



## THE ENROLMENT PROCESS

Parents'/Guardians' Action	The School's Action	Comments
<b>STAGE 1 – Application to Enrol</b>		
<ul style="list-style-type: none"> <li>Parents request information regarding the School</li> </ul>	<ul style="list-style-type: none"> <li>We send an <b>Application to Enrol</b> form with School Prospectus</li> <li>We send the <b>Enrolment Information</b> document, outlining the School's <b>Enrolment Policy, Enrolment Process and Terms &amp; Conditions of Enrolment</b></li> </ul>	<ul style="list-style-type: none"> <li>Note: School Tours are conducted on a weekly basis for families wanting to visit the School.</li> <li>School Tours can be booked online at <a href="http://www.stlukes.nsw.edu.au/Tours">www.stlukes.nsw.edu.au/Tours</a></li> </ul>
<ul style="list-style-type: none"> <li>Parents complete the <b>Application to Enrol</b>, and return it together with the <b>Application Fee</b>, and all required documents, to have their child placed on the <b>Waiting List</b></li> </ul>	<ul style="list-style-type: none"> <li>We receive and process completed <b>Application to Enrol</b> forms</li> <li>We send a letter confirming our receipt, and outlining the next stages of the Enrolment Process</li> </ul>	<ul style="list-style-type: none"> <li>As we receive each <b>Application to Enrol</b>, we add the child's name and contact details to our <b>Waiting List</b> for the relevant Year</li> <li>The <b>Application Fee</b> is non-refundable and paying it does not guarantee an <b>Offer of Enrolment</b>.</li> </ul>
<b>STAGE 2 – Enrolment Interview</b>		
	<ul style="list-style-type: none"> <li>Subject to the Applicant meeting the <b>Enrolment Criteria</b>, we contact Parents to schedule an <b>Enrolment Interview</b>, at the appropriate time.</li> <li><i>(For Applicants who have been on the Wait List for more than 1 year, prior to their desired point of entry the School will send a "Confirmation of Interest to Enrol" form in preparation for potential Enrolment Interview)</i></li> </ul>	<ul style="list-style-type: none"> <li>For <b>Cottage and Kindergarten</b> entry, <b>Enrolment Interviews</b> are scheduled approximately 2 years prior to entry</li> <li>For <b>Year 7</b> entry, <b>Enrolment Interviews</b> are scheduled approximately 2 years prior to entry. Note: Students enrolled into the St Luke's Junior School automatically proceed to Year 7, without having to participate in an additional Year 7 <b>Enrolment Interview</b></li> <li>For <b>Years 1 – 11</b> (not including Year 7), <b>Enrolment Interviews</b> are scheduled, subject to availability, approximately 2 terms prior to entry</li> <li>NOTE: The School endeavours to interview all Applicants within the above time frames. However, the scheduling of an <b>Enrolment Interview</b> may be delayed, subject to a place being available.</li> </ul>
<ul style="list-style-type: none"> <li>Attend the scheduled <b>Enrolment Interview</b> with the student</li> </ul>		<ul style="list-style-type: none"> <li>Attending an <b>Enrolment Interview</b> does not constitute or guarantee an Offer of Enrolment</li> </ul>
<b>STAGE 3 – Offer and Acceptance</b>		
	<ul style="list-style-type: none"> <li>Following the <b>Enrolment Interview</b>, we notify the Applicant of the outcome of the <b>Enrolment Interview</b>.</li> <li>Subject to the School's <b>Enrolment Policy</b> and subject to a place being available, successful Applicants are extended an <b>Offer of Enrolment</b> and are sent an <b>Enrolment Contract</b> for parents to sign.</li> </ul>	<ul style="list-style-type: none"> <li>We usually make an <b>Offer of Enrolment</b> within 2 – 3 weeks of the <b>Enrolment Interview</b> taking place. Depending on when a position becomes available, an <b>Offer of Enrolment</b> may be delayed up until or beyond the actual desired date of entry, or not at all.</li> <li>In cases where an <b>Offer of Enrolment</b> is not extended within the 2 – 3 week time frame, Applicants are sent a letter outlining the status of their Application</li> </ul>
<ul style="list-style-type: none"> <li>Accept the <b>Offer of Enrolment</b> by signing the <b>Enrolment Contract</b> and paying the non-refundable <b>Acceptance Fee</b></li> </ul>	<ul style="list-style-type: none"> <li>Process the receipt of the <b>Enrolment Contract</b> and <b>Acceptance Fee</b> and send a letter of <b>Confirmation of Enrolment</b></li> </ul>	<ul style="list-style-type: none"> <li>The <b>Acceptance Fee</b> is non-refundable</li> <li>Orientation information is sent to newly enrolled students approximately at the end of Term 3 of the year prior to entry.</li> </ul>



## THE ENROLMENT POLICY

At St Luke's Grammar School, we enrol Students according to the Policy described below.

### Enrolment Criteria and Ethos

Our selection criteria are established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the Academic Program we offer, who demonstrate a willingness to participate in the full range of activities, and whose families understand and are supportive of the Christian aims and objectives of the School. We will assess all applications to enrol against the following criteria:

- 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.

### Enrolment Process and "Points of Entry"

The School's normal entry points are Pre-Kindergarten (Cottage), Kindergarten, Year 7 and Year 11. We will however, consider applications for entry to other Years when places become available. Due to the high demand for places, we advise parents to submit an **Application to Enrol** for their child well before the desired Year of entry.

The School has limited places to offer. After these places are offered, the Students who were not able to be offered places will remain on the Wait List for that particular Year group only. This list will be used to make later **Offers of Enrolment** if Students to whom initial offers were made decide not to accept their offers, or if Students already enrolled withdraw from the School.

If Parents would like to transfer their child to the Wait List for another Year of entry, Parents need to advise the School in writing, via letter or email, of this request. For eg, if a Student did not gain a place in Year 7, then it is possible to be transferred to the Wait List for Year 8 the subsequent year, if advice is received.

### Receiving an Offer of Enrolment

The School's Enrolment Process is outlined on Page 3 of this document. All **Offers of Enrolment** are subject to an **Enrolment Interview** with the Principal. Prior to the School making an **Offer of Enrolment**, an **Application to Enrol**, together with an **Application Fee**, needs to be received and processed. All Applicants are assessed against the Enrolment Criteria, and Applicants that meet the Enrolment Criteria are contacted to participate in the **Enrolment Interview**. An **Enrolment Interview** does not necessarily guarantee an offer of a place. However, subject to a successful interview and a place being available, Applicants then receive an **Offer of Enrolment**.

### Deferring an Offer of Enrolment

Whilst it is possible to defer a Student's **Application to Enrol** and their place on the Wait List to a later point of entry, it is not possible to defer an **Offer of Enrolment**. If the School extends an **Offer of Enrolment** to a Student for a place at a particular entry point, that offer only applies to that point of entry - it does not apply for a later entry point.

For example, if the School offers a Student a place at the School starting in Kindergarten, but the Parents decide that they wish to defer the child's entry until Year 7, they cannot defer the original offer to take it up at the later entry point. They can however, choose to have the Student remain on the normal "Wait List" for the next point of entry. We will reconsider their **Application to Enrol** at the next entry point, with all other applications.

### Enrolment Contract

Parents may accept a place for their child by signing the **Enrolment Contract** and paying the required Enrolment Fee. This will establish the Parents' agreement to support the School Rules and Policies, to pay the School Fees and Charges, to accept the Conditions of Enrolment and the consequences of suspension or termination of Enrolment.



# THE ENROLMENT POLICY

## Fees During the Enrolment Process

- Application Fee (\$200) to be paid and forwarded with the Application to Enrol form. The Application Fee is non-refundable and does not guarantee a place at the School.
- Acceptance Fee (\$1500) – to be paid within twenty one (21) days of the Offer of Enrolment, unless otherwise specified at the time of **Offer of Enrolment**. The Acceptance Fee is non-refundable and confirms a student's enrolment at St Luke's.

## Parent Responsibility During the Enrolment Process

1. Advise the School in writing of any change of home, mailing, email address or contact details or other information on the **Application to Enrol** form, within a month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it
2. Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs.
3. Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy

## Parent's Declaration

In completing the **Application to Enrol** form we will ask Parents to declare that to the best of their knowledge they have:

- Disclosed any special needs of their child
- Provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- Completed fully the Application to Enrol form

If a parent withholds information relevant to the Application and Enrolment Process then we will reserve the right to refuse, or terminate the Enrolment Process on these grounds.

## Privacy of Information Supplied

All Enrolment information that Parents supply during the Enrolment Process will be kept confidential and accessed only by those staff involved in the Enrolment Process.

## When Guardians or Carers are Enrolling Students

In this Policy we have referred to 'Parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate an Application to Enrol, where guardians or carers have responsibility for a student's application.

## Enrolment Policy Changes

The School reserves the right to alter its Enrolment Policy. Parents are encouraged to contact the School to find out if there have been any changes.

## Further Information

In the event that you have any questions, or need further information, please contact:

Mrs Danielle Hargrove  
Director of Marketing and Enrolments  
St Luke's Grammar School

Tel: 02 9438-6245  
Email: dhargrove@stlukes.nsw.edu.au



# TERMS & CONDITIONS OF ENROLMENT

These Conditions form part of the Enrolment Contract between the Parents and Sydney Anglican Schools Corporation from 1 January 2012

## Aims Of The School

St Luke's Grammar School aims to provide girls and boys with a high quality education, within a learning community based on Christian beliefs and practice, which will enable all students to develop their individual abilities and contribute positively to the world in which they live.

## Parent Support

**St Luke's Grammar School strives to work in Partnership with Parents and values Parent support.**

As Parents, we agree to:

1. Accept and abide by the requirements and directions of the School Council and the Principal relating to the Student.
2. Support the goals, values and Christian foundation and activities of the School.
3. Support the School's Policies, including, but not limited to the:
  - Drugs and Alcohol Policy. We understand that any student possessing, using or distributing any illicit drugs (including illicitly using and distributing prescription drugs) may be immediately suspended from the School.
  - Attendance Policy.
4. Advise the School in writing of any change of home, mailing, email address or contact details or other information on the **Application to Enrol** form, within a month of such change.
  - Applications for a Student place may be cancelled if the School loses contact with the Parent or has mail returned to it.
  - The School will send communications (such as the Newsletter and School Reports) to the last known addresses that have been supplied on the Application to Enrol form or as modified from time to time.
5. Advising the School immediately upon a Student's absence from the School for any reason, including illness or accident. We will contact the School on these occasions in keeping with the School's Attendance Policy.
6. Ensure the Student has each item of official required Uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
7. Use reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.
8. Communicate with Students, Parents, Visitors and Staff members in a courteous manner and follow the School's communication guidelines.
9. Read the School Newsletter.

## Student Behaviour

**St Luke's Grammar School seeks to provide a safe and caring environment, where Students demonstrate high standards of behaviour.**

As parents, we agree to ensuring that Students:

1. Abide by the School rules.
2. Act courteously and considerately to each other and to staff at all times.
3. Support the goals and values of the School.
4. Attend and, as required, participate in Chapel Services, Assemblies, School Sport Carnivals, important events (such as Speech Night and Parent / Teacher / Student Interview nights), Camps, Excursions and other events as determined by the Principal.
5. Attend the School during school hours, except in the case of sickness or where leave not to attend has been granted by the Principal.

## Fees and Charges

1. Parents are to pay to the School, all Fees and Charges, as determined by the Corporation or incurred on behalf of the Student.
2. Parents are to pay all Fees and Charges in advance, at the end of the first week of each term, except Fees and Charges on amended accounts and accounts raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If Parents fail to pay an account for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects the administrative and financial cost to the Corporation in collecting the outstanding Fees and Charges. The parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. If an account for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may, without further notice, refuse entry to the Student and / or terminate the Student's enrolment.
4. Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. If the Parents do not give sufficient notice of termination of the Student's enrolment, they are to pay to the School, one term's School Fees, plus GST. The Parents agree that this amount is a genuine estimate by the School of the loss that it would suffer as a consequence of insufficient notice of termination of the Student's enrolment.
5. No remission of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension or expulsion.
6. The School may incur, from time to time, such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment.
7. The Parents are to pay all medical and ambulance expenses incurred by the School on behalf of the Student which the School is not able to otherwise recover.



## TERMS & CONDITIONS OF ENROLMENT (continued)

### Special Needs, Health and Safety

1. Parents are to disclose fully any special needs or changes in special needs of the Student (including but not limited to any medical, physical, learning or psychological needs) as soon as they become aware of those special needs or changes in special needs. Parents are to complete the Student's medical form accurately and provide annual updates.
2. The Principal may search the Student's bag, locker or other possessions where reasonable grounds exist to do so in order to maintain an environment that is safe for all Students.
3. If the Student is ill or injured, necessitating urgent hospital and / or medical treatment (for example injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of School staff to give the necessary authority for such treatment.
4. The Student's personal property is not insured by the School and the School does not accept any responsibility for loss of or damage to the Student's personal property.
5. Parents are to observe School security procedures for the protections of Students.
6. In accepting these conditions, the Parents:
  - Acknowledge that the School may, from time to time, collect personal information about parents and students for the School's functions or activities.
  - 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 and development.
  - Acknowledge that they have read the School's Privacy Policy and Standard Collection Notices, displayed on the School's website, or as otherwise published.
7. Parents 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; and 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.

### Content of Courses Attended, Academic Progression & Exclusion of Students

1. The School determines which particular courses and activities are offered and / or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.
2. We understand that a Student's progression to the next Year is not automatic and will be based on satisfactory completion of the current Year they are in. Selection for progression will be at the School's discretion after consulting with us. The School will give us reasonable notice if it is not offering a student progression.
3. The Principal may, with absolute discretion, but subject to affording the student procedural fairness, suspend or expel the Student for
  - Breaches of rules or discipline.
  - Behaviour prejudicial to the welfare of the School, its staff or students.
  - Where parents have failed to comply with these Conditions of Enrolment.
4. The Principal may also terminate the Student's enrolment if the Principal considers that a mutually beneficial relationship of trust and co-operation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

### Leave

1. Requests for leave from School activities, including academic and co-curricular programs and for early departure at the end of a day or term and / or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal. Parents are to explain in writing to the Principal, any Student absence for a part or whole day during term time, including late arrival at the beginning of the day.

### Court Orders and Provision of Reports

1. Parents are to, where relevant, provide to the School all current Family Court or other court orders relating to the Student. Such information will be dealt with in accordance with the School's Privacy Policy.
2. The School will send academic reports to the 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.

### General

1. The Corporation may change these Conditions of Enrolment with effect from the beginning of a calendar year, provided the Corporation gives the Parents at least two terms' notice.
2. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several. This means that if one parent fails to pay the School Fees, the other parent can be held responsible, irrespective of any arrangement between the parents or with another person (for example, a grandparent) as to who is to pay. We accept that the School will not enter into disputes arising from disagreements between parents over responsibility for paying School Fees.