



STUDENT ENROLMENT POLICY

(Complispace)

NESA REQUIREMENT 3.8

VERSION / DATE: AUGUST 2021
REVIEW DATE: AUGUST 2022
POLICY MANAGER: Business Manager

1.0 Source of Obligation

The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

2.0 Student Enrolments

St Luke's Grammar School keeps a register of enrolments of all children at the School in electronic form. Data is initially entered into the School's database (Edumate) via EnrolHQ. EnrolHQ regularly syncs with Edumate to ensure data is kept up-to-date in Edumate. Following the enrolment of the student, the Enrolments Office maintains the accuracy of the data on Edumate, as subsequent changes to student details occur.

3.0 Information for Register of Enrolments

The Register of Enrolments records the following information for each student and refers to the Procedure - Student Enrolment Process:

- name, date of birth and address of students
- name, contact telephone number and emails of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- ACARA Data Collection information

- where the destination of a student under seventeen 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 full name
 - the student's date of birth
 - the student's last known address
 - the student's last date of attendance
 - parents'/guardians' names and contact details
 - an indication of possible destination
 - any other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents/guardians or student.

4.0 Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

5.0 Implementation

St Luke's Grammar School has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the NSW Registration Manual are managed effectively.

6.0 Notes and Procedures *(supporting the Student Enrolment Policy)*

1.1 Enrolment Process – Stage 1 – Enquiry and Application

The School captures the following data, as a minimum once an online application is submitted via the EnrolHQ enrolment platform:

- The prospective student's name, date of birth (age), address
- The prospective student's desired year or entry
- The parents' name and contact details including mobile number and email
- ACARA Data Collection information
- A copy of the child's birth certificate
- Evidence of Australian citizenship (required if applying from overseas or if both parents are born outside of Australia)
- Evidence of eligibility to be in Australia – Visa (required if student is not an Australian citizen)

Note: The submission of an Application to Enrol form does not guarantee that the prospective student will proceed to Enrolment Interview.

Enrolment Points of Entry

- Due to the high demand for places, parents are advised to submit an Application to Enrol for their child well before the desired Year of entry.
- The School's normal entry points are Pre-Kindergarten (Cottage), Kindergarten, Year 7 and Year 11. The School will also consider applications for entry to other Years when places become available.
- The School has limited places to offer. In cases where demand exceed places available, prospective students are placed on a Waiting List. The Wait List will be used to make subsequent Offers of Enrolment, subject to future availability and successful review of the prospective student's Application to Enrol, in relation to the School's Enrolment Criteria.

1.2 Enrolment Process – Stage 2 – Enrolment Interview (and Enrolment Criteria)

St Luke's assesses all Applications to Enrol against the following Enrolment Criteria, to determine which prospective students proceed to Enrolment Interview:

Enrolment Criteria:

- The prospective student has a brother or sister who is a current student at the School. (Sibling)
- The prospective student has a parent or sibling who is an ex-student of the School. (Alumni)
- The prospective student has an affiliation with a church. (Association)
- 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 co-curricular opportunities and community.
- School reports, test results and aptitudes.

Note: None of the above by itself is a determining factor, nor is there any particular order in which the criteria are considered.

Note: Enrolment decisions taken are the responsibility of the Principal. No discussion of these decisions will be entered into.

Note: Participation in an Enrolment Interview does not guarantee that the prospective student will be extended an Offer of Enrolment.

1.3 Enrolment Process – Stage 3 – Offer and Acceptance (and Commencement)

Upon the Acceptance of an Offer of Enrolment, as a minimum, the School captures the following information on the School's database (Edumate) via EnrolHQ:

- The date of enrolment (commencement at the School)
- The student's previous school (if over the age of 6)
- The student's medical information
- The student's learning abilities
- A copy of parent's driver's licence or passport
- Up-to-date AIR Immunisation History Record

Deferring an Offer of Enrolment

- Whilst it is possible to defer a student's Application to Enrol to a later point of entry, it is not possible to defer an Offer of Enrolment. If the School offers a student a place for 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 child a place 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 their child remain on the normal "Wait List" for the next point of entry. The School will reconsider their Application to Enrol at the next entry point, with all other applications.

Enrolment Contract

- Parents acknowledge that the Enrolment Contract entered into, in order to enrol their child at St Luke's Grammar School, is with the Anglican School's Corporation.
- Parents may accept a place for their child by signing the Enrolment Contract and paying the required Acceptance Fee. This will establish the parents' agreement to support the "Terms and Conditions of Enrolment", which relate to School Rules and Policies, including the obligations of parents and students, the payment of School Fees and Charges, conditions surrounding special needs, health and safety, and the consequences of suspension or termination of Enrolment.

Terms and Conditions of Enrolment:

- Refer to the document titled, "Terms and Conditions of Enrolment"

1.4 Enrolment Process – Stage 4 – Withdrawal

In the event that a student intends to withdraw from the School, a full term's notice of the withdrawal, in writing to the Principal, is required in order for the family to avoid a Penalty Fee for insufficient notice of the withdrawal.

In the event that a student leaves the School prior to the completion of Year 12, as a minimum, the School requires parents to provide the following information. This information is then captured on the School's database (Edumate):

- The date of leaving the School
- The student's destination (in cases where a student leaves prior to Year 12)

Note: In cases where a student leaves prior to Year 12 and the destination of the student is unknown, the School notifies a Department of Education and Communities officer, with home liaison responsibilities, and provides the following information:

- The student's full name
- The student's date of birth
- The student's last known address
- The student's last date of attendance
- The Parents' names and contact details
- An indication of possible destination
- Any other information that may assist the officers to locate the student
- Any known work health and safety risks associated with contacting the parents or students.

1.5 The register is retained for a period of seven years after the last entry was Made.

1.6 Fees During the Enrolment Process

- Application Fee (\$220) to be paid via the EnrolHQ Enrolment platform at Application Stage. This amount is non-refundable and does not guarantee a place at the School.
- Acceptance Fee (Senior School \$2000; Junior School \$1500) – to be paid via the EnrolHQ Enrolment platform within twenty one (21) days of the Offer of Enrolment, unless otherwise specified at the time of offer. This Fee confirms a student's enrolment at St Luke's and is non-refundable.

1.7 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.
- The student's information will be retained on the School's database for a minimum of 7 years.

1.8 Parent's Declaration and Obligation

- 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.
- It is the parents' responsibility to ensure that the School is advised of any changes of contact details that occur at any time during the Enrolment Process. The School waives any responsibility for non-contact of a parent during the Enrolment Process in the event that the contact details are not updated.

1.9 When Guardians or Carers are Enrolment 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.

1.10 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.

1.11 Further Information

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

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Admissions Co-ordinator

St Luke's Grammar School

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