

# ENROLMENT POLICY



## 1. Purpose

Hale School is an Anglican day and boarding school offering tailored and comprehensive education experiences to boys from Pre-Primary to Year 12. The School offers a diverse academic program, supported by a wide ranging co-curricular program. The majority of Hale School graduates proceed to University or other tertiary study.

The Enrolment Policy (the Policy) provides details of the criteria for enrolment at Hale School (Hale/the School), and information on entry points to the School. It also outlines the procedures for enrolment and terms and conditions for maintenance of enrolment after a boy has been accepted as a student at the School.

Whilst the Policy sets out to be as comprehensive as possible, there will inevitably be situations which are not specifically addressed in detail. In such circumstances the Headmaster has the authority to decide the most appropriate course of action.

## 2. Definitions

**Education Services for Overseas Students (ESOS)** is a framework that includes the ESOS Act (2000) Regulations and National Code of Practice for Providers. ESOS legislation ensures education and training providers meet nationally consistent standards in education delivery, facilities and services and provides tuition fee protection for international students.

**Reasonable Measures/Adjustments** are measures or actions taken by the School to assist a student with a disability to participate on the same basis as other students and have access to the curriculum to learn along with other students, whilst balancing the interests of all parties affected, including those of the student with a disability, the education provider, its staff and other students

**Unjustifiable Hardship** (in the context of enrolment of a student with a disability) *may be determined after* consideration of measures and adjustments that may be required, an assessment of the benefits or detriment of their implementation upon all persons concerned, the disability of the student in question and their ability to achieve learning outcomes and participate in courses or programs, as well as the financial position and the costs to the school

## 3. Policy Statement/Principles

### 3.1. Standard Entry Points

Standard entry points to the School for day boys are Pre-Primary, Year 4 and Year 7. Offers of places for day boys are made in accordance with the following timeline:

- two years prior to entry to Pre-Primary,
- one year prior to entry to Year 4, and
- two years prior to entry to Year 7 for boys without any Hale affiliations and three years prior for boys who are siblings of current students, sons, or grandsons of old Haleians or boarders from rural areas.

### 3.2. Entry Criteria

3.2.1. Entry into Pre-Primary is determined by the number of days from the date of birth to the date of registration. Priority is given to siblings of current students, the sons, and grandsons of old Haleians, with competition for places between applicants with Hale affiliations determined by the date of registration for enrolment.

3.2.2. Entry into Year 4 is based on the results of an academic entrance test which is conducted in Term 2 of Year 3. This is a competitive process and offers of places are made on the basis of order of merit. Preference is given to siblings of enrolled or current students subject to entrance test results and school reports.

3.2.3. Entry into Year 7 preferences boys who are siblings of current students, sons or grandsons of old Haleians or boarders from rural areas. Offers of places are made three years prior to the date of entry at which time payment of the Endowment Fee is mandatory to secure the place.

Entry into Year 7 for boys without the above affiliation is determined by an academic entrance test which is conducted in Term 1 of Year 5. This is a competitive process and offers of places are determined based on order of merit.

### 3.3. Entry for Boarders from Regional WA and Rural Locations in Year 7 and after

Hale School is committed to supporting rural families and those living in Regional WA. The School's boarding community is made up of sons of rural farmers, those residing in Regional WA, Australian expatriates, international students and urban boarders from the day boy community.

Hale School's preferred entry point for boarders is Year 7 or Year 9. Offers of boarding places are made when the boys are in Year 4, three years prior to entry. Entry is

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subject to the availability of beds at the year level for which application has been made.

Entry as a boarder at other levels is subject to availability and individual circumstances.

### 3.4. Other Entry Points and Related Criteria

Vacancies may occur from time to time at non-standard entry points including at Year 7 or 8 and the Senior School at Years 9, 10 and 11. Assessment of applicants is based on evidence of academic performance in previous school reports and an interview with the Headmaster or delegate, particularly for enrolment in years 9-12. Final decisions in relation to an offer of a place take into account:

- The applicant's academic performance
- An assessment of personal characteristics and approach to academic work as evidenced in school reports
- Hale School's capacity to support the interests of the student
- An assessment of the suitability of Hale School's academic program to the student's needs
- The student and his family's support for the School's values, policies and procedures
- The student's willingness to participate in and contribute to the life of the School
- An assessment by the School Medical Officer (SMO) where this is deemed necessary to determine the suitability of Hale School for an applicant with a disability or special needs
- Current and up to date immunisation records.

### 3.5. Entry for Students with Disabilities

The School will not unlawfully discriminate against a boy's prospective enrolment based on disability, impairment or intellectual limitations.

Should any of the above considerations be relevant to an application for enrolment, the School will:

- Ask for documentary/medical evidence of the boy's condition or need;
- Seek communication or documentation from the student's previous school/s to ascertain how the boy has previously been provided for;
- Seek to clarify if the boy will receive funding to further enhance the learning support offered to

him such as in the case of a boy with special/particular needs;

- Conduct a meeting or meetings with parent/s or guardian/s to gain a clear picture of the boy's needs so that the School may endeavour to deliver the parameters of the program it feels it is able to provide in the light of the parent/s' or guardians/s' hopes and wishes;
- Endeavour to arrive at a mutual agreement with parents or guardian/s on the support/program to be provided by the School prior to commencement of an enrolment if successful.

If the Headmaster determines that the enrolment of the boy would require the School to take unreasonable measures or actions or cause unjustifiable hardship to ensure that the boy is able to participate in the School's courses or programs, or use the School's facilities and services on the same basis as a student without a disability, the Headmaster may decline the offer of a position.

Parents and or guardians have an ongoing responsibility to keep the School informed of any new diagnoses of a learning, medical or other condition during their son's enrolment at Hale School.

### 3.6. Entry for international students

Hale School welcomes international students. As a condition of registration for enrolment, students from non-English speaking backgrounds are required to have an assessment of their English language, mathematical and general academic abilities. The testing is administered by an independent educational consultancy, Australian Education Assessment Services (AEAS), headquartered in Melbourne with representatives in Perth and most large centers in South East Asia. The test must be organized by the family. The results are sent to the family and a copy provided to the School.

The minimum level of English language proficiency required is determined by the Year Level for which application is being made and the subjects selected at senior levels (Years 10 and 11). In most cases, a score for English proficiency of 70% for enrolment in Years 7, 8 and 9 and 80% for entry to Years 10 and 11 is the minimum requirement for entry to Hale School. International Students may only proceed with registration when the minimum level of English proficiency has been met. Hale School reserves the right to use its discretion to waive the AEAS testing if the

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student has been schooled in an English-speaking school.

Offers of placement to international students are subject to the following:

- Availability of places in each year level and in the boarding house
- Travel by the family to Perth for an interview and a tour of the school. (On occasions Hale Staff may be overseas and available to interview the applicant in his home country but a visit to the School is still strongly encouraged.)
- Agreement to reside in the Boarding House unless at least one parent is accompanying the student to live in Perth. Home Stay is not permitted.
- Nomination of a local carer who lives in Perth and will be available in case of illness, withdrawal, suspension, or school breaks if the student is unable to return home.

School and student obligations in terms of the ESOS framework can be viewed under "information for students and school compliance" at: <http://internationaleducation.gov.au>.

### 3.7. Responsibilities under this Policy

Enrolment is managed by the Head of Admissions to whom all enquiries, applications and related documentation must be directed (Email address: [admissions@hale.wa.edu.au](mailto:admissions@hale.wa.edu.au))

Completion of the [Application for Admission Form](#) is the first step in registering for enrolment at Hale School (except for applications from students from non-English speaking backgrounds). The form must be signed by the parents.

In addition to the conditions outlined at Section 3.2 to 3.6 of this policy, successful applications for enrolment are dependent on the following:

#### 3.7.1. Age appropriateness to the year level of entry;

- Entry at Pre-Primary – boys must turn five years of age by 30 June of the year they start
- Year 4 – boys must turn 9 years of age by 30 June of the year they start Year 4
- Year 7 – boys must turn 12 years of age by 30 June of the year they start Year 7

#### 3.7.2. Provision of complete, accurate information and relevant supporting documentation

The application form calls for detailed personal information, including information about a known disability learning difficulty, medical condition or diagnosis that may impact upon the student's safety, participation or learning and related supporting information or evidence. An immunisation history statement must be provided to the school by each new student's parent/guardian.

### 3.8. Offer of Enrolment

At the satisfactory conclusion of the assessment process, the School may make an offer in writing to the parents to enrol the boy. To accept the offer, the parents must provide to the School on or before the date specified in the offer:

- the non-refundable Endowment Fee as stated in the Application for Admission Form
- the signed Notice of Acceptance Form and Conditions of Enrolment Declaration
- the Confidential Information Form all relevant school reports, medical or psychometric testing and therapy reports that have been requested.

Failure to comply within the required time may result in the offer lapsing and the place being offered to another boy waiting for entry to the School.

### 3.9. Deferring the Offer of a Place

Acceptance of a place at one level of entry to the School, does not confer the right to defer entry to another level.

### 3.10. Withdrawal from Enrolment or Boarding

Notice in writing of at least one full term must be given prior to termination of enrolment by parents. In the event of a default in the notice period, one quarter of the annual fee will be payable.

Boarders are required to remain as boarders for a full year. Applications for boarders to become day boys during the year will only be considered in exceptional circumstances and should be made in writing to the Headmaster. If less than one full term's notice is provided, a fee equivalent to one quarter of the annual boarding fee may be payable.

### 3.11. Continuing Enrolment

The continued enrolment of a student will be dependent on adherence to the provisions of the Conditions of Enrolment declaration (see Appendix A) which addresses:

- Payment of Annual Tuition and Boarding Fees
- Attendance and Participation

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- Withdrawal from Enrolment or Boarding
- the student making satisfactory academic progress, displaying standards of conduct and behavior required of Hale students and compliance with Hale School Rules and Policies.

In the unfortunate event of a student's failure to meet these requirements or the enrolment is otherwise determined by the Headmaster to be untenable, the Headmaster at his discretion may determine to suspend or terminate a student's enrolment. The School will not be obliged to refund any fees and charges. Moreover, any fees and charges outstanding at the time of the suspension or termination of enrolment will remain payable.

Hale School reserves the right to amend this Enrolment Policy to accommodate any changes in prevailing circumstances and/or legislation.

## 4. Privacy

All information collected in relation to enrolment will be used and stored in accordance with the School's Privacy Policy, which is available on the School's website.

## 5. Related Legislation.

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Equal Opportunity Act 1984 (WA)
- Occupational Safety and Health Act (1991)
- Occupational Safety and Health Act (1984) WA
- Privacy Policy
- Racial Discrimination Act 1975
- School Education Act 1999 (WA)
- Australian Education Act 2013

## 6. Related Policies and Documents

This policy should be read in conjunction with information on Fees, Scholarships, School Tours and "How to Apply" available on the Hale School website, section on Entry to Hale:

<https://www.hale.wa.edu.au/entry-to-hale>

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