



## WHO WE ARE

Our vision is to be a leading, innovative, Christ-centred learning community that inspires students to be caring, confident and creative citizens.

Geelong Lutheran College St John's Newtown campus was established in 1962 to provide a quality Christian education, promoting lifelong learning, in a nurturing environment.

The St John's Newtown campus is centrally located in Geelong and delivers a dynamic, engaging and holistic curriculum catering for the developing needs of learners from 3-year old Kindergarten to Year 6.

Geelong Lutheran College Armstrong Creek campus, established in 2009, is a co-educational Primary and Secondary school offering education for students from Prep to Year 12.

Together, the two campuses operate as Geelong Lutheran College, catering for children from age three to Year 12.

Lutheran schools cater for students from a wide range of faith backgrounds. Lutheran schools are well-known for their quality, values based Christian education.

Both of our campuses offer a welcoming, lively and nurturing Christian environment with a focus on providing a quality, Christian education for children in the Greater Geelong region. Our focus is on the whole child, especially the needs of individual students with an emphasis on the social/emotional, academic, physical and spiritual dimensions. We have a diverse student cohort and encourage student enrolment applications from a wide range of backgrounds.

## 1. DEFINITIONS

- 1.1 **'Applicant or Parent'** means the person/s set out in the Enrolment Application Form being the Parents and/or Guardian/s and/or Caregivers of the child seeking enrolment at the School.
- 1.2 **'Disability,'** in relation to a student, means:
  - (a) total or partial loss of the student's bodily or mental functions; or
  - (b) total or partial loss of a part of the body; or
  - (c) the presence in the body of organisms causing disease or illness; or
  - (d) the presence in the body of organisms capable of causing disease or illness; or
  - (e) the malfunction, malformation or disfigurement of a part of the student's body; or
  - (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or



- (g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

1.3 **'Enrolment Agreement'** means the Agreement forming part of the Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

1.4 **'Enrolment Application Form'** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

1.5 **'Student'** means the student named in the Enrolment Application.

1.6 **'The Principal'** means the Head of College or their authorised representative.

1.7 **'The College'** means:  
Geelong Lutheran College St John's Newtown, 33 Aberdeen St, Newtown 3220  
and/or  
Geelong Lutheran College Armstrong Creek, 2-38 Burvilles Rd, Armstrong Creek 3217  
ABN 38 656 530 004

## 2. RATIONALE

2.1 The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to prospective enrolment at the College.

## 3. GENERAL

3.1 The College offers a Christ-centred education service to applicants regardless of ethnic origin, gender, religion, ability or disability, subject to the terms of this policy.

3.2 Applicants must support the mission, values, ethos and policies of the College.

3.3 The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- (a) the numbers of currently enrolled students.
- (b) the resources available to cater for the educational needs of current students;  
and
- (c) the willingness of the Student and the Applicant (where applicable) to comply with the College's policies and procedures.

3.4 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:



- (a) relevant information is withheld or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Applicant and the Student involved.

3.5 In order to be enrolled as such in accordance with the requirements of the Department of Home Affairs as updated from time to time. To qualify, students must be:

- (a) an Australian citizen.
- (b) an Australian permanent resident.
- (c) an approved visa holder; or
- (d) a New Zealand citizen.

#### 4. PRIORITY ORDER OF ENROLMENT

All Applicants must submit an online Enrolment Application with supporting documentation as required. Enrolment Applications will only be recorded on the provisional waiting list if the applicant has correctly submitted the online Enrolment Application.

- 4.1 At either Geelong Lutheran College St John's Newtown (P-Year 6) or Geelong Lutheran College Armstrong Creek (P – Year 12), a Student's enrolment is continuous at the College unless the Student is formally withdrawn, giving a minimum of one school term's notice.
- 4.2 At the discretion of the College, and the College's legislative obligations and availability of places, some applications may be given preference on the waiting list based on criteria such as:
  - (a) Children of families where the parent(s) and/or children are active members of a congregation of the Lutheran Church of Australia or otherwise adherents to the Lutheran faith.
  - (b) Siblings of current or former students at the College.
  - (c) Students from other schools associated with the Lutheran Church of Australia including St John's Lutheran Kindergarten, St Paul's Lutheran Kindergarten Grovedale.
  - (d) Children of Geelong Lutheran College staff members.
  - (e) Date of Enrolment Applications.



- 4.3 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

## 5. ENROLMENT PROCEDURE

- 5.1 The enrolment procedure is as follows:

- (a) The Applicant is required to submit the Enrolment Application Form completed by both Parents, unless:
  - a court order as provided to the College provides otherwise,
  - a biological Parent is deceased or lost capacity.
- (b) Parents must: pay any fees and provide any additional information requested by the College to satisfy its government reporting obligations.
- (c) A non-refundable fee of \$100 will be charged per enrolment.
- (d) Applications must be completed using the nominated form and must include:
  - (i) Copy of the prospective student's birth certificate
  - (ii) Copy of the prospective student's immunisation history statement
  - (iii) Copy of Visa or Citizenship (if relevant)
  - (iv) Copy of the most recent school report for the prospective student
  - (v) Copies of NAPLAN results: Year 3, 5, 7 and 9 (as applicable and accessibly from child's current school)
  - (vi) Current medical reports i.e., allergies, asthma, diabetes
  - (vii) Any court or parenting orders that exist pertaining to the guardianship arrangements for the child.
  - (viii) Additional learning needs documentation and professional reports
- (e) Applications are received and recorded on the provisional waiting list.
- (f) The College will send an email to the applicant acknowledging the receipt of their application.

- 5.2 Upon receipt of an Enrolment Application Form:

- (d) The Student's name is registered on the future list for the year and the year level nominated.
- (e) An interview with a member of the College Leadership Team is arranged.
- (f) Special needs are noted and discussed with parents prior to interview. The Applicant may be required to provide additional information before the process can continue to ensure that the College has sufficient information to properly consider the Application.

- 5.3 A formal offer of a place at the College may be made once all required information has been provided.

- 5.4 After an offer has been made, the payment of a non-refundable Enrolment Deposit secures the enrolment.



- 5.5 Year 6 Geelong Lutheran College, St John's and Geelong Lutheran College, Armstrong Creek students are required to submit a Review of Information.

## 6. REASONABLE ADJUSTMENTS

- 6.1 Where information is provided by Parents or obtained by the College that a Student has a Disability, the Principal or delegate will consult with the Student and the Applicant to determine whether the disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 6.2 The College will consider relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (d) the nature of the Student's Disability and level of needs.
  - (e) the information provided by, or on behalf of, the Student about how the disability affects the Student's ability to participate.
  - (f) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities.
  - (g) information provided by, or on behalf of, the Student about preferred adjustments.
  - (h) the effect of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence.
  - (i) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
  - (j) the costs and benefits of making the adjustment.
  - (k) the skills of existing or potential staff to provide the adjustments required.
- 6.3 The Applicant should provide medical, psychological or other reports from external specialists, and/or independent assessment of the Student to enable the College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 6.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will consider the relevant circumstances of the case, including:



- (d) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the School community, the Student and the family of the Student). This includes (without limitation):
  - (i) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers.
  - (ii) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers.
- (e) the effect of the disability of the Student.
- (f) the College's financial circumstances and the estimated amount of expenditure required to be made by the College - including costs associated with additional staffing and the provision of special resources or modification of the curriculum.
- (g) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable.
- (h) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
- (i) the nature of the Student's disability, the preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

6.5 The Principal will discuss with the Student and family (as appropriate) about concerns regarding any proposed adjustment that would cause unjustifiable hardship to the College.

6.6 If the Principal is satisfied that the Student and the Applicant (as appropriate) has been sufficiently consulted, and:

- (d) adjustments required are not reasonable.
- (e) adjustments required would cause unjustifiable hardship; or
- (f) where the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made,

the College may decline to offer the Student a position or may defer the offer.

## 7. PRIVACY

7.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process.



GEELONG LUTHERAN  
COLLEGE

## ENROLMENT POLICY

St John's Newtown  
Armstrong Creek

The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

8. If you have any questions in relation to this policy, you may contact the Principal.

**Date of endorsement by College Board: 17 March 2020**

**Document updated: 7 July 2023**

**Document to be reviewed: 2025**

**Document published on the College website.**