



## *Presbyterian Ladies' College*

MELBOURNE

### ENROLMENT POLICY – JUNIOR AND SENIOR SCHOOL

#### **Background**

Presbyterian Ladies' College, Melbourne (PLC) is an independent, Presbyterian, day and boarding school for girls. PLC is a non-selective entry school catering for year levels from Early Learning through to Year 12. At Senior Secondary level, the College offers the Victorian Certificate of Education and the International Baccalaureate Diploma. The College is also accredited to enrol International Students at both Primary and Secondary year levels, under the *Education Services for Overseas Students Act 2000*.

At PLC we provide a stimulating, nurturing and challenging Christian environment where the Christian gospel and teachings of the Bible are central to the life of the College.

Our girls, 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, our girls 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* available on PLC's website, and paying the Application Fee, which is non-refundable and non-transferable between year levels or siblings. This fee is not offset against Tuition Fees.

Applications for a Boarding place may only be made for students entering Years 7-12. The College's Boarding House does not accept students in primary year levels.

Applications for students aged over 10 years at the time of applying must include a short video

clip (30-60 seconds) outlining the student's hobbies and interests outside of school hours.

When the College receives an *Application for Enrolment* for your daughter, her name will be placed on the College's waiting list. An application is a prerequisite to admission but not a guarantee of enrolment. Written acknowledgement of receipt of your application will be sent to you.

The main entry levels into the College are at Prep, Year 5, Year 7 and Year 9. In most cases, the position of a girl on our waiting list is determined by the number of days elapsed from birth to the date of receipt of the application; thus a prompt submission of the application form is important.

Applications for other year levels are placed on a waiting list and considered should a vacancy arise.

The College retains the discretion to give priority placement on the waiting list to an application where the applicant is:

- the daughter of an ordained minister of the Presbyterian Church of Victoria
- an active member of a Christian church
- connected to the College through an Old Collegian
- the daughter of a current staff member
- the sibling of a current or past student
- a rural applicant
- a boarding applicant
- one of a number of applicants from the same immediate family
- a returning student (due to relocation) who was offered priority at the time of departure.

Admission to the College is conditional upon a place being available, the Principal being satisfied as to both the suitability of the applicant, and the ability of the College to meet the applicant's educational needs. Please advise the College when you register for enrolment if your daughter has any special needs, or if any special needs become apparent after you have applied. This information is essential so that the College may determine how best to meet the specific needs of your daughter, and whether in the circumstances the College 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. Whilst we are happy to provide general advice as to the likelihood of your child being offered a place at the College, we are unable to provide specific information as to your daughter's place on the waiting list.

### **Offer of Enrolment Process**

All offers of places are made at the absolute discretion of the Principal.

Where places are available offers of places for Prep and Year 5 are usually made soon after an *Application for Enrolment* is received. Offers of places for Year 7 are typically made around 2-3 years prior to the entry year.

All other applications for enrolment are considered as places become available.

In the year before a girl enters Prep at PLC, an assessment is made of her readiness to commence primary education. For some girls, particularly younger students (such as those born in March and April) who are not ready for school, it may be advisable to delay their commencement by one year.

We may make a place offer without first interviewing a student. An invitation for an interview is no guarantee of a position at the College. Where the student has attended another school, academic reports and performance will be considered. For entry for Year 5 (age 10 years) and above, a Student Profile must be completed prior to an offer being made. If your daughter has been studying in a school outside Australia, she will require an external assessment in the year prior to entry.

If a place is offered to your daughter, a *Letter of Offer* will be forwarded to you with enrolment documentation, including the *Acceptance of Place Offer*.

The *Acceptance of Place Offer* must be returned with the Enrolment Fee, which is non-refundable and non-transferable between year levels or siblings. This fee is not offset against Tuition Fees.

### **Holding Deposit**

Twelve months prior to your daughter's commencement, parents/guardians of new girls entering Prep, Year 5 or Year 7 will be asked to confirm the enrolment by payment of a Holding Deposit. The Holding Deposit, which provides evidence of the parents' / guardians' intention that the student will commence tuition at the College, is credited to parents / guardians

against the Term 2 fee account in the year the student commences at the College. This deposit is non-refundable and non-transferable either between year levels or between siblings. Should an accepted enrolment place be cancelled, the Holding Deposit is forfeited to the College. Retention of the Holding Deposit in these circumstances is an estimate of the genuine economic loss incurred by the College.

### **Terms of Enrolment**

All enrolments are subject to the College's Terms of Enrolment. A proportion of funds raised or fees collected by the College may be used to support the operation of the College's Early Learning Centre.

Date: 10 September 2020

Approved: College Council

Review Date: June 2022