

# Enrolments Policy and Procedure



St Columba  
Anglican School

## Policy Statement

St Columba Anglican School (**School**) is a comprehensive co-educational K-12 school providing an education underpinned by Anglican values and operating within the policies of the NSW Education Standards Authority (**NESA**).

Once enrolled, students are expected to act consistently with the School's ethos and comply with the School rules to maintain their enrolment.

Parents/guardians also are expected to be supportive of the ethos of the School.

The School abides by certain regulations, including but not limited to:

- *Disability Discrimination Act 1992 (Cth)*
- *Disability Standards for Education 2005 (Cth)*
- *Privacy Act 1988 (Cth)*
- *Privacy and Personal Information Protection Act 1998 (Cth)*
- *Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulations 2011(NSW)*

The School seeks to enrol young people who, in the opinion of the School's senior staff, will gain maximum benefit from the academic program the School offers; are willing to contribute to the life of the School by participating as fully as possible in the range of activities available; and whose families both understand and are supportive of the Christian aims of the School. It is crucial that a student's successful participation in the life of the School and the values fostered and expressed by the School across all areas of endeavour, closely match the values fostered and encouraged in their home. Parents / guardians should study the Prospectus carefully to understand what our School is, and to assess whether we can offer what they are seeking for their child.

At the School, children can start Kindergarten if they turn five prior to the start of the school year. Students who turn five after the school year commences but prior to 31 July are eligible for enrolment, but would be subject to discussions with the Head of Primary as to the child's school readiness.

The School offers a diverse educational program, which is strongly supported by a wide range of complementary co-curricular activities.

## Enrolment Procedure

### Application Forms

Families are required to forward an Application for Enrolment (**Application**) to the school for each child. An application fee is to accompany the application. Upon receipt of a completed Application with relevant documentation, all applicants are placed on an enrolment list with those wishing to enter the School in the same year and same year level. The Application is available electronically on the School website under "Enrolment" or by emailing the Enrolments Office on [enrolments@scas.nsw.edu.au](mailto:enrolments@scas.nsw.edu.au) to request a hardcopy or emailed copy.

Application fee: On application, families will be required to pay a non-refundable application fee of \$135. The student's name will then be registered on the enrolment list for their relevant year level.

### Acknowledgment of Receipt of Application

The School shall acknowledge receipt of an Application via email, including a copy of the payment receipt. Families are advised that the School will contact them in the 12-18 months prior to enrolment to arrange an enrolment interview, should a position be available.

Note: receipt of an Application by the School does not mean that a place will be offered.

### Enrolment Appointment

Upon an Application being processed, the family will be contacted to arrange a mutually convenient appointment time with the School Principal or delegated executive member of staff during the 12 to 18 months prior to the nominated commencement.

Enrolment appointments are held to ensure parents / guardians agree to support the ethos and philosophy of the School and make every effort to ensure their child will always act in a way that upholds the School's Code of Conduct and good reputation within the broader community. The School is at liberty to suspend and / or terminate the enrolment of any student should they behave in a manner that the School, at its sole discretion, considers contravenes the Code of Conduct or brings dishonour to the student or the School, fails to comply with any of the School's policies or commits any other serious breach of the School's rules and regulations.

Each enrolment appointment will also explain the School's co-curricular, outdoor education and sports programs, the School's Uniform Code as well as the child's interests and educational/medical needs.

# Enrolment Procedure cont.

## Offer of a Place

At the conclusion of the enrolment appointment, the Principal or delegated executive member of staff may indicate that a place is available at the School if they consider that the family is supportive of the ethos, codes and programs offered by the School.

A Letter of Offer and Acceptance of Offer is provided to the family for acceptance and signatures. Once completed, the family returns all paperwork required along with the enrolment acceptance fee which is required to retain a place for the child at the School.

Places are offered on the following criteria, in strict order of priority:

1. Demonstrated understanding of, and support for, the goals of the School in interview with the Principal or delegated executive member of staff;
2. Children of employees of the School or its associated business units;
3. Siblings of enrolled students and children of past students;
  - a. The School reserves the right to offer preferred placement to siblings of students already attending the School; to children whose mothers or fathers have attended the School; to students whose family is supportive of the ethos, codes and programs offered by the School.
  - b. The School requires children of former students and siblings of current students, to complete all the normal enrolment formalities. They complete the Application and attend an appointment at the School with their parents / guardians.
  - c. Children of former students and siblings of current students for whom an Application is received prior to their third birthday (for Kindergarten) or three years prior to commencement (for Years 1-12) will be considered before any other applicant is offered a place in that particular year. If these aforementioned students are not enrolled before their third birthday, they will not automatically be granted an interview unless a vacancy is available in the year in which placement is being sought.
  - d. Please note that families who have accounts in arrears will not be considered for additional enrolments unless the payment has been fully cleared in the year to which they apply.
4. Children of clergy from Anglican and other Christian ministries;
5. Current Columba Cottage Early Learning Centre (CCELC) students. If these aforementioned students are not enrolled before their fourth birthday, they may not automatically be granted an interview unless a vacancy is available in Kindergarten the year in which placement is being sought.

Please note that as a co-educational school, we strive to provide equal places in each year group for boys and girls. Our enrolments procedures and processes ensure we maintain this balance.

## Acceptance of Enrolment by Family

The Acceptance of Offer is completed by the family and all paperwork required to be returned to the School along with the enrolment acceptance fee to retain a place for the child at the School.

Enrolment acceptance fee: When a place is offered and accepted, all families will be required to pay a non-transferable nor non-refundable fee of \$770 per student. This sum is payable as a single payment on acceptance of a place and prior to the student entering the School. Note: Any variation to this payment procedure will require the approval of the Principal or delegated executive member of staff.

## Orientation

During Term 4, students and their parents/guardians are invited to attend orientation sessions to prepare them for commencement the following year.

## Declining an Offer of a Place

If any student, including siblings or children of ex-students, undertakes the enrolment process, attends the interview and declines an offered place or fails to return the Acceptance of Offer or pay the enrolment acceptance fee by the due date, the application will be cancelled. In these cases a fresh Application and application fee is required should you wish to apply for another intake year group. Any priority for a child with ex-student or sibling status is lost with the second application.

## Changing Details For Your Child

All correspondence regarding the enrolment of a student should be addressed to the enrolments officer via email [enrolments@scas.nsw.edu.au](mailto:enrolments@scas.nsw.edu.au)

If you wish to change the intake year your child is listed for, please send written details including your child's full name, address, and new year level and calendar year you wish to change to. In order to have the correct address details for prospective students all changes of address must be communicated to the enrolments office in writing or via email, clearly stating student's full name, and previous address details as well as new address details.

## Fee Statements Upon Commencement

Fee statements are issued prior to the commencement of each term and are payable in accordance with the School's fees and discount terms contained herein. All fees and charges are reviewed annually, and subject to change and amendment by the School's Council in accordance with this policy.

## Overseas Students

The School is not registered as an education provider for students holding student visas.

Students whose families have residency are welcome to apply. Any student whose first language is not English must submit an English Proficiency assessment with their application form or before they undertake the normal enrolment process. Overseas students undertaking 6 or 12 month student exchange programs such as Rotary Exchange are welcome to apply and each application will be examined at the discretion of the School Principal, subject to their visa.

## Policy/Procedure Changes

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their clientele at the particular time. At the School, policy changes are implemented by the School Executive, in consultation with the School Council. At any time, parents/guardians are invited to phone our enrolments office to ask if the policy has changed. The School reserves the right to alter its enrolment policy to suit prevailing circumstances at any time.

All policies and procedures will be made available on the School's website, and are accessible by parents/guardians at any time via the website or upon request.