POLICY AND GUIDELINES

ENROLMENT POLICY

Introduction

Huntingtower has a long tradition of educational excellence and consistently performs academically among the top schools in Victoria. Huntingtower is a day and boarding school, a non-selective entry school catering for year levels from Early Learning through to Year 12. At Senior Secondary level, the School offers the Victorian Certificate of Education.

Huntingtower provides all students with access to high-quality schooling that is free from discrimination based on gender, language, sexual orientation, culture, ethnicity, religion, health or disability, socioeconomic background or geographic location.

Our students, regardless of their talent, ability or background are challenged to pursue their passions and develop their strengths. Our focus is on the development of the whole person; academic, emotional, social, creative, physical and spiritual, with personal achievements across all areas of endeavour being acknowledged and celebrated.

Similarly, the students are taught compassionate awareness, to understand the needs of others and the injustices in the world and how to respond with a proactive mindset to make a difference.

These values are fostered by our professional, passionate and highly capable staff who have a genuine love of learning and an interest in our students and their personal pursuit of excellence.

Application Process

An application can be made by completing the Application for Enrolment form available on the Huntingtower website during the relevant application period. This fee is non-refundable and non-transferable between siblings. A student’s name will be removed from the Waiting List if the fee is not paid.

When the School receives an Application for Enrolment for a child, their name will be placed on the School’s Waiting List. An application is a prerequisite for admission but not a guarantee of enrolment. An email acknowledging receipt of your application will be sent to you.

The main entry levels into the School are at ELC and Year 7. Applications for other year levels are placed on the Waiting List and considered should a vacancy arise.
The School retains the discretion to give priority placement on the Waiting List to an application where the applicant is:

- The sibling of a current or past student
- The child of a current staff member
- A returning student who was offered priority at the time of departure

Admission to the School is conditional upon the Principal being satisfied as to both the suitability of the applicant and the ability of the School to meet the applicant’s educational needs. Please advise the School when you register for enrolment if your child has any special needs, or if any special needs become apparent after you have applied. This information is essential so that the School may determine how best to meet the specific needs of your child, and whether in the circumstances the School is the most appropriate environment educationally, socially and developmentally.

The demand for places varies from one year to the next and it is not possible to predict the chance of a place becoming available before offers of places are made.

Offer of Enrolment Process

All offers of a confirmed place are made at the absolute discretion of the Principal.

In the year before your child enters the ELC at Huntingtower, an assessment may be made of their readiness to commence early learning. For some students, particularly younger students (such as those born in March and April) who are not ready, it may be advisable to delay their commencement by one year. We will attempt to accommodate your child if this occurs.

If a place becomes available for entry into the Junior School or the Senior School, we will invite your child for an interview. An invitation for an interview is no guarantee of a position at the School. Where the student has attended another school, academic reports and attitude will be considered.

Enrolment Fee

If a place is available for your child, a Letter of Offer will be forwarded to you and must be returned with the enrolment fee. The enrolment fee is non-refundable and non-transferable between family members upon signing of the Acceptance of Enrolment, however $750 of this fee will be credited to the relevant student’s tuition fees in the first term they commence at the school. The enrolment fee must be paid by the nominated due date to secure enrolment.

Advance Payment

New families to the school are required to make an advance payment of Term 1 tuition fees by September in the year prior to commencement. Any adjustment to fee increases and scholarships/discounts will be made on Term 1 fees in the following year. If there is a credit balance remaining on the student’s account after adjustments, this will be carried forward to the next term.

Should parents cancel their child’s enrolment after September in the year prior to commencement, the advance payment is forfeited to the school as fees in lieu of notice.
Withdrawal of Students

One term’s notice must be given in writing, to the Registrar, of the intention to withdraw a student from the school or one term’s fees in lieu will be payable immediately. Students currently enrolled in 4 year old kindergarten or Year 6 will be required to confirm their intention to stay for the following year by the end of May.

Governing Law

The laws of the State of Victoria apply and all parties irrevocably and unconditionally submit to the exclusive jurisdiction of the Courts of Victoria.

Your Information and Privacy

Parents/guardians acknowledge and consent to the provisions of the Privacy Collection Notice, which is available as part of the Application for Enrolment form.

Evaluation

This policy will be reviewed as part of the school’s review cycle or as required.

Authorisation

This policy was authorised by the Principal June 2019

Reviewed: November 2019, April 2020
Date of next review: December 2020