

MOAMA ANGLICAN GRAMMAR SCHOOL



ENROLMENT POLICY

POLICY TITLE	ENROLMENT
POLICY TYPE	MANAGEMENT
DATE POLICY SIGHTED/RATIFIED BY BOARD	2 June 2015
POLICY APPROVAL (BOARD REPRESENTATIVE SIGNATURE)	G Danher, Board Director
LEGAL ADVICE SOUGHT	AIS NSW
DATE OF POLICY REVIEW	
PERSON RESPONSIBLE FOR POLICY DISSEMINATION	REGISTRAR
PERSON RESPONSIBLE FOR MONITORING AND IMPLEMENTATION	PRINCIPAL

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ENROLMENT POLICY

STATEMENT OF CONTEXT AND PURPOSE

The School will continue to encourage maximum enrolments at Junior, Middle and Senior Schools consistent with the capacity of the available facilities, our Mission Statement and Core Values.

The School aims to consider all applications fairly and equitably to encourage a diverse range of students from the broader Moama – Echuca area.

The enrolment policy of Moama Anglican Grammar School is consistent with the requirements of the Disability Standards for Education.

The School is committed to providing an opportunity for all children to participate as members of the School Community regardless of their religion, ethnic or social background, abilities and interests, but it is expected that all students will actively participate in each part of the school program, including Services and extra-curricular programs.

Parents must provide frank and detailed information about their child's previous education, and if the child has special needs these can then be discussed at an interview with the Principal.

All students enrolled at the School will be expected to participate in the School curriculum, and to reside with either parents / guardians. At any time when this may no longer be possible the School must be notified immediately, and the Principal reserves the right to withdraw the enrolled place.

The School will treat your personal information in accordance with the School's Privacy Policy and Collection Notice.

It is assumed that students will automatically continue their education at the School from year to year unless otherwise advised. However, parents / guardians will be required to complete some forms every year. These forms are essential in confirming various medical details for the following year.

The Principal reserves the right to make the final decision on all place offers and enrolments.

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ENROLMENT PROCEDURE

Parents interested in enrolling a child at Moama Anglican Grammar school are advised that the School uses the following procedure for processing of applications:

1) **General Enquiry**

An information pack is provided on request.

2) **Application Process**

- (i) Parents are to complete and return the enclosed blue enrolment application form together with a cheque or money order for \$50.00 (being the non-refundable application fee).
- (ii) This application registers your child for the enrolment process which begins in the year prior to your child's proposed entry. The School will contact you early in the year (February/March) to arrange an interview with the Principal (or delegate). It is important to note that payment of the application fee does not guarantee your child a place.

3) **Interview**

Either or both parents or guardians should attend this interview with their child.

- (i) In order for the Principal to make an informed decision on the appropriate placing of your child, the following items need to be brought to the interview. The Principal will not offer a place until these items have been sighted, and may have to postpone the interview until such time as the items requested are available.
 - A copy of Birth Certificate or passport and visa details (if applicable)
 - A recent photograph of your child (head & shoulders), suitable for scanning to our database
 - A copy of any progress reports or most recent semester report provided by the preschool (or school) to date
 - A copy of most recent NAPLAN results (if applicable)
 - Some samples of your child's preschool (or current school) work
 - Completed student pre-enrolment interview writing and drawing form
 - Anything else you think would assist the Principal to understand the needs of your child. (i.e. competition certificates/results, awards etc.).
 - Special Needs (Gifted or Learning Difficulties) – It is important to note the enrolment of a child with special needs is considered on the same basis as any other applicant. The School must know of any special needs before enrolment so that an accurate determination may be made of whether the School is able to reasonably meet those needs. Failure to disclose special needs may result in the school not being able to adequately cater for the welfare and education of that child and of the other children enrolled at the School. The following need to be brought to the interview
 - Copy of up to date reports generated by a consultant, specialist or psychologist or any other professional supporting the child
 - Details of any medication taken regularly

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4) **Enrolment Offers**

- (i) Places at the School are offered at the discretion of the Principal. The following criteria are among those used to determine allocations:
- The ability of the applicant, or the applicant's family, to support the Moama Anglican Grammar School core values and to contribute to the School programs. This will be judged, inter alia, by reference to school reports, an interview with the candidate and parents/guardians, and by confidential reference.
 - The award of a scholarship or bursary.
 - The attendance of siblings or step siblings at the School, providing all conditions of admission to the School are adhered to.
 - Other family connections with the School.
 - Date of application.
- (ii) It is anticipated that offers of a place for the following year would be made by the end of June. If you are placed on a waiting list, your child's name would be held until further places are available. Please note that being placed on a waitlist does not mean your child's application has been rejected, nor does it mean a guaranteed offer of a place during the next round of offers.
- (iii) All children with enrolment applications received after initial offers would be interviewed and placed on a waiting list until subsequent offers are made. It is anticipated that this round of offers would be in October/November of the year preceding enrolment.

5) **Acceptance of Offer**

On receipt of the letter offering your child a place, you are required to pay the \$1000.00 enrolment fee to secure the place. \$200 of this fee is non-refundable. The remaining \$800 is credited to tuition fees after minimum 12 month enrolment as outlined in the Fee Schedule.

6) **Fees**

Board policy states that a term's fee is to be paid in the October preceding commencement at Moama Anglican Grammar School. Fees are always charged one term in advance. Invoices are forwarded one month prior to due date. Please note that fees and charges are non-refundable if you decide not to proceed with enrolment.

7) **Withdrawal of enrolment**

The Principal may require the removal of a student from the School as a consequence of a serious breach of discipline or if, in the Principal's sole discretion, this is necessary for the good order or reputation of the School.

8) **Insurance**

While the School takes reasonable precautions to prevent loss and damage the School does not accept liability and will not be responsible for damage to, or loss, theft or destruction of, students' personal effects (including electronic devices).

The School does not have a 'no fault' policy of insurance which covers students who may hurt themselves. Students are thus not automatically covered by an Accident Insurance Policy which provides cover for injuries students might sustain at school, at sport, at camp or on school excursions. Parents are therefore strongly advised to make their own arrangements and to have in place suitable health insurance cover.

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CONDITIONS OF ADMISSION TO THE SCHOOL

1. Please read the Student Handbook and Privacy Policy distributed with our Letter of Offer, then sign enrolment acceptance form to indicate acceptance of conditions outlined therein.
2. The parents or persons responsible for the payment of fees shall pay Moama Anglican Grammar School ("the School") such fees and charges for the education and maintenance of, and for the supply of goods and services to, the student as fixed by the Board from time to time. All fees and charges as stated in the School's Fee Schedule need to be paid by the dates stated. The School reserves the right to remove or refuse entry to any student whose fees are not paid in accordance with the foregoing requirement. One full term's notice in writing is required in the case of a student choosing to withdraw from the School. Where less than one full term's notice is given in writing, one term's tuition fees will be charged.
3. It is the responsibility of the parents to advise the School of any changes in the family circumstances affecting the life of the student at the School. Except as required by law and advised in writing by all signatories, fee accounts will not be split as a result of a change in family circumstances. In a case of family separation duplicate accounts will be sent to the different notified addresses of each parent unless the College is notified in writing that a single address is appropriate and suitable arrangements are made for payment.
4. The School will refund all overpaid tuition fees when a student leaves the school, subject to all financial commitments having been settled and the required notice of withdrawal being given. Half a term's fees in lieu of a term's notice of withdrawal is charged where parents fail to notify of the departure in the time-frame specified.
5. A pro rata charge is made for new students entering the College for the first time after a term has commenced.
6. If parents temporarily withdraw a student for one term or more a holding fee is applied at the discretion of the Principal.
7. The School Board may alter these conditions of entry from time to time.
8. Parents and students agree to fulfill the expectations of the School as outlined in the Student Diary, the Student Handbook, and other School documents required by the Principal.

Principal

Moama Anglican Grammar School

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