

ENROLMENT POLICY V3.0

Prepared by:	James Honor, Principal, Angella Saward, Registrar and Jenn Howse, Director of Research Compliance and Accreditation
Approved by / Date:	James Honor, Principal, Angella Saward, Registrar and the School Board - June 2021

Policy Owner:

Registrar

means the non-refundable one-

The School's goal is to have as close to maximum enrolment (without any class sizes exceeding 28 students) at all times by considering all applications in line with the School's enrolment preferences (see Section 5.6) in line with its legal obligations and Board Policies and with the School's aim of providing education within a Christian framework.

(a) The

- o two written family references from referees who are not close relatives of the parents and who have known and interacted with the parents for at least five years (the references must focus on the parents themselves and, where possible, one should be from the parents' church minister or other church leader);
- o all medical, psychological and other reports about the student; and
- o other information about the student which the School considers necessary, including evidence of Australian citizenship or resident status if a student was born overseas or where both parents were born outside Australia, and any visa information that is applicable to the student.

Failure to provide all required information may result in the School declining to enter the student's name on the appropriate waiting list or delaying such entry and may also result in the School declining or delaying the student's enrolment.

Both five-year-olds and four-year-olds, whose fifth birthday falls on or before 31 July of the proposed year of entry, are eligible to commence Kindergarten.

- a) All students must undertake a readiness for school assessment with the Head of Infants School or delegate generally in Term 2 of the year prior to entering the School. If parents have already indicated that their child may need additional support due to a disability (or any other reason), an alternative and/or additional assessment process may be required.
- b) For those who do not turn six until after the end of Term 4 of the proposed year of entry, and who are assessed as being not yet ready for school, the Principal may require an additional assessment process to be undertaken to determine whether or not the student has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year if the Principal believes it is in the best interests of the child.
- c) In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.
- d) Early entry to Kindergarten for a four-year-old, whose fifth birthday falls after 31 July of the proposed year of entry, may be accepted, subject to:
 - o a written application being addressed to the Principal;
 - o there being vacancies after other applicants, who will have attained the age of five years before 31 July, have been offered places;
 - o the SGCS Readiness Assessment of the student confirming in the mind of the Principal, HOIS or delegate that he or she is ready for admission to Kindergarten.

The second major intake of students occurs at the start of Year 7, as an extra stream is added in Year 7 - so there are three classes rather than two in each year

The procedures regarding this intake are:

1. In Term 1 of the year prior to the enrolment, an Information Night which provides an opportunity to present an overview of the perspectives and initiatives as well as general expectations for Year 7 and Middle School.
2. A compulsory placement test for all applicants is held during Term 1 the year prior to proposed commencement in Year 7.
3. Parents and applicants will be invited to partake in an enrolment interview with the Principal or the Head of Middle School. The interviews are conducted during May/June of the year prior to commencement of enrolment.
4. Enrolments are offered as outlined in Section 5.6 by the Principal or delegate.
5. First round offers are made by July of the year prior to enrolment (from here the processes as outlined in Section 5.6 are followed).

1. Possible vacancies in other grades are assessed in Term 4 of each year or as vacancies arise throughout the year.
2. If vacancies arise prospective parents and their child will be invited to an enrolment interview. The interview is not a guarantee of offer as there may be a number of applicants for positions.

Students who have gone through the normal application procedures are able to apply for Academic or Music Scholarships using the process as outlined below.

The School offers a number of Academic Scholarships each year as part of the entry of students into Year 7 and the continuation to or entry into Year 11. These scholarships offer a range of discounts on tuition fees depending on the academic strength of the student and the cohort. These are applied for as outlined on the School's website and by sitting a Scholarship exam in the year prior to beginning Year 7 and Year 11. The School uses the ACER Scholarship testing program to make decisions about who to offer scholarships to and decisions are based on academic merit. Scholarship applicants must also submit a general enrolment application. The Year 7 Scholarship is for a duration of six years to the end of Year 12. Scholarships are offered in writing by the Principal with a condition of continued academic achievement, a good standard of conduct and behaviour (see Appendix 1). Scholarships are offered in Term 2 of the year prior to commencement in conjunction with the general enrolment offer.

The School offers one Music Scholarship each year providing a 50% discount to tuition fees for the duration of Years 7 to 12. Generally, applicants are to be proficient in at least two instruments, or an instrument and voice; however, students who have a particular specialty in a single instrument may occasionally be considered. Applicants are to undertake an audition process which is overseen by the CAPA Coordinator. The auditions are held in May prior to the year of enrolment and the Scholarship is awarded at the end of Term 2, along with other Year 7 offers. Offer of the scholarship is tied to the recipient continuing to fulfil the conditions of the scholarship as set out in the Scholarship Conditions (see Appendices 2-3).

5.5.1 In considering all prospective enrolments, the School may ask parents to authorise the Principal or his or her delegate to contact:

- (a) the Principal of the student's previous or current school to obtain or confirm information pertaining to the student or the student's enrolment;
- (b) any clinical or other personnel considered significant for providing information pertaining to the needs of the student.

5.5.2 The Principal may decline to proceed any further with the enrolment process:

- (a) If a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School; and/or
- (b) If the parents may not be able to meet the financial commitment required by having a student at the School; and/or
- (c) If the parents fail to give the authority requested pursuant to 5.5.1 above.

When considering making offers of a place at the School, the Principal is normally to consider the following order of preference:

- (a) siblings of students already at the School;
- (b) children of parents who are members of the School Company;
- (c) children of parents transferring from other Christian schools;
- (d) children of parents in good standing with a church, or a student who professes and demonstrates personal Christian faith;
- (e) children of parents who, whilst not testifying to an active Christian commitment, unreservedly support the aims of the School.

Where the Principal (ore delegate) determines that the student would require more significant adjustments, he will seek to identify whether those measures or actions adjustments required are reasonable, in that they balance the interests of all parties affected. In assessing whether a particular adjustment measure or action for a student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- (a) the student's disability;
- (b) the views of the student or the student's parents about:
 - (i) whether the particular adjustment is reasonable;
 - (ii) the extent to which the particular adjustment would ensure that the student was able to participate in the School's courses or programs or to use the School's fac

Date

Address

Dear Name

I am delighted to inform you of the offer of a Year 7 - 12 Scholarship for name commencing 2021.

The Scholarship offer is for a xx% reduction in tuition fees, with a duration of six years, to the end of Year 12.

Annual retention of the scholarship is tied to xxx continuing to show academic achievement consistent with that expected of a scholarship holder; xx will be required to maintain a high academic standard. A reasonable minimum objective would mean that student was achieving in about the top 10% of xxx academic peer group. In addition, name will be expected to exhibit a good standard of conduct and behaviour. We are confident that name will be able to meet these expectations.

This offer is made in conjunction with our enrolment offer and requires your acknowledgement and acceptance by completing the attached form and forwarding to Mrs Saward along with the signed copy of Conditions of Enrolment and payment of the Capital Levy a113(Cond4(of)12(5)3(h615.32 8Gire.bo3(Co.))5)16(a14(of)As()16(of(c)-4(o)1ron4MCID





Date

Name

Address

Dear Name

I am delighted to inform you that we are now able to offer of a Music Scholarship for xxxxxxx. The Scholarship offer is for 50% reduction in tuition fees.

Offer of the scholarship is tied to Xxxxxxx continuing to fulfil the conditions of the scholarship as set out in the Scholarship Conditions. Xxxxxxx will be expected to:

- demonstrate commitment to and enthusiasm for the School's music program;
- take the Music subject as an elective in Years 9-12 as one of his/her academic subjects;
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