Enrolment Information

2017

Enrolment Process | Tour Dates | School Tuition Fees & Charges
HSC Results | NAPLAN Results | Learning Enhancement
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DEE WHY CAMPUS • BAYVIEW CAMPUS
Solid Christian Foundation
Strong focus on Academic Excellence
Steadfast commitment to Student Welfare
Enrolment Information

The Prospectus

Thank you for your interest in St Luke’s Grammar School. St Luke’s is an Anglican Co-Educational School for students from Pre-Kindergarten (Cottage) to Year 12.

2 Campuses - 1 School: In addition to the Pre-K to Year 12 Campus in Dee Why, the School has recently expanded to include a new Junior School Campus in Bayview.

We know that choosing the right school for your child’s education can sometimes be a daunting decision. We hope that the information contained within this Prospectus pack will give you invaluable insight into St Luke’s and will be helpful for you as you consider your options.

The Junior School (Dee Why Campus) comprises:

Cottage (Pre-Kindergarten): A 3-day Pre-School program for 4 year olds. There are 2 classes, each with approximately 20 students per class, and each class with a teacher and teacher’s aide.

Kindergarten to Year 6: There are two classes per Year group.

The Junior School (Bayview Campus) comprises:

Taylor Cottage (Pre-Kindergarten): Either a 5-Day or 3-day Pre-School Program for 4 year olds. Each class has approximately 20 students. The classes have a teacher and teacher’s aide.

Kindergarten to Year 6: Currently one class per Year group, with the aim of increasing to a fully 2-streamed school in 2017 and beyond.

The Senior School (Dee Why Campus) comprises:

Years 7 - 10: There are approximately 100 students per Year group, with usually between 15 - 25 per class, depending on subjects. From 2018, Year 7 will comprise 5 classes with 125 in each Year.

Years 11 - 12: There are approximately 100 students per Year group, with usually between 8 - 15 per class, depending on subjects.

Should you wish to pursue St Luke’s as a potential school for your child, we would welcome the opportunity to continue enrolment discussions with you.

Additional Information

TOURS: Tours are a wonderful opportunity to gain a deeper understanding of the School and to experience a morning in the life of a St Luke’s Grammar School student. The Tours are conducted each week during Term time. Tour dates and booking information can be found on Page # of this brochure.

WEBSITE: To view the School’s website www.stlukes.nsw.edu.au

ENQUIRIES: If you would like further information regarding Enrolments at St Luke’s (either Dee Why or Bayview), please either email or call:

Email: enrol@stlukes.nsw.edu.au
Phone: 02 9438 6200

The Enrolment Process

The Enrolment Process is detailed more fully on Page 23. In general, there are 3 Stages to the process, as outlined below:

Stage 1 - The Application to Enrol

The School receives Application to Enrol forms from birth, and progresses the Enrolment Process for specific Year groups at the following times:

• Applications for Entry into Cottage: approximately two years prior to the desired date of commencement.
• Applications for Entry into Kindergarten: approximately two years prior to the desired date of commencement.
• Applications for Entry into Year 7: approximately two years prior to the desired date of commencement.
• Applications for Entry into Years 1 - 6 or Years 8 - 11: approximately six months prior to the desired date of commencement.

Stage 2 - The Enrolment Interview

At the specified time (see Stage 1) the School will contact all those on the Waiting List and will request further documentation, including updated School Reports, recent NAPLAN results and relevant medical or specialist information etc. Subject to availability and the Applicant meeting the Enrolment Criteria, an Enrolment Interview may then be scheduled.

Stage 3 - Offer and Acceptance

An Offer of Enrolment is at the sole discretion of the Principal. The Enrolment Criteria that may be used in exercising that discretion include, but are not limited to:

• The prospective student has a parent or sibling who is an ex-student of the School.
• The prospective student has a brother or sister who is a current student at the School.
• The prospective student has an affiliation with a church.
• The date of application.
• The ability of the prospective student to benefit from the educational offering of the School.
• The ability of the prospective student to contribute to the School community.
• School reports, test results and aptitudes.

None of the above by itself is a determining factor, nor is there any particular order in which the criteria are considered. Enrolment decisions taken are the responsibility of the Principal. No discussion of these decisions will be entered into.

For additional information regarding these Stages of the Enrolment Process, please see Page 23.

Scholarships

Academic Scholarships - for entry into Years 7, 10 & 11
Music Scholarships - for entry into Years 7 & 11
St Luke’s Grammar School introduced a new Teaching & Learning framework in early 2014. The Learning@STLUKE’S framework is one which identifies learning as the core business of the School. The model uses Guy Claxton’s Building Learning Power framework which draws together research on how students learn and what capacities strengthen our capacity to learn. Within our framework we have identified 5 R’s associated with learning. Powerful learners display capacities associated with the first 4 of these R’s:

- **Resilience**, **Resourcefulness**, **Reflectiveness** and **Reciprocity** (the capacity to learn with others).

**Resilient** learners are able to be absorbed in their learning. They can manage distractions around them focusing instead on their learning. Resilient learners are able to notice subtle changes in their environment, identify patterns and details which inform their understanding and, perhaps most importantly, resilient learners demonstrate perseverance when faced with challenging learning tasks.

**Resourceful** learners are good at asking questions which support their learning and the learning of others, they quickly make links between different ideas, can use reasoning to form an argument and imagine new possibilities. Finally, resourceful learners are able to capitalise on the resources available to them inside and outside the classroom.

**Reflective** learners plan their approach to their learning, continually revise how they are learning, are able to identify the main points they need to learn (distilling) and have a good understanding of their own strengths and weaknesses as a learner (meta-learning).

Students who are strong in **reciprocity** know when they will learn best on their own and when they will learn best with others (interdependence). They are good at collaborating with other students, have good listening skills and learn from others by watching them carefully and taking on board new ways of thinking (imitating). Here, in a nutshell, is what powerful learning looks like – and this is not only for classroom learning, but learning for life.

The 5th R in the Learning@STLUKE’S model is **Restoration**. While we seek to grow students as learners, more importantly we seek to grow students as human beings. Our Christian view of human flourishing sees true humanity characterised by grace, compassion, humility and seeking justice for others. This notion of Restoration informs our whole approach to learning. Not only are students able to grow in their understanding, but we hope they might also grow in their humanity and that their capacity to learn might empower them to change the world, little by little, foreshadowing the final restoration at the end of time.
We invite you to experience a morning in the life of a St Luke’s student ...
Tour Dates

St Luke’s conducts Tours (in lieu of Open Days) on a frequent basis. We understand that choosing a school for your child is a very important decision. With this in mind, we invite you to join us on one of our regularly scheduled Tours of the School (bookings essential). A tour will provide you with the opportunity to experience a ‘morning in the life of a St Luke’s student’ and enable you to ask any questions that you may have.

A Tour group usually consists of several families with children of a similar age grouped together. Bookings are essential, so that we can ensure that Tour groups are the appropriate size and that you are on the right Tour for the particular year of entry that you desire for your child(ren). Children are more than welcome to attend the Tours, together with their parents.

Tours are conducted at both our Dee Why and Bayview Campuses.

Tours Information

<table>
<thead>
<tr>
<th>Tour Dates:</th>
<th>Due to high demand, our School Tours are conducted almost every week during term time. Please see the available Tour dates below.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tour Times:</td>
<td>All Tours run from 9:15 am to approximately 10:30 am.</td>
</tr>
<tr>
<td>Tour Bookings:</td>
<td>It is preferred that bookings are made online <a href="http://www.stlukes.nsw.edu.au/Tours">www.stlukes.nsw.edu.au/Tours</a>. Alternatively, bookings can also be made by emailing <a href="mailto:enrol@stlukes.nsw.edu.au">enrol@stlukes.nsw.edu.au</a> or by contacting 9438-6200. If you find that a Tour listed below is not shown on the website, this indicates that the Tour is already fully booked. Therefore, please select from the alternative available options.</td>
</tr>
</tbody>
</table>

2017 Schedule of Tours *(All tours commence at 9.15 am)*

<table>
<thead>
<tr>
<th>2017</th>
<th>Senior Tours - Dee Why</th>
<th></th>
<th>Junior Tours - Dee Why</th>
<th></th>
<th>Junior Tours - Bayview</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Date</td>
<td>Years</td>
<td>Date</td>
<td>Years</td>
<td>Date</td>
</tr>
<tr>
<td>TERM 1</td>
<td>Thu 2 Mar</td>
<td>Years 7 - 12</td>
<td>Tue 14 Mar</td>
<td>Pre-K - Year 6</td>
<td>Wed 15 Mar</td>
</tr>
<tr>
<td></td>
<td>Thu 9 Mar</td>
<td>Years 7 - 12</td>
<td>Tue 28 Mar</td>
<td>Pre-K - Year 6</td>
<td>Wed 29 Mar</td>
</tr>
<tr>
<td></td>
<td>Thu 23 Mar</td>
<td>Years 7 - 12</td>
<td>Tue 16 May</td>
<td>Pre-K - Year 6</td>
<td>Wed 17 May</td>
</tr>
<tr>
<td>TERM 2</td>
<td>Thu 4 May</td>
<td>Years 7 - 12</td>
<td>Tue 30 May</td>
<td>Pre-K - Year 6</td>
<td>Wed 14 Jun</td>
</tr>
<tr>
<td></td>
<td>Thu 25 May</td>
<td>Years 7 - 12</td>
<td>Tue 13 Jun</td>
<td>Pre-K - Year 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 8 Jun</td>
<td>Years 7 - 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 22 Jun</td>
<td>Years 7 - 12</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TERM 3</td>
<td>Thu 3 Aug</td>
<td>Years 7 - 12</td>
<td>Tue 8 Aug</td>
<td>Pre-K - Year 6</td>
<td>Wed 23 Aug</td>
</tr>
<tr>
<td></td>
<td>Thu 17 Aug</td>
<td>Years 7 - 12</td>
<td>Tue 22 Aug</td>
<td>Pre-K - Year 6</td>
<td>Wed 1 Nov</td>
</tr>
<tr>
<td></td>
<td>Thu 31 Aug</td>
<td>Years 7 - 12</td>
<td>Tue 21 Oct</td>
<td>Pre-K - Year 6</td>
<td>Wed 15 Nov</td>
</tr>
<tr>
<td>TERM 4</td>
<td>Thu 26 Oct</td>
<td>Years 7 - 12</td>
<td>Tue 31 Oct</td>
<td>Pre-K - Year 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 9 Nov</td>
<td>Years 7 - 12</td>
<td>Tue 14 Nov</td>
<td>Pre-K - Year 6</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Thu 23 Nov</td>
<td>Years 7 - 12</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
# School Fees & Charges

## Enrolment Fees 2017

<table>
<thead>
<tr>
<th>Application Fee</th>
<th>$220</th>
<th>Payable when lodging the Application to Enrol form.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Acceptance Fee</td>
<td>Pre-K to Year 6 $1500, Years 7-12 $2000</td>
<td>Payable when accepting an Offer of Enrolment</td>
</tr>
</tbody>
</table>

The Application Fee (which is non-refundable and inclusive of GST) is payable by credit card, cheque or cash, directly to the School.

The Acceptance Fee (which is non-refundable) is payable by credit card, cheque or cash, directly to the School. The School’s receipt of the ‘Offer of a Place’ letter, signed and returned by parents together with payment of the Acceptance Fee, constitutes acceptance of the place offered.

## School Fees & Service Charges 2017

### Dee Why Campus

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Term (x4) School Fees</th>
<th>Annual School Fees</th>
<th>Annual Service Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottage</td>
<td>$2,545</td>
<td>$10,180</td>
<td>$840</td>
</tr>
<tr>
<td>Kindergarten</td>
<td>$3,085</td>
<td>$12,340</td>
<td>$1,360</td>
</tr>
<tr>
<td>Year 1</td>
<td>$3,085</td>
<td>$12,340</td>
<td>$1,480</td>
</tr>
<tr>
<td>Year 2</td>
<td>$3,085</td>
<td>$12,340</td>
<td>$1,480</td>
</tr>
<tr>
<td>Year 3</td>
<td>$3,370</td>
<td>$13,480</td>
<td>$2,780</td>
</tr>
<tr>
<td>Year 4</td>
<td>$3,370</td>
<td>$13,480</td>
<td>$2,300</td>
</tr>
<tr>
<td>Year 5</td>
<td>$3,855</td>
<td>$15,420</td>
<td>$2,020</td>
</tr>
<tr>
<td>Year 6</td>
<td>$3,855</td>
<td>$15,420</td>
<td>$2,420</td>
</tr>
<tr>
<td>Year 7</td>
<td>$5,255</td>
<td>$21,020</td>
<td>$2,480</td>
</tr>
<tr>
<td>Year 8</td>
<td>$5,255</td>
<td>$21,020</td>
<td>$2,720</td>
</tr>
<tr>
<td>Year 9</td>
<td>$5,305</td>
<td>$21,220</td>
<td>$2,980</td>
</tr>
<tr>
<td>Year 10</td>
<td>$5,305</td>
<td>$21,220</td>
<td>$3,280</td>
</tr>
<tr>
<td>Year 11</td>
<td>$5,430</td>
<td>$21,720</td>
<td>$2,420</td>
</tr>
<tr>
<td>Year 12*</td>
<td>$7,245</td>
<td>$21,755</td>
<td>$1,485</td>
</tr>
</tbody>
</table>

### Bayview Campus

<table>
<thead>
<tr>
<th>Year Group</th>
<th>Term (x4) School Fees</th>
<th>Annual School Fees</th>
<th>Annual Service Charges</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cottage</td>
<td>$2,470</td>
<td>$9,880</td>
<td>$1,180</td>
</tr>
<tr>
<td>Year 7</td>
<td>$5,255</td>
<td>$21,020</td>
<td>$2,480</td>
</tr>
<tr>
<td>Year 8</td>
<td>$5,255</td>
<td>$21,020</td>
<td>$2,720</td>
</tr>
<tr>
<td>Year 9</td>
<td>$5,305</td>
<td>$21,220</td>
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</tr>
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<td>Year 10</td>
<td>$5,305</td>
<td>$21,220</td>
<td>$3,280</td>
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<tr>
<td>Year 11</td>
<td>$5,430</td>
<td>$21,720</td>
<td>$2,420</td>
</tr>
<tr>
<td>Year 12*</td>
<td>$7,245</td>
<td>$21,755</td>
<td>$1,485</td>
</tr>
</tbody>
</table>

* The Bayview Cottage Fees above are for the 3-Day program. Current Fees for the 5-Day program are $13,360 per Annum.

### Family Allowance

A concession in School Fees is allowable where two or more members of the immediate family concurrently attend the School and where no other concession applies, eg, a scholarship. The concession is not open to students placed by corporate debtors.

<table>
<thead>
<tr>
<th>Two Students</th>
<th>Three Students</th>
<th>Four Students</th>
<th>Five or More Students</th>
</tr>
</thead>
<tbody>
<tr>
<td>5% Discount Each</td>
<td>10% Discount Each</td>
<td>15% Discount Each</td>
<td>20% Discount Each</td>
</tr>
</tbody>
</table>

The ‘Family Discount’ applies for families with students at either the Dee Why Campus or the Bayview Campus.

### Notes

1. The Schedule of Fees & Charges is set each year by the School Council and may vary from time to time by written advice.
2. The Service Charge is a combined charge for stationery, technology/resources, School Annual, School Diary, whole grade/year excursions, PDHPE / Sport fees and Camps for all students.
3. Additional Charges will appear when optional activities such as Basketball, Band and VETB Courses etc are participated in.
4. This Schedule of Fees & Charges does not apply to International Students. A separate Schedule for International Students is available from the School Office.
The 2016 HSC again ranked St Luke’s as the TOP Independent School on the Northern Beaches
HSC Results

Congratulations

YEAR 12, 2016

OUTSTANDING HSC RESULTS

TOP INDEPENDENT SCHOOL ON THE NORTHERN BEACHES
TOP 1.7% OF ALL NSW SCHOOLS
TOP ATAR: 99.6

8 All-Round Achievers [Band 6 (90+) in 10 or more units]
3 Top Achievements [Top 10 in State]
*128 Distinguished Achievers (Band 6 (90+) in a subject)

Aaron Lucas
All-Round Achiever
Dux of School

Rebecca Theiss
All-Round Achiever

Lily Bowman
All-Round Achiever

Claudia Duncan
All-Round Achiever
School Captain

Matthew Edwards
All-Round Achiever
Top Achiever

Tandia Hardcastle
All-Round Achiever
Top Achiever

Ella Nielson
All-Round Achiever
Top Achiever

Georgia Renard
All-Round Achiever

Outstanding Year Group Results
The 2016 HSC results are very pleasing and reflect a continuing trend in high achievement by the students.

• 95 Year 12 students sat for the HSC in 2016. 13 students from Year 11 sat for HSC Studies of Religion.
• 47 students (44 %) (35% in 2015) achieved one or more of the 122 Band 6 [E4]s (83 in 2015) results, plus 6 Notional Band 6 results.
• 81 (75%) (77% in 2015) St Luke’s students achieved one or more of the 262 (+ 1 notional Band 5) Band 5 (E3) results (213 in 2015)
• 24% (17% in 2015) of all St Luke’s students’ results (534 entries) were Band 6/E4s or Notional Band 6.
• 72 % (63.5% in 2015) of all St Luke’s students’ results were Band 5 or Band 6

St Luke’s Ranking  (Based on Band 6 Results)
• 57th in the State (85th in 2015)
• 2nd School on the Northern Beaches
  (behind Manly Selective)
• 1st Independent School on the Northern Beaches

Top ATARs: 99.6 - Aaron Lucas; 99.45 - Matthew Edwards; 99.35 - Georgia Renard

Outstanding Individual Results
All Rounders: 8 students, Lily Bowman, Claudia Duncan, Matthew Edwards, Tandia Hardcastle, Aaron Lucas, Ella Nielson, Georgia Renard and Rebecca Theiss gained 90 or more in 10 units or more and were recognised on the All Rounders List. One student, Brynn Berg, was only 1 mark off this list.

Top Achievers: Ella Nielsen placed 4th in the State for Mathematics General 2 with a mark of 98.
Matthew Edwards placed 9th in the State for Software Design and Development with a mark of 98.
Emily Anderson placed 3rd in the State for Tourism, Travel and Events with a mark of 90.

Outstanding Major Works:
• Four nominations for inclusion in “Shape 2016”, the annual exhibition of outstanding Major Projects by HSC Design and Technology students.
• Nine selections of Bodies of Work for HSC Visual Arts for the “Express Yourself 2017” Exhibition.
NAPLAN Results

YEAR 9 2016
Top 3 Bands
(Out of 10 Bands)

YEAR 7 2016
Top 3 Bands
(Out of 9 Bands)

YEAR 5 2016
(Dee Why Campus)
Top 3 Bands
(Out of 8 Bands)

YEAR 3 2016
(Dee Why Campus)
Top 3 Bands
(Out of 6 Bands)
Learning Enhancement

St Luke's Grammar School provides a caring environment in which every student is valued for being the unique person that he or she is, whatever his or her strengths or needs may be. We believe that every student deserves the opportunity to access all aspects of the curriculum at a level of challenge that is appropriate for that student.

In order for students to be able to access curricula at a suitable level of challenge, there is a two-pronged approach. Classroom teachers employ a range of strategies in the classroom and specialist staff provide intervention where appropriate. Appropriate identification of students, assessment for learning, monitoring, communication and ongoing training of staff are provided. Staff are trained in differentiating the content and skills they teach and the School's aim is to ensure that every program K-10 has differentiated activities embedded in them. As a smaller school we are able to tailor the strategies available to fit the needs of individual students in order to provide the best possible program for each child.

Where a student is identified as needing intervention beyond the differentiated curriculum, specialist staff, along with teachers and in consultation with parents and students, decide which combination of strategies will be appropriate for each particular student.

The Headland Program (Gifted & Talented)
The Headland Program is the name of the program that is designed to extend students whose academic potential has been identified.

| H | Honing | E | Exceptional | A | Ability | D | Developing | L | Lifelong Learners | A | And | N | Nurturing | D | Difference |

The Headland Program consists of three distinct stages:
- Early Childhood (Kindergarten to Year 2)
- Junior School (Years 3 - 6)
- Senior School (Years 7 - 10)

Classroom strategies employed which cater for gifted students include:
- Open-ended curriculum
- Classroom strategies including problem-solving skills and higher-order thinking skills
- Strategies to encourage independent thinking and learning
- Curriculum compacting and possible acceleration

Other opportunities offered to students include:
- Individual study projects
- Small group withdrawal
- Flexible progression
- Inter-School Academic Competitions
- Inter-School Camps

Learning Support
Learning Support is provided to students from Kindergarten through to Year 12. The support is offered to students through a variety of avenues such as:
- Small group withdrawal
- In class support from a specialist teacher
- Additional English support class in Year 8
- Modified programs and assessments
- Assistance with organisational and planning
- Flexible progression
- Individualised reading programs.
The Cottage program is a ‘school readiness’ program for four year olds.
The Cottage Program

The St Luke’s Cottage Experience Aims To Develop:
• Positive self-esteem
• Increasing independence
• The desire to learn and pursue interests

• Basic social skills
• Skills in sharing and co-operating
• Enjoyment in being part of a small group and larger community

The Cottage School Day

Dee Why Campus

The Cottage Program (Dee Why) is a 3-Day program, either Monday to Wednesday, or Wednesday to Friday. School begins each day at 8:30 am and concludes at 2:45 pm. Students have a short morning tea break at 10:15 am to 10:45 am and a longer break at 12:15 pm – 1:15 pm for lunch. Both breaks include time to eat together and play.

Bayview Campus

The Taylor Cottage Program is either a 3-Day or a 5-Day program, with the options of Monday to Friday; Monday to Wednesday; or Wednesday to Friday. School begins each day at 8.30 am and concludes at 2.25 pm. Students have a short morning tea break and a longer break for lunch. Both breaks include time to eat together and play.

Cottage Program Learning Experiences

A diverse range of learning experiences are provided for children on a daily basis, which are incorporated into our daily and weekly program. The content of these programs will reflect the requirements of the Board of Studies Early Stage One outcomes as well as the individual needs and interests of each child attending the Cottage program.

Children will have the opportunity to engage in a curriculum which offers a wide range of stimulating and educationally challenging experiences which will encourage each child to think as an individual, and to become more curious about the world around them, in a secure and nurturing environment.

Our program offers activities which will allow children to participate at their own developmental level and to further enhance their skills by way of opportunities to practise and reinforce existing skills and to further challenge themselves through participation in new and exciting projects.

Each Learning Experience Is Aimed At Enhancing Growth In The Following Areas:

• Social Development (Personal Development and Health) such as working and playing co-operatively with others, respecting each other’s point of view, enhancing their individual self-esteem and self-awareness, accepting and understanding limits for appropriate behaviour and interactions with others, self-confidence and the ability to cope independently throughout the day through well-developed self-help skills.

• Emotional Development looking at helping children to understand and recognise their own strengths and talents, offering opportunities to enhance self-esteem, to make sensible and appropriate choices for their approach to the environment around them and also to assist in the early development of peer relationships, leadership, and responsibilities.

• Physical Development (Physical Education) where children have the opportunity to extend their gross motor (large muscle) skills such as hand/eye and foot/eye co-ordination, jumping, running, climbing, catching and throwing, music and movement and balance and fine motor (small muscle) skills including the skills required for pre-writing and drawing, cutting with scissors, threading, art and craft experiences, and construction.

• Intellectual Development (Mathematics, English, Human Society and its Environment, Science, Creative and Practical Arts Music, Indonesian) focusing on developing problem solving and decision making skills, enhancing thought processing and further developing the skills required to match, sort, classify, sequence, apply reason, predict and ask and answer relevant questions.

• Language Development (Talking and Listening) such as participation in small and large group time experiences, storytelling and recognition of the components of language and print. Children will also be encouraged to foster their early pre-reading and pre-writing skills and to develop an appreciation of stories and books as a means of making sense of the world around them. Communicating with peers and staff, appropriate role modelling and the encouragement of children to verbalise their needs, wants and feelings will also be a highly valued aspect of our day.
St Luke’s Senior School has been significantly transformed, with extensive building works and refurbishment (2012 - 2017)
What’s New @ St Luke’s Senior School

New BYOD iPAD program for Years 5 & 6

New BYOD program (Laptop or iPAD) for Years 7 - 12

Four fully refurbished Senior Campus:
Science Laboratories ... 20+ fully refurbished classrooms and learning spaces - incorporating environmentally sustainable design, climate control and smart technology in all rooms.
What’s New @ St Luke’s (continued)

Amazing new individual student toilet cubicles and change room facilities.

New multi-sport facilities, Dee Why (basketball, tennis and netball courts) outdoor areas and walkways.
We look forward to welcoming you to the St Luke’s community...
# The Enrolment Process

## Parents’/Guardians’ Action

<table>
<thead>
<tr>
<th>STAGE 1 – Application to Enrol</th>
<th>The School’s Action</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Parents request information regarding the School (Dee Why and/or Bayview)</td>
<td>• The School sends an Application to Enrol form with School Prospectus.</td>
<td>• School Tours are conducted on a frequent basis for families wanting to visit the School.</td>
</tr>
<tr>
<td>2. Parents complete the Application to Enrol, and return it together with the Application Fee, and all required documents, to have their child placed on the Waiting List.</td>
<td>• The School receives and processes completed Application to Enrol forms.</td>
<td>• The Application Fee is non-refundable and paying it does not guarantee an Offer of Enrolment.</td>
</tr>
</tbody>
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It is the responsibility of parents to inform the School of contact detail changes (ie Address, Email etc) as soon as possible. The School will not be held responsible if important enrolment information is not received, due to the School not being made aware of changes. Out of date details. All requests for change must be made in writing (email: enrol@stlukes.nsw.edu.au; or by letter, addressed to the “Enrolments Office”).

## STAGE 2 – Enrolment Interview

- For Year groups where there are more applicants on the Waiting List than places available, Parents are sent a Confirmation of Interest to Enrol form, prior to the commencement of the Enrolment Interview process. (Particularly if it is has been some years since the original Application was submitted)

1. At the appropriate time (see “Comments relating to Stage 2), the School assesses each application in relation to the Enrolment Criteria.  
2. Subject to a place being available, the School contacts Parents to schedule an Enrolment Interview.  
3. In cases where demand for places exceeds the number of places available, not all Applicants will progress to the Enrolment Interview stage. Applicants will be sent communication outlining the next steps in the Enrolment Process.

4. Parents to attend the scheduled Enrolment Interview with student.

- Conduct the Enrolment Interview and assess the outcome of the interview.

- Attending an Enrolment Interview does not constitute or guarantee an Offer of Enrolment.

## STAGE 3 – Offer and Acceptance

**Note regarding: Date of Application:**

Please note that while ‘Date of Application’ is listed as one of the Enrolment Criteria, it is not considered to be more weighty than the other criteria. In practice though, the School does give consideration to ‘Date of Application’ when assessing most Application to Enrol forms. As such, the majority of Enrolment Interviews are scheduled with regard to Date of Application and the majority of Offers of Enrolment are extended in Date of Application order. However, in a small percentage of cases, and in an effort to balance the Year Group, factors such as gender, academic ability, co-curricular accomplishments, community service involvement and church affiliation may be taken into account.

1. Following the Enrolment Interview, the School notifies the Applicant of the outcome of the Enrolment Interview.  
2. Subject to the School’s Enrolment Policy and subject to a place being available, successful Applicants are extended an Offer of Enrolment and are sent an Enrolment Contract for parents to sign. The School usually extends an Offer of Enrolment within 2 – 3 weeks of the Enrolment Interview. The Applicant is then given approximately 2 - 3 weeks to respond to the Offer of Enrolment. Depending on when a position becomes available, an Offer of Enrolment may be delayed up until or beyond the actual desired date of entry, or not at all.

1. Accept the Offer of Enrolment by signing the Enrolment Contract and paying the non-refundable Acceptance Fee.

- Process the receipt of the Enrolment Contract and Acceptance Fee and send a letter of Confirmation of Enrolment.

- The Acceptance Fee is non-refundable.

- The signing of the Enrolment Contract and payment of the Acceptance Fee secures the Applicant’s place in the desired Year group.

- Orientation information is sent at the appropriate time.

In cases where an Offer of Enrolment is not extended within the 2 – 3 week timeframe, Applicants are sent a letter outlining the status of their Application. In most cases, the School will retain the Applicant on the Waiting List for the requested Year group and will monitor the Waiting List and extend further offers of Enrolment as places become available.

- If an Application to Enrol is not successful for a particular Year group, the Application will be cancelled at the end of the year initially applied for, unless the School is advised to keep it active.

- It is the Parent’s responsibility to inform the School if they would like the Application to Enrol to remain valid for the next year, or for a future Year group.

- Cancelled Application to Enrol forms can be re-instated at any time, if a request is made (in writing – email or letter).
ST LUKE’S GRAMMAR SCHOOL

DEE WHY CAMPUS
Junior School (Years K - 6) & Cottage Program
8 Tango Avenue, Dee Why 2099
Senior School (Years 7 - 12)
210 Headland Road, Dee Why 2099

BAYVIEW CAMPUS
Junior School (Years K - 6) & Cottage Program
1977 Pittwater Road, Bayview 2104

ENROLMENT ENQUIRIES
All enrolment enquiries, for either the Dee Why Campus or the Bayview Campus, are through the one central location:

T: (02) 9438 6200
E: enrol@stlukes.nsw.edu.au
W: www.stlukes.nsw.edu.au