

STUDENT ENROLMENT MANAGEMENT POLICY

Approved by FSAC Ltd Board: 24 October 2023

Version: 4.7

Last Reviewed: 31 July 2023

Next Review: 1 July 2026

Contact Officer: Manager Human Resources and Compliance

1 Statement

The Board is committed to an enrolment management process which focuses on meeting the needs of potential clients by the efficient enrolment of suitable students thereby supporting the Colleges' financial sustainability, community image and quality student outcomes in accordance with the Ethos and Vision Statements for Anglican Schools in the Province of Queensland and the Diocese of Brisbane.

The enrolment management process integrates and sets out the steps involved from enrolment application to enrolment establishment and enrolment conclusion.

SPECIAL NOTE: This policy should be read in concert with Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures which deals with matters of harm, sexual abuse or inappropriate behaviour. The Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be kept at the forefront when considering and implementing the contents of this policy and associated procedures. In the event that reasonable suspicions exist that harm, and/or sexual abuse has occurred or is likely to occur, the Protecting Children and Young People in Anglican Education Policy, Guidelines and Procedures must be followed.

2 Scope

This policy applies to all the FSAC enrolments, including Kindergarten, Prep, Primary, Secondary, International and Accommodation Services.

3 Principles

This policy is based on the following principles:

- Alignment with the Ethos Statement for Anglican Schools in the Province of Queensland and the Vision Statement for Schools in the Anglican Diocese of Brisbane.

- The Colleges are committed to developing and maintaining quality procedures congruent with legislative obligations and reflecting the organisation values.
- Enrolment Management begins with the Principal, who is charged with shaping and communicating the College's vision.
- The policy considers the enrolment goals for the number of students, quality of students, student body composition and tuition revenue.
- A transparent environment of information sharing supports a productive enrolment process.

4 Legal and Other Reference Material

Refer to Appendix 1 for a list of Acts and Regulations which apply to this policy.

4.1 Affiliated Authorities

The following policies and procedures support this policy:

- Student Enrolment Procedure
- Enrolment Agreement

5 Accountabilities and Responsibilities

Board:	is the governing body of FSAC Ltd and is therefore ultimately responsible for ensuring the proper and effective management and operation of the FSAC organisation. The Board is responsible for the overall governance of FSAC Ltd. This includes defining and monitoring the strategic direction, developing and monitoring policies, monitoring the effectiveness of the Board's and the Company's performance, and establishing control and accountability systems.
College Councils:	are responsible for the administration and implementation of the Strategic Direction, Policies and Procedures and Control and Accountability systems developed by the Board. The College Councils act within the scope of powers delegated to them by the Board and remain accountable to and report regularly to the Board.
Principal:	is held accountable for the effective management of their College in the same manner and to the same degree. The Principals are responsible to the Board for leading the Colleges to deliver high quality curriculum and educational outcomes, excellence in teaching and learning, strong College communities and driving the agenda for building the Colleges' market growth. The Principals work closely with the College Councils in the management of the College. The Principals report to the Board through the College Council.

6 Managing this policy

This policy is to be reviewed every three years from the date of approval. Notwithstanding the scheduled review, should any circumstance change materially before the review period, the policy will be immediately reviewed in order to maintain appropriate accuracy, relevance and authority.

Appendix One

Legal and Other Reference Material

- *Education (General Provisions) Act 1989* (Qld)
- *Education (Teacher Registration) Act 2005* (Qld)
- *Education (Accreditation of Non-State Schools) Act 2017* (Qld)
- *Education (Accreditation of Non-State Schools) Regulation 2017* (Qld)
- *Education and Other Legislation (Student Protection) amendment Act 2003* (Qld)
- *Education Services for Overseas Students (ESOS) Act 2000 (as amended 2011)* (Qld)
- *Privacy Act 1988* (Cth)
- *Education (Queensland Curriculum and Assessment Authority) Act 2014* (Qld)
- *Education (Queensland Curriculum and Assessment Authority) Regulations 2014* (Qld)
- *Disability Discrimination Act 1992* (Cth)
- *Consumer Credit (Queensland) Act 1994*
- Disability Standards for Education
- Distinctive Ethos Statement for Anglican Schools in the Province of Queensland
- Our Commitment: Creating environments for children and young people to thrive CODE OF CONDUCT for Anglican Schools and Education & Care Services