4. The non-refundable Application fee must be paid before any consideration is given to the enrolment of the student.

5. On receipt of a completed Application form, the Registrar enters the student’s name and year level onto the College’s database for the year of enrolment applied for. (Please note that lodging an application form and payment of the fee does not automatically gain acceptance into the College.)

6. Prior to enrolment being offered, parent(s) and/or guardian(s) and the student are expected to attend an interview with the Principal. Parent(s) and/or guardian(s) will be contacted by the College to arrange a mutually convenient time for this purpose and to arrange for a guided tour through the College.

7. The College Principal will assess the information provided by the written application and the interview and decide whether to make an offer of enrolment.

8. If an offer of enrolment is made and accepted, the Enrolment contract is issued and signed. The enrolment Contract shall not be regarded as binding until such time as College fees have been paid.

9. The Enrolment Contract is a legally binding contract and can only be terminated by the withdrawal of the student(s) from the College in accordance with the terms of the Enrolment contract. The Enrolment contract contains an agreement to accept the policies and procedures of the College. The College reserves the right to terminate the Enrolment contract when a disclosure of a student’s needs has not been provided or if there is a serious or persistent breach of the College’s Code of Behaviour on the part of the student or as otherwise stated in the Contract. Specific polices are available on request and where significant changes are made to policies and procedures, these will be conveyed to parents in the form of a written notice by way of the newsletter, website or via special mailing;

10. This enrolment policy should be read in conjunction with the Peregian Beach College’s Fee Policy especially in regards to the clauses that deal with the payment of school fees and conditions regarding the withdrawal of students from the College.

11. There will be a departure from the above procedure when the student being enrolled is a student external to the College who has been offered a scholarship.
Notes to the above and other Considerations:

a. The continued enrolment of all students of Peregian Beach College will depend on compliance with all the terms and conditions as detailed in the Enrolment Contract (This will include but not be limited to the payment of fees in a timely manner, compliance with College policies, full disclosure of infectious diseases, disabilities etc.)

b. Enrolment in the College may be on a part time or a full time basis. If part-time, fees and charges are those charged as stipulated.

c. Enrolment Deferral: If a student wishes to defer enrolment, a place may be held but charges and fees will apply.

d. Overseas Student Enrolment: Enrolment in the Peregian Beach College - Overseas Student Program is subject to special conditions and depends upon a suitable Homestay family arrangement being available. Please contact the College for more information.

e. School Community: Enrolment at Peregian Beach College assumes a commitment by parents and students to the life of the College. This commitment may include, but is not limited to:
   i. Supporting the ethos of the College;
   ii. Attendance at parent/teacher nights and information evenings held by the College;
   iii. Service to the College on a College committee (e.g. Tuckshop) where able;
   iv. Attendance at special celebrations/events held by the College.
   v. Helping with the organization/conduct of (at least) one P&F activity during the course of the year.

g. Disciplinary Matters: Enrolment at Peregian Beach College also assumes commitment by the student to the life of the College. This commitment includes, but is not limited to:
   i. Supporting the ethos of the College;
   ii. Adhering to the College’s Code of Behaviour.
   iii. Applying themselves to the best of their ability to their learning, study & conduct; and
   iv. Attendance and active participation in College events.

h. Serious breaches of the College’s Code of Behaviour may result in suspension or expulsion of the student. Such breaches may include, but are not limited to:
   i. The possession, use or supply of illegal substances at school or on school based activities;
   ii. Property damage or theft,
   iii. Sustained or serious harassment or victimization, and
   iv. Sustained refusal to cooperate with College requirements for student behaviour.

i. Uniform: Each student is required to wear full school uniform as per the Uniform Policy. A copy of this Policy is available from the College Office and or the College's website.

j. Camps/Excursions are considered an integral part of a student’s education at Peregian Beach College and are compulsory. Parents will be informed of the Camps and Excursions.

k. Cultural Enrichment Activities: From time to time there are activities after hours with tutors who are not paid or engaged by the College. Parents contract privately with these tutors regarding payment of fees and the tuition offered. The College does not take responsibility for students at these activities but allows these tutors to use the facilities of the College for a nominal rental charge. Contact details for these tutors are available from the College Office.

l. Parental Access Restrictions: Some students have custody orders concerning access by a parent or other person. It is the responsibility of the parent to inform the Principal in writing of these arrangements, and to provide legal evidence of these orders.

m. Privacy: Peregian Beach College will comply with Privacy legislation requirements. Where there are special family/child circumstances that require additional privacy measures on the part of the College, the parent(s)/guardian(s) is required to communicate these in writing to the Principal.