



Scotch College Adelaide Admissions Policy & Practice

Introduction

The purpose of this document is to make parents, both current and prospective, aware of how we enrol their children at Scotch College. Furthermore, the policy guides all Scotch College staff engaged in the enrolment process so that all matters are transparent and fair.

This policy is reviewed every 5 years with Council, or periodically should external conditions or internal changes make that necessary.

Any specific questions on this policy should be addressed to our Enrolments team initially.

Background information

Scotch College Adelaide is an independent school that welcomes applications from students of all backgrounds, cultures and faiths. We aim to be an inclusive, diverse and talented community, educating students with a wide range of interests, abilities and aspirations. Our Admissions Policy reflects our core values and commitment to adding value to every child and to responding to the dynamic nature of Adelaide's population.

As a general guideline, the main points of entry to the College are:

YEAR GROUP	OPEN TO	AGE GUIDELINES
Early Learning	day boys and girls	children must turn 3 prior to entry
Reception	day boys and girls	children turn 5 by 15 April in year of entry; parents of younger children have an option of entry at the beginning of

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Author: Various
Document Number: 3.15
Last updated: T1 2019
Date to be reviewed: T3 2022
Approved by: Council



		Semester 2 (Prep) to prepare them for entry to Reception.
Year 3	day boys and girls	applicants turn 8 by 15 April in year of entry
Year 5	day boys and girls	applicants turn 10 by 15 April in year of entry
Year 7	day and boarding boys and girls	applicants turn 12 by 15 April in year of entry
Year 10	day and boarding boys and girls	applicants turn 15 by 15 April in year of entry

Applications for entry to all other year groups are welcome and wherever possible, applicants will be invited for assessment and interview as places become available. For entry to all year groups other than ELC (in Reception, and Years 3, 5, 7, 8 and 10) the College will make offers to applicants, subject to interviews and assessment, in the following order until all places in each year group are full: ??

- siblings of current students by registration date
- siblings and children of Old Collegians by registration date
- other applicants by registration date

Notwithstanding the principles outlined above, at the discretion of the Principal, places in any year group, except ELC, may be reserved for and offers given to, in no particular order and for example:

- children of permanent staff of the College
- former students returning to Adelaide and new arrivals to Adelaide
- applicants whose special talents in their academic work, or in arts, sports and other activities may enhance the depth and breadth of the College's co-curricular life
- boarding students from regional or remote communities, indigenous students, international students or students wishing to study for the Australian Tertiary Admissions Rank (ATAR).

Entry to year groups where places are limited

When demand for limited places is strong, the College will make offers to all applicants, subject to interviews and assessment, against criteria in the following order, until all places in each year group are full:

- scholarship winners and applicants with academic scholarship testing results in the top 25% of external applicants by score
- siblings of current students by registration date



- siblings and children of Old Collegians by registration date
- other applicants by registration date

Scholarships

A limited number of scholarships are available for qualified applicants and they are invited to apply for scholarships beginning in Years 5, 7, 8, 9 10 and 11. With the exception of the Oughton scholarship, new and existing students of Scotch College are equally welcome to apply for all scholarships offered by the College. The Oughton scholarship is only available for new students. For new students, a separate scholarship application must be completed along with the standard applications.

The Admissions Process

Step 1: Explore the College

All families are invited to explore the College by viewing the website, requesting an information pack from the Admissions Office and by visiting the College for a private or published tour.

Step 2: Registration / Enquiry

Families are encouraged to register formally with the College through an Application for Admission Form as early as possible as most offers are made to applicants in order of registration date. Please note, however, that Registration will only be accepted once a child has been born and applicants will be placed on the Registration List for their requested year of entry in the order in which the Admissions Office receives their Application for Admission Form and full payment of the non-refundable Application Fee. This fee helps to cover the cost of future communication with families, administration, open days and entry assessments.

Application does not guarantee the offer of a place but means that families will be contacted prior to their desired year of entry to initiate the next stage of the admissions process. Those families that have paid an Application Fee or deferred their admission will be contacted two years prior to their desired date of entry. Unregistered families seeking to apply immediately prior to entry must complete an application form. Please note that families can only be contacted using the details provided and it is their responsibility to inform the College of any changes in contact details after registration. The College cannot keep places on the Registration, Application or Waiting Lists if correspondence is unanswered.

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Step 3: Application (Prep – Year 12)

Two years prior to the registered entry year or sooner for more immediate applications, the College will seek to contact families to confirm their continued desire to apply for a place, and to provide information about the enrolment process, tours and any other relevant events. Families wishing to continue with their application will be required to furnish the following:

- The College Application for Admission Form
- A copy of the applicant's birth certificate
- Copies of the applicant's last two school reports if the applicant is already in education
- Copies of all NAPLAN test reports for applicants already in Year 3 or above at an Australian school
- Copies of any medical, psychological, learning support or other reports that may be relevant to the applicant's educational needs

Applicants wishing to apply for a scholarship in Years 5, 7, 8, 9, 10 and 11 should also complete the relevant online Scholarship Application Form.

On receipt of this information, the College will invite applicants for interview and assessment to determine their ability to access successfully the College's programme of studies. Once the College has concluded that applicants would be able to successfully access the College's programme of studies, they will be sent a Letter of Offer, a Confirmation of Place Form, student questionnaire and the Enrolment Agreement.

Please note that if families are unable to supply the required information by the date requested, the College reserves the right to decline or delay the application. Likewise, if incorrect information is supplied, for example, in relation to an applicant's age or known learning support needs, an application may be declined or an offer may be withdrawn. Families are requested to let the College know if they no longer wish to apply for a place so that the Admissions Office does not continue to contact them and so that other families on the Registration List can be contacted.

Please contact the ELC directly for information about the application process in the ELC.

Step 4: Assessment and Interview

The College offers an academically-oriented curriculum, focusing at all levels on academic effort. Therefore, through interviews, assessment and analysis of previous reports and NAPLAN results, applicants must demonstrate sufficient academic aptitude, personal maturity and good conduct for the College to be confident of their ability to engage successfully in the College's curriculum without recourse to

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specialised learning support facilities and expertise beyond that which the College is currently able to provide. The assessment and interview process differs depending on the desired entry level:

- **Prep to Year 2:** applicants for entry in any year at this stage attend, with their parents, an interview with the Head of Campus, relevant Director, or Assistant Head of Campus. Families are asked to send previous school, Early Learning Centre or child care centre reports for consideration prior to interview. During the interview information will be gathered to determine the student's cognitive and social ability to access the College's learning program. If applicants are not yet thought to be ready, they may be offered the opportunity to defer their applications to a later year.
- **Year 3 to Year 6:** *applicants for entry in any year at this stage attend, with their parents, an interview with the Head of Mitcham Campus or a designated senior member of the Upper Primary staff. They may also undertake some aptitude testing to determine their ability to access the College's curriculum or to assist with class placement. Applicants for entry to Years 3 and 5 will be assessed as far as possible in distinct assessment periods in the year prior to entry while applicants to other stages will be called for assessment as spaces become available.*
- **Year 7 to Year 12:** applicants for entry in any year at this stage attend, ideally with their parents, an interview with the Principal, Deputy Principal or a member of the College's Senior Leadership Team. They may also undertake some aptitude testing to determine their ability to access the College's curriculum or to assist with class placement. Applicants to Years 7 and 11 will be interviewed as far as possible in distinct interview periods in the year prior to entry while applicants to other stages will be called for assessment as spaces become available. Applicants for Years 8 and above may also consider their subject choices in relation to the College's curriculum at this stage. Applicants for Boarding must meet with a member of the Boarding leadership.
- **Scholarship entry for Years 5, 7, 8 and 9 :** candidates applying for scholarships for entry to Year 5, 7, 8 and 9 undertake scholarship testing as part of the admissions process. Please see the separate information for scholarship applicants.

Step 5: Offers, Acceptance and Waitlisting

If the offer of a place is made, parents will be informed in writing and asked to return a signed enrolment agreement, which entails acceptance of the College's formal terms and conditions of enrolment, along with the non-refundable Entry Fee, Old Collegians Life Membership and Holding Fee (if applicable). Offers not accepted by the specified date may be passed to other applicants.

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If the College cannot make an offer because places are no longer available, applicants will automatically be placed on the Waiting List should places become available. Applicants who are waitlisted will be given preference over new applicants until the start of the year for which they applied, after which time it will be assumed that they have taken a place at an alternative school and will not thereafter be contacted, except in the ELC, where a student will remain on the waitlist unless a parent requests that they be removed from it. Applicants who do not gain a place may request re-registration (with no additional registration fee) for re-application in a later year, in which case they will be contacted at the appropriate time along with other applicants for that year. Unfortunately, the College is not able to give a running indication of each applicant's place on the Waiting List.

With regards to transfers from other school, we reserve the right to contact a student's former school principal for a character report.

No student will be enrolled without a completed Enrolment Agreement, signed by the parents and the Principal, or the Registrar on behalf of the Principal. Once both parties have signed, an electronic copy of the Enrolment Agreement will be emailed to the parent signatories.

If the interview(s) and assessment suggest to the College that an applicant will not be able successfully to access the College's educational offering, then families will be informed.

Additional Information for Applicants (except for the ELC – please see ELC Admission Policy)

Siblings

The College values its relationship with families and appreciates the significant burden of educating several children simultaneously. In addition to offering admissions priority to siblings as outlined above, the College offers a tuition fee discount of 10% for the second child and 15% for the third child, 25% for the fourth and any subsequent children attending the College concurrently.

Boarding Students

The College offers boarding for students in Year 7 to Year 12. The number of offers to be made in each year group is determined by the space available in boarding accommodation each year and, where demand for boarding places outstrips supply, preference will be given in the order as outlined for day students with overall preference going to those needing full boarding over those requesting flexible, partial or weekly boarding.

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Overseas Students

The College actively encourages diversity and values its international outlook. It therefore welcomes applications from overseas students, who will be advised of the current application, interview and assessment procedures on request. For those for whom English is a Second Language (ESL), the College does offer support in the form of small group ESL classes and assistance with English across the curriculum. However, all applicants must have a strong working level of written and spoken English as the College does not have the capacity to teach students with very little or no English ability.

Please note that as most overseas students are not covered by Australian or South Australian Government funding, such students are charged a Full Fee Paying Overseas Student Rate. In addition, the cost of private health insurance for the duration of enrolment is required in advance by Australian Government visa regulations.

Short Term Enrolments

The College reserves the right to offer enrolment to qualified students for enrolments for less than two terms. These applications will be reviewed by the respective Head of Campus, the Director of Teaching and Learning and possibly the Director of Boarding, with a view to minimize disruption and balance staffing requirements. All successful short term enrolments will be required to pay a level of fees as determined by the College.

Students with Special Learning Needs

The College recognises that all students bring skills, talents and diversity of character to its community and welcomes applications from all students. In so doing, the College follows the Disability Standards for Education (2005) and seeks to work with parents of applicants with specific learning needs in order to determine the student's capacity to access the College's academic and co-curricular programme, to determine the College's capacity or otherwise to provide appropriate support and to identify the forms such support might take if a place is offered.

The College has Special Program Coordinators who support teachers in providing appropriate adjustment within the curriculum, and coordinate programs outside of the classroom where this is required. They work with students, teachers, parents and the College Psychologist to determine reasonable adjustment and accommodations that may be required. They will also contribute to the development of individualised learning and / or behaviour support plans where necessary.

All applicants are requested to provide relevant information about a child's special needs as part of the enrolment process. This information will be treated sensitively and allow the College to appropriately plan for the accommodation of special needs.

The College will endeavour to make reasonable adjustment within all parts of a child's learning to ensure their successful participation in the College. Reasonable adjustments will be discussed with parents at an interview prior to any offer of

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enrolment to ensure any proposed adjustment will satisfy the applicant's successful participation in the College.

Re-Enrolment of Students that have Left the College

Students that have left the College may apply again for enrolment, but must indicate in their application that they have been a previous student of the College. The College reserves the right to review the circumstances of the previous termination of enrolment when considering this application, and may choose not to make an offer of enrolment.

General Conditions of Enrolment

On accepting the offer of a place at the College, families are required to sign and return a copy of the Enrolment Form which includes the College's formal Conditions of Enrolment, which the College reserves the right to alter at any time. In general terms, it is assumed that students admitted to the College will progress from year to year throughout the College, but progression is not automatic nor is continuous enrolment guaranteed by the offer of a place. The College reserves the right to discontinue enrolment under its Suspension and Termination of Enrolment Policy.

Willingness to uphold the College's core policies

All students and families must be willing to uphold the College's policies in regard to discipline, attendance, uniform, personal grooming, approach to learning and commitment to co-curricular activity; they must also be willing to respect the College's Christian foundation and attend all College Chapel services and any other College events that include a religious dimension, regardless of their own faith and cultural background. Students are required to play sport for the College and to participate in College carnivals, house activities and College camps in accordance with the College's Co-curricular Policy. Offers cannot be made to students and families who are unable to uphold these College requirements and enrolment will be discontinued for any who, after accepting an offer, demonstrate an unwillingness to uphold these College requirements.

Academic Progression and Continuation

Progression from any year to the next is subject to students demonstrating a clear record of consistent effort, good conduct, co-curricular commitment and academic progress. Where the College has concerns about a student's commitment, effort, maturity or ability to progress successfully to the next stage of schooling without recourse to learning support facilities and expertise beyond that which the College is currently able to provide, discussions will be initiated with parents, and the College may advise or require that a student repeat a year or consider alternative educational options.

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Payment of Fees

All fees are payable various ways including fortnightly direct debit in accordance with the fee schedule published each year. Parents experiencing difficulty in fee payment should contact the Chief Operating Officer as soon as possible. Enrolment may be terminated in accordance with the College's Debtor Policy if fees remain unpaid. In such cases, the College may seek debt recovery. All parties who sign the College's Enrolment Agreement are jointly and severably liable for fees and debts payable to the College.

Intention to Discontinue or Change of Enrolment Status

Families intending to discontinue enrolment are required to give notice as early as possible to allow applications by other students to proceed. A term's fees will be charged if less than one term's written notice is given to the Director of Admissions. If the intention to discontinue enrolment is because of relocation, a minimum of one term's notice is still required. If a boarder wishes to become a day student, a term's written notice must be given to the Director of Admissions or a term's boarding fees will be charged. Those wishing to transfer from day to boarding should make a request to the Director of Admissions as early as possible; acceptance of such a request is at the College's discretion and will be based on the availability of places and on record of good conduct.

The following circumstances are exceptions to the above:

- If a family of a Year 12 student wish to discontinue enrolment any time after the last day of the first term of the student's Year 12, then the family remains liable for the fees for the whole year.
- If the Status of the Student is Boarding at the beginning of the year which is or becomes the Student's final year of enrolment at the College, the Parents remain liable for the full amount of the boarding component of the Fees for that final year of enrolment in spite of any change in Status or the withdrawal of the Student during that final year.

Policy Linkages

This policy is approved by the College's Council of Governor's on recommendation by the College's Senior Leadership Team.

This policy should be reviewed every 5 years and when reviewing this policy, the following policies should be cross referenced:

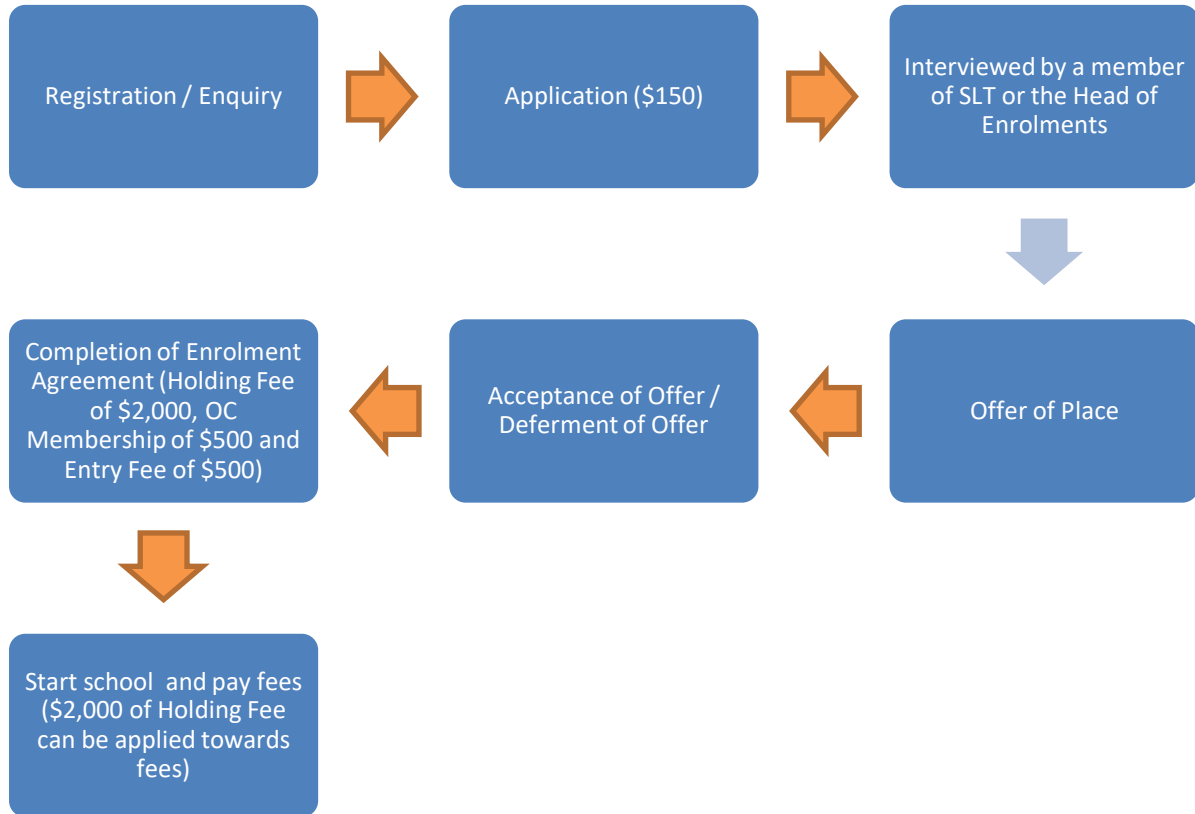
- All policies related to CRICOS certification and International Students
- The Discounts, Assistance, Bursaries and Scholarship Policy
- The Enrolment Agreement
- The Suspension and Termination of Enrolment Policy
- Co-Curricular Policy
- College Discipline Policy

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APPENDIX 1 – Enrolments Flowchart

Note: Not for external publication.



BEGINNING OF YEAR INTAKE

Status	Action	Follow Up/Actions	Who
ENQ	Enquiry received – phone, email, in person		HOE
	Enter enquiry onto Synergetic database as initial enquiry		EA
	Include all relevant detail – child name, age, interests.		EA
	Create a file for each individual child NOT just for family		EA
	Offer Tour/Individual tour	Book tour	HOE
	Prospectus information mailed	Follow up phone call, book tour if not already taken up	HOE
TOU	Tour booked and taken	Phone call 2 days after tour	HOE
	Offer Come n Try Day	Book Come n Try or mark for follow up phone call in a fortnight	HOE

TRY	Come n Try booked and taken	Phone call 2 days after CNT	HOE
	Close sale – would you like to complete an application?	If no – follow up initially after a fortnight, then if no take up contact as per WAI	HOE
	Application completed and fee paid.		HOE
WAI	Application entered. Prospective encouraged to meet with Principal and HOS Lodged as Waiting for year and level. Letter sent to acknowledge.		EA HOE HOS EA
	Ensure regular contact by: <ul style="list-style-type: none"> ▪ Scotch Reports x 2 ▪ Year 12 results ▪ Concert/performance tickets 		HOE EA Comms Perf Arts
OFF	2 years prior to entry offer is made to those on WAI Offer Letter, Confirmation of Place (including payment) Enrolment Agreement sent. May result in prospective meeting with Principal or HOS with reports.		HOE HOE HOS
	ACC	Offer accepted by family Must return completed and signed enrolment Agreement prior to starting	Letter sent to welcome family to Scotch - stickers
	Letter 2 months prior to Orientation morning - September		HOS
	Course Choice. Sports Choice, Laptop Info, Health Form, Boarders Handbook etc. August/September with orientation invite		HOS DOB BA
Or			
CAN	Offer declined	Ask why?	HOE
Or			
DEF	Offer deferred	Reallocate to preferred year Ask Why?	HOE

MIDYEAR INTAKE

Status	Action	Follow Up/Actions	Who
ENQ	Enquiry		HOE
	Offer Tour		HOE /HOS

	Enquiry received – phone, email, in person		HOE
	Enter enquiry onto Synergetic database as initial enquiry		EA
	Include all relevant detail – child name, age, interests.		EA
	Create a file for each individual child NOT just for family		EA
	Meet the Principal – bring reports – must be sighted by Principal or HOS Meet DOT&L – course choice		PRINCIPAL HOS DOT&L
OFF	If place available – Application form and Offer		HOE
ACC	All Enrolment Paperwork must be completed before students can start		HOE
	Laptop must be ordered		Online Admin
	Staff notified of new starter via First Class – all tasks allocated		HOE HOS etc.