



Scotch College Admissions Policy

1 Purpose

The purpose of this document is to establish admissions principles and processes.

2 Scope

This policy applies to all to enrolment from Prep to Year 12 for domestic students, applying to current and prospective families.

For the Admissions Guidelines for the Early Learning Centre, please refer to the Early Learning Enrolment Guidelines.

For the Admissions Guidelines for International Students, please refer to the International Students (CRICOS) Handbook

3 Principles

Scotch College's management of admissions are informed by the following principles:

- Scotch College Adelaide Is an Independent coeducational school that establishes policies and standards for admission and continued enrolment at the College.
- The College welcomes applications from students of all backgrounds, cultures and faiths.
- Admission processes and decision making ensure transparency and procedural fairness for both applicants and the College.
- The College has constraints with respect to student cohort size and composition.
- The College reserves the right to decline applications for enrolment.

4 Application Process

The completion of the application process, the receipt of an application for enrolment or the offer of an enrolment Interview Is not a commitment of a place.



4.1 Age Guidelines

YEAR GROUP	OPEN TO	AGE GUIDELINES
Early Learning	Day students	Students must turn 3 prior to entry
Prep (Sem2 intake)	Day Students	Students who turn 5 after 15 April in year of entry
Reception	Day Students	Students turn 5 by 15 April in year of entry;
Year 1	Day Students	Students turn 6 by 15 April in year of entry
Year 2	Day Students	Students turn 7 by 15 April in year of entry
Year 3	Day Students	Students turn 8 by 15 April in year of entry
Year 4	Day Students	Students turn 9 by 15 April in year of entry
Year 5	Day Students	Students turn 10 by 15 April in year of entry
Year 6	Day Students	Students turn 11 by 15 April in year of entry
Year 7	Day and Boarding Students	Students turn 12 by 15 April in year of entry
Year 8	Day and Boarding Students	Students turn 13 by 15 April in year of entry
Year 9	Day and Boarding Students	Students turn 14 by 15 April in year of entry
Year 10	Day and Boarding Students	Students turn 15 by 15 April in year of entry
Year 11	Day and Boarding Students	Students turn 16 by 15 April in year of entry

Applications for Early Entry are considered on a case-by-case basis given needs, capacity and circumstances of Individual students

4.2 Scholarships

A limited number of scholarships are available annually for successful applicants.

Information regarding scholarship categories and application processes are made publicly available annually to the public.

4.3 Prioritisation of enrolment

As a coeducational school, the College offers places in a manner that manages gender balance within and between year groups.

In the case that applications exceed available places in a specified year group, the College will maintain a waiting list. From the list, the College will make offers to applicants in each year, subject to 4.5.4, In the following order:

- Siblings of current students, by date of application
- Siblings, children and grandchildren of Scotch Old Collegians, by date of application
- Siblings of future (accepted) students, by date of application
- Other applicants, by date of application



Notwithstanding the principles above, the College has the right to reserve or offer places in any year group for:

- Scholarship recipients;
- Boarding students in preference to day students
- Children of Scotch College staff; and
- Other reasons at the Principal's discretion

4.4 Disclosure

Enrolment applications must be accurate and complete.

Applications must Include all relevant Information, as requested, to support enrolment.

The College will not accept incomplete applications for enrolment.

The College reserves the right to cancel an enrolment of a student should relevant information, requested as part of the application process, not be provided in fullness during the application process.

4.5 Stages In the Application Process

4.5.1 Exploring the College

The College will provide group and individual opportunities for prospective families to visit and tour the College and/or access information about the College.

4.5.2 Registration

Registration will only be accepted once a child has been born.

Applicants will be placed on the Registration List for their requested year of entry upon receipt of the non-refundable Application Fee.

4.5.3 Finalising Applications

Prior to the registered entry year, families are required to confirm their application when requested by the College by providing supporting Information and documentation.

The College will not hold places on registration or waiting lists should applicants not respond to contact or correspondence from the College. It is the responsibility of families to Inform the College of any changes to contact details following registration.



4.5.4 Assessment of application

The College will review applications to assess a prospective student's ability (given the College's current programs and resourcing) to:

- Demonstrate positive learning behaviours
- Engage with an integrated and inclusive curriculum
- Meet expectations that contribute to positive student cultures; and
- Engage with the breadth of College life

Assessing applications will occur through:

- Review of submitted application and required documentation; and
- Student attendance at an interview with an applicant's parents/legal guardian

Additionally, the College reserves the right to:

- Request students undertake educational testing to determine the ability of the College to support their access to the curriculum; and/or
- Contact the Principal (or relevant staff member) of an applicant's previous school.

4.5.5 Confirmation of offers

Offers of enrolment will be made in writing to families.

Confirmation of enrolment is made upon receipt of the signed enrolment agreement and the payment of non-refundable enrolment fees.

Offers of enrolment are valid until the specified date, at which point the College reserves the right to rescind the offer and review the waiting list.

4.5.6 Unsuccessful offers

The College will communicate unsuccessful offers to applicants in writing.

In the case of an unsuccessful offer due to a lack of available places, applicants will be:

- Placed on the waiting list for their preferred year of entry; or
- Re-registered for an earlier or later year of entry on request (at no additional registration charge)



4.6 Additional Information for Applicants

4.6.1 Sibling Discount

For siblings attending the College concurrently from the one family, the College offers a tuition fee discount, as determined by College Council.

The awarding of any scholarship, bursary, or other form of fee remission replaces (is not in addition to) any sibling discount.

4.6.2 Boarding Students

Boarding is available 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.

In the case where demand for boarding places outstrips available places, preference will be given to those students seeking full boarding over those requesting flexible, partial, weekly, or casual boarding.

4.6.3 Short Term Enrolments

Where capacity exists, the College may offer enrolment to qualified students for enrolment for fixed terms up to one year.

4.6.4 Students with Identified Learning Needs

The College welcomes applications from all students from all backgrounds.

The College has an inclusive and integrated philosophy to education, prioritising students' access to the breadth and extent of educational opportunities at the College.

The College commits to working with families to make reasonable adjustments to learning programs to promote access to and inclusion in the College's educational programs within its capacity to provide appropriate support in an integrated environment.

The College will work with parents to assess:

- the characteristics of the learner, including the impact of the disability;
- any educational adjustments required to access learning;
- the implications of adjustments within the context of school for both the family and student;
- the impact of the disability on access to the broader school life of the student; and
- whether any proposed adjustments are reasonable within the context of the College.

To enable the College to appropriately assess admission parents or guardians will be required to disclose, during the admission process, relevant information about any disability or details of need including any



necessary information contained in documentation that would assist the College to adequately understand and plan for the academic, social, physical and emotional welfare of the child consistent with Section 4.4.

The College will, in making a final decision about required adjustments, consider resources and ramifications for the wider College. Should the College determine that an admission offer not proceed, the decision will be supported with evidence, (consistent with provisions in the Disability Discrimination Act). Once the decision regarding admission has been made it is communicated promptly by the College to the student and their parents or legal guardians.

4.6.5 Students previously enrolled at the College

Applications will be accepted from students who have been previously enrolled at the College.

The years of previous enrolment must be included in any application.

The College reserves the right to not offer enrolment to a student who has been previously enrolled at the College following review of the circumstances of their withdrawal from the College.

4.6.6 Acceptance of Conditions of Enrolment

Acceptance of an offer of a place is on the basis of acceptance of the College's enrolment agreement.

An offer of enrolment may be rescinded by the Principal in writing should conditions within the Enrolment Agreement not be met.

Continual enrolment of a student from year-to-year is subject to acceptance of the conditions within the Enrolment Agreement.

4.6.7 Appeal of enrolment decisions

An appeal by an applicant regarding an enrolment decision may be made in writing to the Principal.

The Principal's review and determination of any appeal is final.

4.6.8 Policy Changes

Changes in this policy, or related policies, can be initiated at any time as deemed necessary by the College Council.

4.6.9 Related Policies

ELC Enrolment guidelines

International Student (CRICOS) Handbook