



Enrolment and Exclusion Policy

1. Purpose

Enrolment is an invitation to parents/carers and their son to work in collaborative partnership with the School to develop their son in an environment committed to educational excellence. In considering enrolment, the School will take into consideration the Enrolment Principles (as amended from time to time) as determined appropriate by the Headmaster.

Where continued enrolment is considered by the School to demonstrate that the parents/carers and/or their son no longer intend to work in a collaborative partnership with the School, the enrolment will be terminated. In considering ongoing enrolment, the School will take into consideration the Exclusion Principles (as amended from time to time) as determined appropriate by the Headmaster.

2. Enrolment Principles

- 2.1 The Hutchins School is an Anglican school whose supportive learning community works together to build the character of boys. A Christian life, as a response to Jesus Christ is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths.
- 2.2 The Hutchins School aims to build good men who act with kindness, integrity, compassion, humility and courage.
- 2.3 Students will only be accepted into the School and the enrolment sustained if parents/carers and students are prepared to actively support the mission, values, rules and policies of the School.
- 2.4 The acceptance of students and ongoing maintenance of the student's enrolment will be made by the School in terms of the needs of the School, its ability to provide for the needs of prospective or enrolled students, teaching staff and other people at the School (parents/carers, service providers etc.) and in compliance with relevant State and Federal legislation.
- 2.5 All enrolment applications must be supported by the relevant and requested documentation (as per the Enrolment Procedures). The acceptance of an application form will not guarantee an enrolment interview or an offer of enrolment, irrespective of the date of lodgement of the application.

2.6 Enrolment will depend on a number of factors, assessed on a case-by-case basis.

Consideration will be given, but is not limited, to the following factors:

- (a) the academic needs, number and social balance of the students currently enrolled, availability of spaces, the ability of the School to provide suitable resources, facilities and services;
- (b) the capacity of parents/carers and the student to support the mission, values, rules and policies of the School;
- (c) the School's ability to serve the educational needs of each student applying for enrolment or currently enrolled;
- (d) the health, safety and wellbeing of, and/or enjoyment of educational services and/or facilities provided by the School to students and/or others at the School (which includes other students, teachers and support staff, parents/carers, future enrolments and visitors);
- (e) the cost involved in providing specialised skills/resources not otherwise available (for example additional staff or additional facilities may not be possible because of funding availability);
- (f) the impact on the reputation of the School and other existing or future enrolments where matters are inconsistent with the mission, values, rules and policies of the School;
- (g) any additional needs that cannot be reasonably accommodated without causing unjustifiable hardship to the School and/or others at the School. Examples include but are not limited to: physical behaviours which may cause unreasonable risks to the health and safety of teachers and other students such as biting, punching and/or throwing objects, swearing, threatening or intimidating language or gestures, harassment or stalking, external behaviours that might result/has resulted in police charges; and
- (h) learning difficulties or extension which may require additional staff, staff with particular skills or for particular staff to work additional or unreasonable hours.

2.7 Enrolment is ultimately at the discretion of the Headmaster.

2.8 Enrolment is subject to parents/carers and ultimately their son accepting and fulfilling the terms and conditions of enrolment at the School.

2.9 Where year levels are oversubscribed for enrolment, a fair waitlist system will operate based on the Enrolment Principles, the date of application and the discretion of the Headmaster.

2.10 The School will consult with parents/carers and students where appropriate to do so about any issues which may impact on prospective or continuing enrolment, and parents/carers are required to co-operate with reasonable consultation and provide truthful, current and accurate information about all relevant matters.

3. Exclusion Principles

- 3.1 The School will reasonably attempt to maintain enrolment for its students through continued management and compliance with the applicable State and Federal legislation.
- 3.2 Continued enrolment for students cannot be guaranteed, and is always conditional on parents/carers and their son complying with the terms and conditions of enrolment and the School Rules and policies as amended from time to time.
- 3.3 Exclusion decisions are at the final discretion of the Headmaster who may reasonably consult with school staff or external advisors with relevant expertise in making such a decision.
- 3.4 Exclusion can be for a temporary period (i.e. Suspension) or permanently (i.e. Termination) and does not require any period of notice.
- 3.5 Any period of exclusion will require fees to be paid:
 - (a) Suspension – during the period of Suspension; or
 - (b) Termination - up to the point of Termination of enrolment.
- 3.6 Suspension may include withdrawal from a particular class/activity, or from all school class/activities for a period determined appropriate to the circumstances. Generally, Suspension will not exceed one school term.
- 3.7 Where an exclusion is being considered the School will:
 - (a) put into place reasonable interim arrangements as determined by the School which may include immediate suspension;
 - (b) gather and consider appropriate information from any relevant source (within or outside of the School) to inform any decision;
 - (c) assess any decision taking into account the Enrolment Principles and any actions already implemented by the School;
 - (d) consult with parents/carers and their son regarding the information and provide them the opportunity to respond to any allegation potential for exclusion; and
 - (e) inform parents/carers and their son of any outcomes taking reasonable steps to protect their privacy.
- 3.8 Suspension will be considered in circumstances including but not limited to:
 - (a) persistent low level inappropriate behaviour (e.g. disobedience, disruption, insolence etc.) towards other students, school staff/visitors/ service providers;
 - (b) low level breaches of School Rules or policies as amended from time to time; and/or
 - (c) where the health, safety or wellbeing of the student or other students or persons at the School may be adversely affected.
- 3.9 Termination will be considered in circumstances including but not limited to:
 - (a) Additional Needs cannot be reasonably accommodated without causing unjustifiable hardship to the School and/or others at the School;
 - (b) persistent higher level inappropriate behaviour (e.g. disobedience, disruption, insolence, previous Suspensions etc.) towards other students, school staff/visitors/service providers;

- (c) non-compliance with the terms and conditions of enrolment;
- (d) higher level breaches of School Rules or policies as amended from time to time;
- (e) the health safety or wellbeing of the student or other students or persons at the School will be adversely affected; and/or
- (f) generally unacceptable behaviour inconsistent with the School's values and mission including but not limited to: possession, use, selling, trafficking of drugs or alcohol; creating or transmitting pornographic or other inappropriate images through digital or other means; threatened or actual physical violence against a person or object; stalking or intimidation; destruction of property; possession of a weapon; the involvement in any public or criminal activity, which in the reasonable opinion of the School, has had or may have in the future an adverse impact on the School's reputation.

4. Record Keeping

This policy will be reviewed every three (3) years unless there is a significant legislative or organisational change requiring an earlier review.

5. Policy Owner

Headmaster

July 2018
Date ratified by Board

July 2018
Dr Rob McEwan Headmaster