1.0 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.

2.0 POLICY STATEMENT

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.

3.0 NOTES AND PROCEDURES

i) ENROLMENT PROCESS “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, a waiting list is drawn up. 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.
ii) 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 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 sent an invitation to participate in the Enrolment Interview. Successful Applicants then receive an Offer of Enrolment.

iii) 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 we offer 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 we offer a child 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 their child remain on the normal “List of Prospective Students” for the next point of entry. We will reconsider their Application to Enrol at the next entry point, with all other applications.

iv) 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.

v) FEES DURING THE ENROLMENT PROCESS
• Application Fee ($200) to be paid and forwarded with the Application to Enrol form. This amount is non-refundable and does not guarantee a place at the School.
• Acceptance Fee ($1500) – to be paid within twentyone (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.

vi) 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. If an Application to Enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

vii) 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.

viii) 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.

ix) 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.

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

Mrs Danielle Hargrove
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St Luke’s Grammar School

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