

POLICY: Enrolment

| System: School Management | Audience: School Community |
|---------------------------|--|
| Primary Responsibility: | Enrolments Manager |
| Approved by: | School Board |
| Updated Document: | 18/2/2013, 1/7/2016, 1/4/2018, 6/11/2018 |
| Effective: 26/10/2022 | Review Date: 2025 |
| Manual Reference: | 3.6.2 |

OBJECTIVE

policy is as comprehensive as possible, there will inevitably be some situations, which are not specifically covered. In

2. CONTEXT

- 2.1 The School is committed to fulfilling its obligations under the law in relation to the discrimination Acts noted under associated documents. These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity or race by refusing to enrol them at the School.
- 2.2 The Enrolments Manager will usually email everyone enquiring about enrolment details, the procedure for enrolment at the School including:
 - A statement about the School Fees
 - An Enrolment Registration form
- 2.3 Names of children will be entered on the appropriate waiting list when parent(s)/caregiver(s) submit an online registration to place their child/ren on a waiting list for entry (together with a non-refundable registration fee as determined periodically by the School Board).

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- 2.4 Entrance to the School is normally in Kindergarten, Year 5 and Year 7. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the School year depending on circumstances.
- 2.5 Applicants for Kindergarten must normally be 5 years of age by 31st March in the year of entry.
- 2.6 All enrolments are at the discretion of the Headmaster. Priority is given to a sibling of a current student or the child of a former student. 1 2 years prior to the proposed year of entry the Enrolments Manager will email parent(s)/caregiver(s) of registered children an invite to submit an online enrolment application.
- 2.7 Ourrent COGS families who are seeking an enrolment at our School must register their child/ren on a waiting list as soon as possible but not later than two years before the year of entry. Due to the high date may not be guaranteed a place.
- 2.8 If parent(s)/caregiver(s) defer registration to a later entry year, the position in the

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3. ASSOCIATED DOCUMENTS

The Enrolment Procedure

The Parent Charter

Conditions of Enrolment

Anti Discrimination Act 1977 (NSW)

Racial Discrimination Act 1975 (Oth)

Sex Discrimination Act 1984 (Cth)

Disability Discrimination Act 1992 (Cth)

Disability Standards for Education 2005 (Cth)

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