



## POLICY: Enrolment

System: School Management	Audience: School Community
Primary Responsibility:	Enrolments Manager
Approved by:	School Board
Updated Document:	18/2/2013, 1/7/2016, 1/4/2018, 6/11/2018
Effective: 26/10/2022	Review Date: 2025
Manual Reference:	3.6.2

### 1. OBJECTIVE

This policy gives guidance to all community members' concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations, which are not specifically covered. In such instances, it is the Headmaster's responsibility to decide the appropriate course to take in the circumstances.

### 2. CONTEXT

- 2.1 The School is committed to fulfilling its obligations under the law in relation to the discrimination Acts noted under associated documents. These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity or race by refusing to enrol them at the School.
- 2.2 The Enrolments Manager will usually email everyone enquiring about enrolment details, the procedure for enrolment at the School including:
  - A statement about the School Fees
  - An Enrolment Registration form
- 2.3 Names of children will be entered on the appropriate waiting list when parent(s)/caregiver(s) submit an online registration to place their child/ren on a waiting list for entry (together with a non- refundable registration fee as determined periodically by the School Board).

- 2.4 Entrance to the School is normally in Kindergarten, Year 5 and Year 7. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the School year depending on circumstances.
- 2.5 Applicants for Kindergarten must normally be 5 years of age by 31<sup>st</sup> March in the year of entry.
- 2.6 All enrolments are at the discretion of the Headmaster. Priority is given to a sibling of a current student or the child of a former student. 1 – 2 years prior to the proposed year of entry the Enrolments Manager will email parent(s)/caregiver(s) of registered children an invite to submit an online enrolment application.
- 2.7 Current CCGS families who are seeking an enrolment at our School must register their child/ren on a waiting list as soon as possible but not later than two years before the year of entry. Due to the high volume of enquiries at our School, any siblings and alumni children's registrations received after this date may not be guaranteed a place.
- 2.8 If parent(s)/caregiver(s) defer their child's registration to a later entry year, the child's position in the waiting list will be based on the date on which the parent(s)/caregiver(s) notify CCGS of the deferment and not the date of the original registration. Parent(s)/caregiver(s) may not defer the entry year more than twice.
- 2.9 The School will undertake an assessment process at some time decided by the School after an Enrolment Application has been received. As part of the assessment process, the School may ask the parent(s)/caregiver(s) to provide more information about the child.
- 2.10 Parent(s)/caregiver(s) are requested to submit an up-to-date Immunisation History Statement for each child entering CCGS.
- Any child without an Immunisation History Statement will not be prevented from enrolling at CCGS. However, if the child's Immunisation History Statement is not up to date, parents refuse to provide an Immunisation History Statement to the School, or parents submit an immunization conscientious objection form, their child will be classified as not immunized and may be excluded from school if there is an outbreak of a vaccine-preventable disease in the school.
  - If parents provide the school with a record of vaccines given overseas the parent is advised to consult a local doctor who can assess whether the child needs additional vaccines. The doctor will then transfer the additional information to the ACIR and an Immunisation History Statement can be requested from Medicare.
  - CCGS is required to keep the student's Immunisation History Statement for three years after the student has left the School.
- 2.11 Receipt of an Enrolment Registration form or an Enrolment Application form by the School does not mean that a place will be offered.
- 2.12 Where the Headmaster determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Headmaster may decline the offer of a position or defer the offer.

2.13 Where information obtained by the School suggests:

- (a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; or
- (b) the parents may not be able to meet the financial commitment required by having a child at the School,

notwithstanding that the child be the sibling of a current student, the Headmaster may decline to proceed any further with the enrolment process.

2.14 If and when a position becomes available, the School may in its discretion invite the parents of a child on the applicant list to attend an interview at the School with the Head of School or a member of staff appointed by the Head of School. At the interview, among other things, the School's representative will;

- a) seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.
- b) inform the parents of their responsibility to the School in relation to fees and communication with the school.

2.15 At the satisfactory conclusion of the assessment process, the School may make an offer to the parents to enrol the child. To accept the offer, the parents must, within fourteen (14) days of receiving it, submit to CCGS:

- a) the signed acceptance form which includes acceptance by the parents of the current Conditions of Enrolment
- b) the non-refundable Enrolment Fee as determined periodically by the School Board
- c) and where the first child in the family is enrolling, an Entrance Fee as determined periodically by the School Board, which is partially refundable when the last child in the family leaves the School and otherwise having complied with the conditions of enrolment. Where a student's enrolment is cancelled with less than a term's notice, the refundable portion of the Entrance Fee will be forfeited by the parents. In exceptional circumstances, where the parents can demonstrate that factors quite outside their control lead to the cancellation, they may apply for a refund. However, any refund, which will be made only in exceptional circumstances, will be entirely at the discretion of the Headmaster.

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry into the School.

2.16 The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child in its discretion but particularly when the parents having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

2.17 The School may end any student's enrolment if the parent(s)/caregiver(s) have provided or do provide to the School, before or after their acceptance of the School's offer of a place for the student, information which is materially incomplete, incorrect, or misleading.

2.18 The School reserves the right to end the attendance and enrolment of any student who, in the Headmaster's opinion, has failed to meet the requirements of the New South Wales Education Standards Authority, has otherwise failed to make satisfactory progress in his or her academic work or whose conduct or behaviour is inappropriate.

- 2.19 The School also reserves the right to end the enrolment where there are consistent and/or serious breaches of the Parent Charter.
- 2.20 When a student is of compulsory school age (below seventeen (17) years of age) leaves the School, the School must ask the parents to advise the School of the student's new school. If this information regarding the destination of the student is not provided and therefore is unknown, the Enrolments Manager must inform the Head of School who, within seven (7) days of being notified must inform the Department of Education Home School Liaison Officer (HSLO).
- 2.21 Throughout this policy and the Enrolment Procedure, unless the context requires otherwise:

**Parents/carers** includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

**disability** in relation to a child means:

- (a) total or partial loss of the child'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 child's body; or
- (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour. And includes a disability that:
- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.

To avoid doubt, a **disability** that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

### 3. ASSOCIATED DOCUMENTS

The Enrolment Procedure

The Parent Charter

Conditions of Enrolment

Anti Discrimination Act 1977 (NSW)

Racial Discrimination Act 1975 (Cth)

Sex Discrimination Act 1984 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)