



Enrolment Policy

1.0 Overview

Kardinia International College is a co-educational, non-denominational K-12 independent school which enrolls a diverse range of students, both local and internationally. We welcome students and families who are willing to action our living motto: *'Wisdom leads to respect and friendship.'*

The College requires all potential students to uphold the values that underpin Kardinia International College, so with this in mind, applicants are interviewed before an enrolment offer is made. This interview also ensures the College can offer appropriate academic programs and pathways for applicants. All decisions concerning the enrolment of students at the College are at the discretion of the Principal. Due to the limited number of places available, an application for enrolment does not guarantee an offer of a place at the College. The College Enrolment Policy follows all legal requirements relating to privacy and immunisation.

2.0 Conditions of Enrolment

2.1 Highview: Kindergarten and Pre-School

- Children are eligible for the College 3 year old Kindergarten program if they have had their third birthday on or before 31 December in the year prior to commencing Kindergarten.
- For entry into the College 4 year old Pre-School program, children must turn 4 years of age by 30th April in the year they attend Pre-School.
- Children entering Highview must provide an **Immunisation History Statement** from the Australian Register as per the Victorian State 'No Jab, No Play' legislation effective as per 1 January 2016, amended February 2018. This requires evidence that the child:
 - is up to date with vaccinations for their age OR
 - is on a recognised vaccine catch-up schedule OR
 - has a medical condition preventing them from being fully vaccinated
 - Please note: a 'conscientious objection' is not an exemption under this legislation. See VicHealth website for more information on this legislation and requirements.
 - Parents and carers can print a copy of their child's Immunisation History Statement from their:
 - [myGov](#) account or
 - Call the AIR on phone 1800 653 809 or
 - [visit a Medicare or Centrelink office](#)

2.2 Primary Students: Foundation Year

- Children eligible for enter to Foundation year must turn five years of age by 30 April of the year that they start school.
- Immunisation Status
- Health and welfare information

NOTE: It is compulsory that all children are required to attend school in the year that they turn six years of age.

3.0 Enrolment Process

Parents complete and submit an enrolment form, which includes information about students as required under the Australian Education Act 2013 (Cth.). The Director of Marketing and Admissions manages all enrolment applications. An application fee of \$150 (non-refundable) applies for all local student applications. The enrolment forms for local and international students are available on the College website under Admissions. The enrolment process is:

1. Placement of enrolled child in the year level waiting list by date of application. Enrolment preference is given to:
 - Children of current, permanent staff of Kardinia International College;
 - Siblings of current and past students; and
 - Children of our Alumni
2. Acknowledgement of the application sent
3. As places become available, the Director of Marketing and Admissions will contact parents to arrange an interview. All applicants have an interview with a member of the Leadership team. Three-year-old Kindergarten and Year 7 student interviews take place in February/March of the year prior to the year of admission. Entry into other year levels will depend upon individual vacancies as they arise.
4. For entry to all year levels, where appropriate, copies of the child's academic reports for the preceding 12 months together with NAPLAN results are required prior to the interview.
5. End of March is the deadline for the first-round process: offers to successful Three-year-old Kindergarten and Year 7 students. Second-round offers occur if, and when, any first-round offers are rejected.

4.0 Criteria for Acceptance

4.1 Highview: Kindergarten and Pre-School

Criteria encompasses areas:

- Synergy with College ethos and values
- Child's strengths, interests and involvements
- Learning considerations

During the interview, students answer set questions related to the above areas. A rating scale is then applied which in turn determines order of offers.

4.2 Students: Foundation Year to Year 12

Our criteria encompasses four areas:

- Synergy with College ethos and values
- Behaviours and attitude
- Work Ethic
- Academic results

During the interview, students answer a set questions related to the above areas. A rating scale is then applied which in turn determines order of offers.

5.0 Offer Acceptance

To accept an offer for placement at the College, the Confirmation Form and a \$500 deposit is required for Junior and Senior School places and a \$250 deposit for Kindergarten and Pre-School places. The deposit is credited against the fees for the first term.

In accepting a formal offer from Kardinia International College, parents and/or guardians agree to the College's Terms and Conditions available on the College website.

Please Note: Kardinia international College is a member of the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), number 01502C. Our overseas students come under this policy.

POLICY DATES			
<i>Written / updated</i>	February 2018	<i>Approved by Head of Schools</i>	March 2018
<i>Approved by College Leadership Team:</i>	March 2018	<i>Next Review Due</i>	February 2021