



Domestic Admissions Policy

Our Culture

John Paul College (JPC) is a Christian, ecumenical, co-educational College. Our values are based on a Christian ethos and particularly emphasise the College Values of Mutual Respect, Integrity, Compassion and Excellence. All applicants applying for admission to the College are expected to carefully consider their alignment with the College's values and philosophy, particularly in terms of their participation and contribution to the life of the College.

Purpose

The purpose of this policy is to outline the guidelines and processes for domestic admission. The College demonstrates its commitment to meeting the educational needs of students, in a manner that complies with relevant anti-discrimination and accreditation legislation and takes into account student learning needs while balancing the interests of all parties affected. Students with exceptional needs or disabilities are covered by this policy.

Applicability

This policy applies to parents/guardians of prospective students wishing to apply for admission to the College in either our Kindergarten, Primary or Secondary (including Boarding) School.

Legislative/Policy References

- *Education (Accreditation of Non-State Schools) Act 2017 (Qld)*
- *Education (Accreditation of Non-State Schools) Regulation 2017 (Qld)*
- *Anti-Discrimination Act 1991 (Qld)*
- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005.*

John Paul College Policy References

Refer also to the following John Paul College policies:

- *Privacy Policy*
- *College Community Code of Conduct*
- *Our College Values and Expectations*
- *Fees, Levies and Staff Fee Discounts*
- *John Paul College Application for Admission (online)*
- *Procedure for Admission of Domestic Students.*

Definitions

- A *child* is a person under 18 years of age.
- To avoid doubt, a *disability* includes behaviour that is a symptom or manifestation of the disability (refer to *Disability Discrimination Act 1992 (Cth)*).
- A *sibling* is the brother or sister of a current student of the College; or the brother or sister of a student who has been offered and has accepted a place for the future; or the brother or sister of a past student.

- A *domestic student* includes Australian citizens, permanent residents of Australia, New Zealand and Norfolk Islander passport holders, as well as temporary visa holders on a visa that permits them to attend regular daily schooling without a limit to study.

Considerations

- As far as possible, an equal ratio of girls to boys is maintained within the College.
- The ability of the prospective student to benefit from the available educational offerings and contribute positively to the College community are factors in admission being accepted.
- The provision of requested supporting documentation as outlined in Appendix 1 including all school reports, test results and requested aptitudinal information which the College requires to make an informed decision when offering a place.
- Full participation (as possible) in programs and activities integral to the curriculum including the Outdoor Education and Camps program is expected.
- Acceptance of our *Community Code of Conduct*.

Application Process

1. **Submission of Application for Admission Form** – All interested domestic prospective students are required to complete an online application at <https://admissions.jpc.qld.edu.au/enquiry#/Action/Welcome>. To complete an application, applicants will need to pay a *non-refundable* application fee of \$175 to process the application. Please see Appendix 1 for a list of the required supporting documentation.
2. **Completed application** – To be considered for an interview, all students must have completed the Finalise Your Application form and ensure that all supporting documentation and information have been provided to finalise the application in its entirety. Neither acceptance of a completed application form, nor receipt of the related application fee, guarantees an interview or a place.
3. **Admission Support Meeting** - if required.
4. **Interview** - An interview with parents and the applying student will be held before the proposed year of entry to the College with most interviews generally conducted six to 18 months before commencing. Interviews for new Year 7 applications are normally held when the student is in Years 5 or 6 and the College endeavours to invite all prospective families to an interview, conditional upon full completion of the application, and the provision of all requested information. This interview helps to establish that parent expectations and student needs, are clearly compatible with the philosophy and offerings of the College and that the College has the capacity to meet those expectations and needs. A second interview may be required at the request of the College.
5. **Unaccepted Interviews** - If parents do not accept or book an interview, the student's application will not be progressed. The Application for Admission may be cancelled at the College's discretion if a suitable alternate interview time cannot be scheduled.
6. **Offer of a Place** – Prospective families will be notified of an offer of a place at JPC after interviews have been completed.
7. **Accepted Offers** - To accept an offer, that secures the applicant's place, a Confirmation of Enrolment must be signed by both parent/guardians as well as the person/s financially responsible for fee payment and provided to the College with a non-refundable Confirmation of Enrolment payment of \$500. The Confirmation of Enrolment is a contract between the parents/guardians and the College to uphold the ethos of the College, abide by all College policies and pay the College fees on time.

The Principal reserves the right to deem an enrolment provisional based upon the parent/guardian and/or student meeting the provisions outlined in the offer.

8. **Declined Places** - Parents pay a non-refundable Confirmation of Enrolment payment when accepting a place at the College. When a place is declined before the year of entry the Principal may consider a partial refund of the Confirmation of Enrolment payment in special circumstances. Parents must make their request in writing.

Refunds will be considered only if full cohorts of students commence in the year of entry. In practice therefore consideration for a refund cannot be given until February of the year of entry. The amount of refund will consider the College's pre-estimate of the average administration cost to replace a student.
9. **Unaccepted or Expired Offers** - If parents do not accept an offer, they can elect to be placed in the wait pool by notifying the College in writing. In these circumstances, their Application for Admission date will change to the date that parents advise that they are now willing to make a new offer. This advice must also be in writing. If parents do not notify the College that they elect to be placed in the wait pool by the stipulated date in the letter of offer, the Application for Admission may be cancelled at the College's discretion. Regarding expired offers, applicants may be asked to complete a new application if the time lapsed is significant.
10. **Mid-year admissions** - If a new student is accepted into a particular year level because a place has become available during the College year, younger or older siblings of that student may then also be considered for a place provided that sibling had an Application for Admission date submitted at the same time as, or reasonably close to, the student who has been accepted. If a place is not available, the sibling will be placed at or near the top of the wait pool for the relevant year.
11. **Sibling enrolments** - If a student for a future year accepts a place, siblings of that student may also be considered for a place. If a place is not available, the sibling may be placed at or near the top of the wait pool for the relevant year.
12. **Children of staff** - As a benefit of employment at John Paul College, the College will use its best endeavours to ensure that a staff member employed permanently will have a place for their children at John Paul College, subject to the normal conditions of the offer as outlined above.

Please note that scholarship applications are managed through a separate process outlined in the Concessions Policy.

Diverse Learning

John Paul College values the diversity of all students and recognises the right of all students to equitable access to the curriculum. No person will be discriminated against on the grounds of their gender, age, race, religion, ethnicity, disability or sexuality. It is intended that the age-appropriateness of students placed in certain year levels be applied.

John Paul College will endeavour to assist the full participation of all students by:

- valuing all students as individuals and identifying and responding to their needs
- consulting with the students and parents/guardians to make well-informed decisions about the education program to be offered for each student
- making reasonable adjustments in modifying, substituting or supplementing curricula, coursework requirements, timetables, teaching methods and materials, and assessment procedures to endeavour to meet the needs of students
- providing physical environments that are accessible, stimulating, safe and welcoming
- devising fair and transparent admission procedures for all students
- respecting the rights of students to privacy and confidentiality
- fostering and encouraging among staff and students positive, informed and unprejudiced attitudes

- supporting and assisting students to make alternative satisfactory educational arrangements when the College is unable to meet their needs.

Processes for students with disabilities

This process seeks to clarify the needs of students requiring significant educational adjustments.

Adjustments are made for students with a disability to enable them to access the curriculum, achieve curriculum outcomes and participate in College life on the same basis as their peers. An adjustment is any change made to help a student participate at the College, learn, and be comfortable and safe.

The consultation process seeks to reveal and clarify:

- the characteristics of the learner, including the impact of the disability
- the educational adjustments required for learning
- the implications of adjustments within the context of school, family and student
- the impact of the disability on the student
- whether these adjustments are reasonable within the context of the College.

To enable the College to appropriately consider the admission of a student, parents or guardians may be required to disclose, during the admission process, necessary information about any disability or details of exceptional need including any necessary information contained in documentation that would assist the College to adequately understand and cater for the academic, social, physical and emotional welfare of the child.

The *Disability Discrimination Act (DDA) (1992)* and the *Disability Standards for Education (2005)* provide a framework directed to ensuring that students with disability can access and participate in education on the same basis as other students. They do so by providing clarity and specificity for education and training providers and students with a disability. For the DDA, disability is defined more broadly than the Education Adjustment Program (EAP) verification categories. It also covers disabilities that may not meet the criteria for resourcing support; for example, learning disorders such as dyslexia, epilepsy, ADHD and temporary disabilities as a result of an accident or illness.

The College provides educational programs, which cater to the individual learning needs of students. Where admission applications are received from students with a disability, the College will make reasonable adjustments, where necessary, to assist the student with a disability to participate in education on the same basis as other students.

This will include:

- consultation with the student (or an associate of the student)
- consideration of whether an adjustment is necessary
- identification of a reasonable adjustment if an adjustment is necessary
- making a reasonable adjustment
- consultation with a member of the College's Learning Enhancement Team to provide a suitable support program for the student, which is considered a reasonable adjustment.

Assessing whether an adjustment is reasonable takes into account the student's learning needs and balances the interests of all parties affected, including those of the student with the disability, the education provider, staff and other students. Consultation during the admission process will therefore consider:

- What is the impact of the disability on the student?
- What are the adjustments that need to be made?
- Are these adjustments reasonable within the context of the College?

Throughout this process, the College will take into account the individual support needs of the applicant and the capacity of the College to provide an appropriate educational program for the student. In particular, the College will assess the level of special services or facilities and the learning support required.

The College will, in making a final decision about required adjustments, consider resources and ramifications for the wider College community.

Should the College Principal determine that an admission offer not proceed, the decision is to be supported with evidence, (e.g. the adjustment would be unreasonable, or the College would face unjustifiable hardship arising from the admission of a student with a disability). Once the decision regarding the admission has been made it is communicated promptly by the relevant Head of School to the student and their parents or guardians.

Ongoing Enrolment

The Principal has the overriding discretion to cancel the enrolment of any student as a result of a serious breach of College policies, or as a result of ongoing minor breaches of policies, or the enrolment agreement, either by the student, the parent/guardians. Ongoing enrolment is contingent upon the demonstrated support for such policies and procedures and the maintenance of diligent application by the student in their studies.

Financial Responsibility

Unless otherwise advised or stated in Family Court Orders, all parents/guardians who have signed the prospective student's Letter of Offer, are jointly and severally responsible for paying the fees. Failure to pay initial and ongoing fees and costs associated with the student may lead to cancellation of the application and/or enrolment.

All fees are due by the first day of the term.

Where fees are not paid by the due date, payment arrangements are available in consultation with the finance department.

Change in Relationship between Parent(s)/Guardian(s)

Parent(s)/guardian(s) must inform the College if there is a change in their relationship with each other after signing the application form (e.g. divorce or separation). Any court orders or parenting plans must be provided to the Admissions Team once received. Under these circumstances, the family may require a new Application for Admission form to be completed by the person(s) assuming the obligation of paying the College fees.

Fee Discounts

As per College Policy – *Fees, Levies and Staff Fee Discounts*, in recognition of a family's commitment to providing a John Paul College education for their children, sibling discounts are applied as outlined in the fees schedule.

House allocation

The year before entry, future students are placed in one of the College's four Houses. Future students or their families are not able to choose a House, although the College will endeavour to maintain close family connections. The final decision on all House allocations rests with the Principal.

Withdrawal

The College commits resources based on confirmed enrolments. Once a student has been enrolled in the College or Boarding, parents/guardians must provide one full school term's notice if they intend to withdraw a student from the College or boarding. If a parent/guardian is intending to withdraw a student, then a full term's notice must be sent in writing to the Principal. Failure to do so will result in a full term's tuition fees being charged in lieu of this notice or, in the case of boarding, the associated boarding fees.

A term is a unit of academic time comprising a variable number of weeks in any given academic year as identified in the College calendar. There are 4 terms in each academic year. Notice of intention to withdraw on the last day of a term should be received by the Admissions Manager before the last day of the previous term. A term does not include school holiday time nor is it an equivalent number of weeks that traverses two terms. If a notice of removal is not given, it is the College's policy that parents will be charged for the subsequent term's fees.

Policy Changes

All organisations, on occasion, initiate policy changes reflecting the needs of the organisations and their community at a particular time. Legislative changes can determine such circumstances. The College Board of Directors reserves the right to alter its Domestic Admissions Policy as deemed necessary.

Status and Details

Status:	Current
Effective Date:	March 2021
Review Date:	Each two years
Approval	Principal
Updated:	April 2024
Approval Date:	10/3/2021
Expiry Date:	No Expiry Specified
Policy Owner:	Director of Community Engagement
Executive	Principal
Author:	Principal
Enquiries	enrolments@jpc.qld.edu.au

Related Documents

Concessions Policy

APPENDIX 1 – Supporting Documentation

All Applications for Admission completed online, for Kindergarten through to Year Twelve, are conditional upon receipt of the following relevant documents:

- **Birth Certificate:** A full birth certificate containing the names of the applicant's parent/s (with accompanying English translation, if applicable).
- **Proof of Residency:** If the applicant was born overseas or born in Australia to parents who do not hold Australian citizenship or residency, the College must be provided, before the applicant's commencement at the College, with proof of Australian citizenship, New Zealand citizenship, or an Australian visa granting permanent or temporary residence.
- **School reports:** The provision of school reports and NAPLAN results demonstrating successful completion of the prior two years of education at an Australian school (or an equivalent overseas school where the main language of instruction is English) to a standard that will not disadvantage the applicant upon enrolment in the School's academic programs.
- **Proof of English language proficiency:** All applicants must be proficient in English language appropriate for the entry year level to ensure their readiness to successfully meet the curriculum demands of the College. Please provide proof of English Language proficiency.
- **Other documentation:** Any other information relevant to the education or welfare of the applicant including, but not limited to:
 - immunisation records
 - psychologist, psychiatrist or medical reports
 - educational or IQ testing results
 - diagnostic documentation regarding any learning difficulty or other condition that may affect the students' learning and/or behaviour
 - learning plans
 - court orders or parenting plans.

Appendix 2 – Application Admission Procedure

The following flowchart outlines the admission application procedure:

Preliminary Stage

- Application for Admission submitted to College and consideration of any adjustments required to enable the student to participate in the curriculum, and use facilities, on the same basis as students without a disability.

Stage 1: Initial Team Meeting

- Admission Team meeting preparation.

Stage 2: Data Gathering

- Observe/Collect Data
- Explore needs.

Stage 3: Admissions Support Meeting

If required:

- Parent meeting with the Academic Welfare Team and /or Diverse Learning Team
- Examine implications.

Stage 4: Interview

- All offers of a place are subject to an interview with the parents and student to be enrolled, and the provision of all requested information.

Stage 5: Reflection and Decision Making

- Principal/Head of School makes a decision
- Inform relevant personnel.

ADMISSIONS OUTCOME:

IF YES proceed to Stage 6

Stage 6: School Action Plan (ongoing)

- Offer of a place made
- Plan adjustments as necessary
- Ongoing monitoring and review of adjustments
- Return to Stage 2 if necessary.

IF NO

- Applicants who are not offered a place will be notified.

If required: Support in exploring alternative educational options.