THE HUTCHINS SCHOOL

Enrolment and Exclusion Policy

Relevant legislation	(none)
Commencement date	01 July 2018
Last review date	01 April 2021

1. Purpose

The purpose of this policy is to outline The Hutchins School's commitment to the ongoing enrolment and education of students.

2. Scope

This policy applies to all students attending The Hutchins School (the School), and to their parents/carers.

3. Objectives

The primary objective of this policy is to clearly state the School's approach to enrolment and exclusion, and to provide procedural guidance to staff and the Headmaster.

4. Definitions

Enrolment	The process by which a person is registered as a student of The Hutchins School.
Suspension	The exclusion of a student from attending any teaching or assessment session, entering the premises of the School, or engaging with its programs or services, for a specified period.
Termination	The immediate cessation of a student's enrolment, prohibiting future involvement with the School or any of its programs or services.
The Hutchins School community	For the purpose of this policy, 'the Hutchins School community' (or 'the School community') refers to parents, carers, alumni, associations (including, but not limited to, the Hutchins School Old Boys' Association and the Parents' Association), governing bodies (such as The

	School Board), volunteers, contractors and sub-contractors of the School, service providers, visitors and guests of the School.

5. Policy statement

The School considers an enrolment to be an invitation to parents/carers and students to work in collaborative partnership with the School to develop children and young people in an environment committed to educational excellence. In considering enrolment, the School will take into consideration the Enrolment Principles (which may be amended from time to time) as determined by the Headmaster.

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

Enrolment Principles

5.1. The Hutchins School is an Anglican school whose supportive learning community works together to build the character of its students. 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.

5.2. The Hutchins School aims to empower its students to act with humility, kindness, respect and courage.

5.3. Students will only be accepted into the School and the enrolment maintined if parents/carers and students are prepared to actively support the mission, values, rules and policies of the School.

5.4. The acceptance of students and ongoing maintenance of the student's enrolment will be considered in terms of the needs of the School, its ability to provide for the needs of prospective or enrolled students, teaching staff and other members of the School community, and in compliance with relevant State and federal legislation.

5.5. All enrolment applications must be supported by the relevant documentation requested in the form. 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.

5.6. 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 staff, students and/or other members of the School community (including visiting students, parents/carers, volunteers, contractors and visitors);

e) the ability of staff, students and members of the School community to enjoy educational services and/or facilities provided by the School;

f) 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);

g) 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;

h) any additional needs or behaviours 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:

   i) physical behaviours that may cause unreasonable risks to the health and safety of teachers and other students (such as biting, punching and/or throwing objects);

   ii) swearing;

   iii) threatening or intimidating language or gestures;

   iv) harassment or stalking;

   v) external behaviours that might result/have resulted in police charges; and

   vi) learning difficulties or extension which may require additional staff, staff with particular skills or for particular staff to work additional or unreasonable hours.

5.7. All enrolments are ultimately at the discretion of the Headmaster.

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

5.9. 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.

5.10. 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.

Exclusion Principles

5.11. The School will reasonably attempt to maintain enrolment for its students through continued management and compliance with the applicable state and federal legislation.

5.12. Continued enrolment for students cannot be guaranteed, and is always conditional on parents/carers and the student complying with the terms and conditions of enrolment and the School Rules and policies as amended from time to time.

5.13. Exclusion decisions are at the final discretion of the Headmaster who may reasonably consult with school staff or external advisors with relevant expertise when making such a decision.

5.14. Exclusion can be for a temporary period (suspension) or permanent (termination) and does not require any period of notice.

5.15. Any period of exclusion will require fees to be paid as follows:

a) suspension: during the period of suspension; or

b) termination: up to the point of termination of enrolment.

5.16. 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.

5.17. 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 the student regarding the information and provide them the opportunity to respond to any allegation potential for exclusion; and

e) inform parents/carers and the student of any outcomes, taking reasonable steps to protect their privacy.

5.18. 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, or members of the School community;

b) low level breaches of the School Rules or policies as amended from time to time; and/or

c) incidents wherein the health, safety or wellbeing of the student, other students or persons at the School may be adversely affected.

5.19. Termination will be considered in circumstances including but not limited to:

a) additional needs that 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 or members of the School community;

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) incidents wherein 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:

i. possession, use, selling, trafficking of drugs or alcohol;

ii. creating or transmitting pornographic or other inappropriate images through digital or other means;

iii. threatened or actual physical violence against a person or object;

iv. stalking or intimidation;

v. destruction of property;

vi. possession of a weapon;

vii. 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.

5.20. Termination will also be at the discretion of the Headmaster, in consultation with the Chairman of the Board. The Headmaster will inform the Board of all terminated enrolments as required.

6. Supporting/related documents

(none)

7. Record keeping

This policy is to be kept for three (3) years until review, unless there is a significant legislative or organisational change requiring earlier review.

The master copy is kept in SharePoint Online in read-only in PDF form. All printed copies are uncontrolled.

8. Policy owner

Headmaster

9. Version Control

Version Number	Author	Purpose/Change	Date
1.0	Chief Operating Officer	Initial release	01/07/2018
1.1	Policy & Compliance Manager	Textual review and update; new template. No procedural changes. Removed gendered language; added definitions. Replaced text regarding “other persons” at the School with references to the School community (furthering consistency with other policies).	01/05/2021