

Admissions Policy

Policy Statement

The Admissions Policy has been developed to provide guidelines for the enrolment of students to ensure all enrolment applications are dealt with justly and consistently.

Purpose

This policy gives guidance to those within the School community and to those who wish to join it, concerning enrolment criteria, procedures and the required documentation to enrol a student into Redlands. The School seeks to enrol students who will gain maximum benefit from the academic, pastoral and cocurricular program that Redlands has to offer.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is at the School's discretion to decide the appropriate course to take in the circumstances.

Scope

Redlands (the School) is a coeducational school that offers Preschool, Preparatory, Junior and Secondary education. The main entry points are as follows:

1. Redlands House Junior
2. Kindergarten
3. Year 3
4. Year 5
5. Year 7

New students may be accepted in other year levels up to Year 12 if places are available.

This policy applies to all students, including domestic and overseas students (500 Student Visa).

Priority of Enrolments

In the determination of enrolments, preference will always be given to those who apply early. In situations where there are very few enrolment places available, preference will generally be given in the following priority order:

1. Children of permanent staff
2. Siblings* of current students already attending the School
3. Children or grandchildren of alumni of the School
4. Returning students

* Sibling priority not applied to children where the sibling is enrolled in Redlands House. The School reserves the right to apply discretion for exceptional circumstances.

Date of receipt of application will be used if other priorities and factors prove equal.

Several positions will be held open for scholarship recipients in the Secondary School.

Notwithstanding the above order of preferences, no student shall be regarded as having automatic right of acceptance. An invitation for enrolment interview does not guarantee an offer of place. Following a satisfactory enrolment interview, a confirmed offer of enrolment may be made.

All priority of enrolment is to be at the discretion of the Principal.

School Entry Age

Students entering Redlands House Junior will have turned three years of age by March 31 of their year of entry. Students entering Kindergarten will have turned five years of age by March 31 of their year of entry.

Enrolment Process

- Application for Enrolment may only proceed when all requested documentation has been received and the online enrolment application has been signed by both parents/carers.
- The School will meet with (interview) both parents/carers and the student before offering a place. Enrolment interviews will generally take place two years prior to entry for Year 3, 5 and 7 and one year prior to entry for Redlands House Junior and Kindergarten.
- Following a satisfactory enrolment interview, a confirmed offer of enrolment may be made. This offer is made on the basis that the School expects that in usual circumstances the student will remain at the School until the end of Year 12.
- The School has absolute discretion in determining the weight of each of the factors it considers in determining whether to offer a place for the student.
- Continued enrolment at the School is dependent upon the student making satisfactory progress, attending consistently and the student and the parents/carers observing all Codes of Conduct and other requirements of the School, which are applicable from time to time.
- The School is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS Provider Code 00713M) to enrol a limited number of students on student visas for study; such study is predominantly in the Secondary School although the School also offers the following courses:
 - Primary (Kindergarten to Year 6) CRICOS Code 063073F
 - Junior Secondary (Years 7 to 10) CRICOS Code 063076C
 - Senior Secondary (Years 11 and 12) CRICOS Code 008914D
- All government regulations regarding visas, guardianship, welfare and Overseas Student Private health insurance requirements must be met by the student.

Inclusivity

From time-to-time advice from other independent bodies such as the Association of Independent Schools (AIS) may be sought which could require subsequent interviews or meetings as a part of the planning processes for enrolment. In the case of a student with diverse needs, a thorough, individual planning process will be undertaken as appropriate, to determine the needs of the student and the School's capacity to address these needs. Any assessments or reports required from non-school personnel will usually be at the parents' expense.

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School. Where it is determined that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the School may decline the offer of a position or defer the offer.

Related Documents

The Admissions Policy should be read in conjunction with the following documents:

- Conditions of Enrolment
- Application for Enrolment Procedure

- Privacy Policy
- Complaints and Allegations Handling Policy
- Student Discipline Policy
- Student Code of Conduct
- Community Code of Conduct

Policy Review and Evaluation

This policy will be reviewed as part of the School’s three-year review cycle or earlier if legislative, regulatory or operational circumstances render it appropriate. This review should evaluate the effectiveness of the policy and ensure that it that it supports organisational performance, meets current legislative and regulatory compliance, operational currency and provides opportunity for continuous improvement and risk identification and mitigation.

Policy Owner:	Head of Community Engagement
Policy Authoriser:	Principal
Approval Date:	May 2024
Version:	V2.0
Next Review:	May 2027
Publication:	This document is approved for internal and external publication

Version History

Revision History:	Description of change
v1.0	Original document
v2.0	Change of title from “Enrolment Policy” to “Admissions Policy”. This document is an entirely new version of the old Enrolment Policy.