

Enrolment Policy



Version Control / Change History

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Table of Contents

Version Control / Change History	ii
Table of Contents.....	iii
ENROLMENT POLICY	1
Introduction.....	1
Policy Statement -	1
Applicability	2
Definitions	2
Enquiry	2
Application for Enrolment Using the Application for Enrolment Form	2
	Offer 2
Enrolment Procedure	3
1. Enquiry.....	3
2. School Tour	3
3. Application	3
4. Acknowledgement of Application	3
5. Additional Information Prior to Enrolment Interview	3
6. Enrolment Interview and Assessment Process	3
7. Access to Out of School Hours Care	5
8. Written School Offer and Acceptance.....	5
ENROLMENT	6
Provisional Enrolment Offer.....	6
Holding of Places	6
Applying for Leave.....	6
Withdrawal of Enrolled Local Students	6
Withdrawal of International Students	7
Register of Student Enrolments.....	7
Archiving of Student Enrolments.....	8
Deferring an Application.....	8
Supporting documents found on website:	8
Conditions of Enrolment.....	9
.....	10

ENROLMENT POLICY

Introduction

St Paul's Grammar School ('the School') is an inclusive school and seeks to provide quality education for students of all abilities and backgrounds who accept the vision and mission of the School.

Vision Statement – St Paul's will be a dynamic, transformative and exemplary Christian Grammar School where students and staff can flourish, both within and beyond the School.

Mission Statement – As a Christ-centred community, St Paul's Grammar School enables excellence in all areas, empowering students to be discerning and knowledgeable individuals of integrity who are called to serve in the world with respect and compassion.

In the Junior School, NESA (New South Wales Education Standards Authority) and IB PYP (International Baccalaureate Primary Years Programme) requirements are integrated.

In NESA Years 7 to 10, NESA requirements are integrated with IB MYP (International Baccalaureate Middle Years Programme) Years 2 to 5 requirements.

All students entering Years 11 and 12 will be required to study and meet the requirements of either the NESA HSC (Higher School Certificate) or the IB (full) Diploma Programme. The HSC is a broad curriculum, designed to meet the needs of all students regardless of their potential post-school destination. The IB Diploma is a programme designed explicitly to prepare students for tertiary study.

All students are required to attend Chapel and engage with Christian perspectives as presented by staff.

This policy outlines the process for new student enrolment at the School.

This policy must be read in conjunction with the St Paul's Grammar School Academic Integrity Policy, Assessment and Reporting Policy, Inclusion Policy, Language Policy and Enrolment Contract. An appreciation of the importance of the Learner Profile and integration of human, natural, built and virtual resources provide context for these policies.

Policy Statement -

- Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at St Paul's Grammar School.
- Students enrolling at school for Kindergarten the first time will be *five years of age on or before* end of April of the year of enrolment.
- Students enrolling in Pre K will be 4 years of age on or before end of April of the year of enrolment.
- The School will base any decision about offering a place to a student on:

Family relationship with the school:

- sibling of a current or ex-student;
- either of the parents attended the school
- they hold attitudes, values and priorities that are compatible with the School's ethos

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- ability to meet the special needs or abilities of the student

Other considerations

- Order of receipt- when the application to enrol is received by the school
- The School *will* meet with parent/carer(s) of the student before offering a place.
- The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

Applicability

This document is applicable to the following areas:

- Teaching Staff
- Administration Staff (Support Staff)
- Finance Staff (Support Staff)
- Parents and students

Definitions

Enquiry

Where a current or prospective family makes a request for information for placement of their child for education at the School. This may occur by phone, email, contact form (via website), referral or in person.

Application for Enrolment Using the Application for Enrolment Form

Where a current or prospective family completes and application for Enrolment Form (Appendix 3 either on the local or international form.

The local form is completed because the student is an Australian or New Zealand citizen, permanent resident of these countries or the child has an Australian visa that has eligibility to enrol as a local student. A local student will be eligible for inclusion in the Non-Government School's Census as being eligible for funding where attendance falls within the reference period.

The international form is completed by students who are intending to enrol as an International Student on a Student Visa 500 or they are not eligible to enrol as a local student.

The applicable Enrolment form requests information so that consideration can be given to offer a child a place at the School. Each completed Enrolment form must include a copy of the child's birth certificate or passport, Australian visa (if applicable), immunisation record (from Medicare if local) and the two most recent school reports (except for Pre-Kindergarten and Kindergarten enrolments). Forms will be considered lodged when the applicable application fee has been paid. This application fee is waived for permanent staff of the School.

Offer

On receipt of the application form, families are invited to attend an enrolment interview with a member of the School's Executive. At the conclusion of the interview, a recommendation is made to the Principal to offer a place to the student or to recommend that no offer be made. If the Principal chooses to make an offer, the placement will be for a nominated commencement date and year group. This offer will be in writing. The enrolment contract and accompanying information request forms are usually sent electronically. A place will be deemed to be 'accepted' when the family has, in writing, accepted the position, returned the signed enrolment contract and other forms electronically, and paid the applicable enrolment fee (outlined in fee shedule). This enrolment fee is waived for permanent staff of the School.

Enrolment Procedure

1. Enquiry

- A soft copy of the Prospectus, Application Form and Fee Schedule is sent to the family. Email copies are accompanied by a link to view the 'Our Story' films that explain the International Baccalaureate programmes and the School's history.
- Student and parental contact details are recorded in the Enquiry Tracker software programme.

2. School Tour

- Enquiring families can independently register for a group tour on the School's website, or a member of the Office of Enrolment's can register them by phone or email.
- Calendar invites and reminder emails are sent to registered tour participants.
- Families requiring enrolment in the same calendar year may be invited to attend a personalised tour if appropriate.

3. Application

- Where a current or prospective family completes an Application for Enrolment Form (located on school website); either on the local or international form. The local form is completed because the student is an Australian or New Zealand citizen, permanent resident of these countries or the child has an Australian visa that has eligibility to enrol as a local student. The international form is completed by students who are intending to enrol as an International Student on a Student Visa 500 or they are not eligible to enrol as a local student. The form requests information so that consideration can be given to offer a child a place at the School. Each completed application form must include a copy of the child's birth certificate or passport, Australian visa (if applicable), immunisation record (from Medicare if local) and the two most recent school reports (except for Pre-Kindergarten and Kindergarten enrolments). Forms will be considered lodged when the applicable application fee has been paid. This application fee is waived for permanent staff of the School.

4. Acknowledgement of Application

- All applications are entered into the School's database by the Enrolment Support Officer. An email is sent to the family acknowledging the application has been placed on the waiting list for the grade and year of entry requested.
- The Enrolments and Alumni Coordinator is responsible for maintaining the year group waiting lists for the Principal.

5. Additional Information Prior to Enrolment Interview

- Prior to the enrolment interview, the School may request the following documents:
 - a copy of any court parenting order, where applicable
 - a copy of any psychometric report or any report relating to the social, emotional, educational or physical development of the child
- The School may contact the child's previous school to obtain additional information regarding the child's needs. Contact may also occur after the enrolment interview.
- When the enrolment application is for the sibling of a current or past student, the Office of Business and Finance will review the family's historic payment record for payment of fees and charges. If there is any area of concern the family will be contacted to discuss the situation.

6. Enrolment Interview and Assessment Process

- The student and parents are invited to attend the School to meet with a member of the Senior Executive or their delegate. At the interview the staff member will ask a range of questions about

the student. These questions will include questions about the student's strengths and preferences. Any areas of concern about the student will be discussed either with the student present or in a private meeting with the parents.

- The enrolment interviewer will give the parents additional information about the School's culture and learning programmes. Parents and students are encouraged to ask questions.
- As part of the assessment process, the School may ask the parents to provide more information about the child.
- Where a child has declared education support needs or a disability, or other information indicates a possible need for support services, the School will make an initial assessment of the child's needs. In addition, the Principal may:
 - require the parents to provide current medical, psychological or other reports from specialists outside the School;
 - obtain an independent assessment of the child.
- Any assessments or reports required from non-school personnel will be at the parents' expense.
- In considering all prospective enrolments, the School may contact:
 - the Principal of the child's previous school to confirm information pertaining to the child;
 - any medical or other personnel considered significant for providing information pertaining to the needs of the child.
- Where information obtained by the School suggests a profile of wilful misconduct, that is illegal activities or strong anti-social behaviour that indicate that the child's enrolment is likely to be detrimental to other students, the staff or the School, notwithstanding that the child be a sibling of a current student, the Principal may decline to proceed any further with the enrolment process.
- Where information obtained by the School indicates that the child has a disability, the Principal will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the child, if enrolled, would require services or facilities that are not required by students who do not have the child's disability. Where the Principal determines that the child would require such services or facilities, the Principal will determine whether enrolling the child would impose unjustifiable hardship on the School. In making this assessment, the Principal will take into account all relevant circumstances in the case including:
 - the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the child, the family of the child, and the School community); and
 - the effect of the disability on the child; and
 - the School's financial circumstances and the estimated amount of expenditure required to be made by the School.
- The School reserves the right not to offer any child a place in the School or to defer the offer of a place at the School at its discretion, but particularly when the parents, having been aware of the child's specific educational needs, decline to declare those needs or withhold relevant information pertaining to their child.
- The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information or reports pertaining to their child's needs.
- After a child has been entered on the waiting list and an assessment process has taken place (including contacting the relevant parties pertinent to the enrolment, e.g. previous school staff, psychologist, the Association of Independent Schools NSW, parents), if the Principal decides to go ahead with the application, the School will ask for an interview with the student and parents.
- Local Students

The interviews for Junior School places (Pre-Kindergarten to Year 6) will normally be conducted

by the Head of Junior School or their delegate, and for Year 7 to 11 places, by a member of the Secondary School Executive or their delegate. These interviews will be conducted with the child and at least one parent.

International Students

All International Student applications are assessed by the Director of Community Engagement and International Student Programme. In addition, International Students are assessed for their English language level and if further tuition is required, students are referred to enrol at an English preparation course prior to starting at the School. Any enrolment offer made is provisional on successful completion of the English course, if applicable. For enrolment of International Students from countries other than China and Hong Kong, and for whom English is an additional language, the Principal and Director of Learning Services are part of the assessment process.

7. Access to Out of School Hours Care

- Out of School Hours Care (OSHC) cannot be accessed until the child has had their first day of school without the permission of the Principal.

8. Written School Offer and Acceptance

- At the satisfactory conclusion of the interview and assessment process, the Principal (or delegate) may make an offer to the parents to enrol the child. This is the only point at which an offer of enrolment is to be made. Included in the offer will be:
 - Written Letter of Offer (hard copy)
 - Contract sent (hard copy)

- Local Students

To accept the offer, the parent/s of local students must, within fourteen (14) days of receiving the offer, deliver to the Enrolment Support Officer:

- Enrolment Contract – School's Copy
 - The contract is required to be signed by all parents with guardianship and fee payment responsibility. If a parent with guardianship does not want to have joint fee payment responsibility they should discuss the situation with the Director of Business and Finance before signing a contract as new contracts may be required to be issued.
 - Medical / Contact Details Form
 - MCEETYA Data Collection Form
 - Authorisation to Collect Form (Pre-Kindergarten students only)
 - OnetoOne – Computer Agreement (Secondary School students only)
 - Enrolment Fee as set out in the current Fee Schedule
- International Students

To accept the offer, the parent/s of International Students must, within four (4) weeks of receiving the offer, deliver to the Enrolment Officer:

 - Enrolment Contract – School's Copy
 - Letter of Acceptance
 - Enrolment Deposit – Tuition and Non-Tuition Fees as outlined in the Enrolment Contract
 - The parent/s of International Students must pay six (6) months Tuition Fees and twelve (12) months estimated Non-Tuition Fees into the School's trust account.
 - Failure to reply within the required time may result in the position being forfeited.

ENROLMENT

Provisional Enrolment Offer

Local Students

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a child for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven (7) days' notice. In such circumstances, school fees will be adjusted to cover the period of enrolment only. No penalties will apply.

Provisional enrolment must not be offered to a child in relation to that child's disability, though it may be offered on other grounds in relation to that child.

International Students

Where students are required to attend an English language preparation course prior to commencement at the School, enrolment is provisional on satisfactory completion of the English course.

Refunds are per the International Student Programme School Refund Policy.

Holding of Places

Places at the School will not be held for students who are withdrawn. Discretion will be considered on a case by case nature through the office of the Principal.

Applying for Leave

The School is not able to grant leave for more than fifty (50) consecutive school days within a school year (Application for Extended Leave form – Appendix 4). Requests for periods in excess of fifty (50) consecutive school days should be discussed in advance with the Principal. Students granted leave for more than fifty (50) days may be eligible for enrolment in distance education. Note that a student cannot be enrolled in more than one school at once.

Withdrawal of Enrolled Local Students

A term's notice in writing, or the payment of fees in lieu of notice, is required for withdrawal of enrolled students.

The process is as follows:

- Any email, letter or phone call notifying of a withdrawal is to be forwarded to the Principal, Executive Assistant (EA) to the Principal, with a cc to the Enrolments and Alumni Coordinator.
- Any enquiry by a student or parent about the process of withdrawal should be referred to the staff member's line manager and the EA to the Principal by email, with a cc to the Enrolments and Alumni Coordinator
- The Principal will then make a decision as to whether a member of the Executive will follow up with the family or to proceed with the withdrawal process.

- The EA to the Principal will then enter the details into the SharePoint site 'Student Admin' and assign to a member of the Executive if follow up is required.
- The EA to the Principal will liaise with the member of the Executive and the Principal and update the SharePoint site as information is received.
- The Executive assigned to follow up the withdrawal notification must include in their reply recommendations in relation to requests including:
 - Term's fee in lieu of notice (if applicable)
- Upon notification that the withdrawal is proceeding, an automated email will be sent to relevant staff – Office of Students and Family Services, Office of Learning Services (Secondary School) and Junior School Office (Junior School).
- The Enrolments and Alumni Coordinator will prepare the letter from the Principal and the formal withdrawal form to be sent to the parents, and update SharePoint.
- The Assistant to the Office of Students and Family Services will issue a Student Sign-out Form (Secondary School only).
- Upon receipt of the completed form, the Assistant to the Office of Students and Family Services will scan and email a copy to the Accounts Receivable Officer. The form is to be uploaded to DocMan and placed in the student's file.
- The Accounts Receivable Officer will update SharePoint – Student Form Received.

Withdrawal of International Students

- Parents advise the school in writing addressed to the Principal.
- Procedures for the withdrawal are outlined in the International Student Programme School Refund Policy and it should be read in conjunction with this policy.
- In addition, the International Student's Confirmation of Enrolment (CoE) will be cancelled by the Enrolment Support Officer.
- For students under eighteen (18) years of age for whom the School holds the welfare arrangements, the International Students and Homestay Coordinator will ensure that there are no gaps in care for the child.

Register of Student Enrolments

The School's Register of Enrolments is maintained through the Office of Enrolments

The Register of Enrolments includes the following information for each student:

- Name, date of birth, religion, date of commencement, previous school, parent/s or carer/s contact name and relationship;
- Where appropriate, the date of leaving the School and the student's destination (e.g. the name of new school);
- Where the destination of a student under seventeen (17) years of age is unknown, evidence that a NSW Department of Education Officer with home school liaison responsibilities has been notified of the student's name, age and last known address.

Archiving of Student Enrolments

The Register of Enrolments is now held electronically by the School.

Deferring an Application

An application for student enrolment can be deferred once. Families are then asked to reapply if requesting further deferment.

Supporting documents found on website:

- Schedule of fees and charges (updated early)
- Application for enrolment
- Application for leave
- International student fees and charges (updated early)

Conditions of Enrolment (provided in enrolment application)



Conditions of Enrolment - Local Student Applications

FEES AND OTHER CHARGES

1. I/We agree to pay the fees and charges applicable to the student as determined each year by the School Board in accordance with the following terms;
 - a) By the School's direct debit instalment system on a weekly, fortnightly or monthly basis or
 - b) Payment in full at the commencement of each term.

St Paul's Grammar School reserves the right to charge a late fee of \$100 on fee accounts due and unpaid thirty (30) days from the commencement of each term. Please note that should your account exceed our trading terms and be handed over for collection action all costs including commission, solicitors fees and any out of pocket expenses will be the liability of the customer.
2. The School may suspend or terminate the enrolment of a student whose fees are in arrears. I/We understand that the student will not be permitted to return to School for another term if the fees for the previous billing are unpaid.
3. A full term's notice in writing must be given to the Principal before any student is withdrawn from the School. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, I/We agree to pay ONE term's fees in lieu of notice.
4. I/We understand that no remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension.
5. I/We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary (for example, books, stationery and equipment, medical and ambulance expenses, fares).
6. Application and enrolment fees are non-refundable whether or not a student takes up a position at the School.
7. I/We understand that no remission of fees or excursion or camp charges, either in whole or in part, will be made if the student is absent from school due to illness, leave or suspension.

EXPECTATIONS AND BEHAVIOUR

8. I/We understand that our acceptance of the School's offer of a place for the student implies that the student will complete their schooling at the School unless unforeseen circumstances arise. I/We acknowledge that any request for a change to a student's enrolment must be in writing, and that the request must be made at least one term before the change is to occur and that approval is at the Principal's discretion.
9. I/We acknowledge that the School is built on the foundations of Christian purpose and hope, and on the behaviors and attitudes that these qualities reflect. I/We agree that all communication between parents, students, community and staff members should be conducted in a considerate, polite and respectful manner and where, between us and the School, using

the agreed channels. I/We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, humiliation, intimidation, inappropriate familiarity or offensive or defamatory comments and derogatory remarks.

10. I/We agree to support the ethos and to abide by the values, policies and rules of the School as set out in the School's publications such as the Parents'/Students' Handbooks, and Student Code of Conduct as published from time to time. I/We note that the student must do the same and I/we agree to encourage our son/daughter in this. I/We have noted the School's requirements for discipline, uniform, home study, attendance and leave.
11. I/We accept the School's discipline policy contained in the Student Handbook and other relevant documents. I/We agree to support the administration of the School's welfare policy. In particular, I/We accept that the Principal (or his/her delegate) may in his/her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student:
 - a. for breaches of rules or discipline; or,
 - b. for behaviour prejudicial to the welfare of the School, its staff or students; or,
 - c. where I/we have failed to comply with these conditions of enrolment.
12. I/We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
 - a. Christian education classes and Chapel;
 - b. co-curricular activities, including all annual School camps;
 - c. the School sports program, including weekly training, playing when chosen, and supporting School teams as required - both after normal school hours and on Saturdays;
 - d. School functions, such as Presentation Day, Easter and Christmas Chapel, Anzac Day and other events as required by the Principal from time to time;
 - e. foreign language classes from K-10;
 - f. excursions as required as part of the School learning programme.
13. I/We understand that the Principal may, by giving us reasonable notice, ask us to remove the student from the School at the end of a school year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies or International Baccalaureate Programmes.
14. I/We agree that the Principal may exclude a student if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.
15. I/We understand that the School requires parents to be actively involved in the School through attendance at parent-teacher interviews and parent forums, participation in courses offered by the School relevant to the student's education, and provide assistance to the School in a voluntary capacity from time to time.



HEALTH AND SAFETY

- 16. I/We acknowledge that I/we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) of the student. Where any disclosed special needs change or where any special needs arise, I/we agree to notify the School immediately. I/We also agree to complete the student's medical form accurately and provide annual updates for the School, including any health matter that arises during the year that may impact on other students or staff, or the ability of the School to care for your child.
- 17. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if I/we are not readily available to authorise such treatment, I/we authorise the Principal or, in his/her absence, a responsible member of the School executive staff, to give the necessary authority for such treatment. I/We agree to pay all medical and ambulance expenses incurred on behalf of the student.
- 18. I/We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. I/We also acknowledge that to this end the Principal or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do so.
- 19. I/We understand that the School requires parents and visitors to observe School security procedures for the protection of students from direct contact with those outside the School during school hours and that I/we are only to make contact through the School reception.
- 20. I/We acknowledge that the student's personal property is not insured by the School, therefore the School does not accept any responsibility for its loss or damage.

LEAVE

- 21. I/We understand that requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for in advance in writing to the Principal.

PRIVACY

- 22. I/We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. I/We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of the student's education, health, care, welfare or development. I/We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
- 23. I/We give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, be published in School publications, on its website and in other marketing and promotional material unless the Principal has been advised or is advised in writing that the Parents do not give this permission.
- 24. Where relevant, I/we agree to provide to the School all current Family Court or other court orders relating to us and the student. I/We note that the School's Privacy Policy deals with the confidentiality of such information.
- 25. The School will send academic reports to the address or addresses notified by the Parents. If the Parents are separated or divorced, reports will be sent to each of the Parents on request to the address notified by each Parent unless there is an order of a court or an agreement that reports are to be sent to only one of the Parents.

Declaration & Signatures

I/We have read and agree to the Privacy Policy as compliant with the Privacy Act (<https://www.stpauls.nsw.edu.au/assets/Documents/Privacy-Policy.pdf>).

Each of us agrees that our obligations to the School, as set out above, may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our wish to be released from such obligations.

This application applies to (student name)

PARENT/GUARDIAN A

Date

PARENT/GUARDIAN B

Date