

CLAREMONT COLLEGE

ENROLMENT GUIDELINES AND PROCEDURES

Claremont College is a comprehensive Anglican co-educational primary school (Kindergarten to Year 6) providing an education underpinned by Christian values and operating within the policies of the NESA. Applications will be processed in order of receipt, with consideration being given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students (and their parents) are expected to support the school's ethos and comply with the conditions of enrolment in order to maintain the enrolment. Failure to meet financial obligations can lead to termination of the enrolment.

1. Procedures

- 1.1 All applications are processed according to this document.
- 1.2 Consideration is given to an applicant's responses at the interview with the Principal, regarding their ability and willingness to support the school's ethos.
- 1.3 Each student's educational needs are considered. To do this, information is gathered through consultation with the parents/family and other relevant persons and/or support agencies.
- 1.4 Strategies which may need to be put into place to accommodate the applicant, are identified, before a decision regarding the enrolment is made.
- 1.5 The applicant is informed of the outcome of the interview in the form of a Letter of Offer.

2. Enrolment Guidelines

The Principal, in consultation with the School Council (where this is deemed appropriate), ultimately has the right to make decisions regarding individual enrolment on a case by case basis, taking into account all factors which are considered in the best interest of the school as a whole. The following guidelines are taken into account;

Consideration may be given as follows:

- Siblings of current students will be given first priority (within the time-frames advertised by the school)
- Children of clergy or those in full-time Christian ministry, and in particular, those who have recently moved into the area
- Children from Anglican/Protestant families whose minister's reference indicates that the family is actively involved in the church
- Siblings of children in associated schools
- Siblings of ex-students and children of ex-students
- Special cases that are given priority at the Principal's and/or School Council's discretion.

In all cases, the school's assessment of its ability to cater for the particular needs of the child will be considered.

When forming classes, consideration will be given to individual needs of students, in order to create, as far as possible, balanced groups.

3. Enrolment on Behalf of Students with Disabilities

The *Disability Standards for Education 2005 (Standards)* apply to a school's dealings with all students with disabilities (i.e. those enrolled at the school even if they have not yet commenced) and also prospective students with disabilities (i.e. those for whom an approach has been made regarding admission). These guidelines are flexibly applied to suit the circumstances of each application, and provide a structure to help the school to comply with the *Standards* in the context of the enrolment process for students with a disability as defined under the Disability Discrimination Act (DDA).

Claremont College treats students with disabilities on the same basis as students without disabilities. This generally means:

- Providing comparable choices/options so that the student with a disability can seek admission and apply for enrolment as well as being able to access and participate in courses/programs, and use of facilities/services
- Providing reasonable adjustments. This process includes;
 - consultation with parents/care-giver, the student, and possibly special education advice to support the enrolment process
 - assessment of adjustments and determining if an unjustifiable hardship is imposed on the school
 - provision of adjustments within a reasonable time

4. Notes

4.1 When a student transfers to another school within NSW, the parent provides a letter indicating the date that the student will be withdrawn and the student's destination. Where the destination of a student is unknown or unconfirmed, a Department of Education and Training officer with school liaison responsibility, will be notified of the student's name, age and last known address.

4.2 The requirements for 'Interstate Student Data Transfer' will be followed when a student transfers to an interstate school.

4.3 All care is taken to protect the privacy of the applying student and family in accordance with the school's Privacy Policy and the *Privacy Act*.

5. ENROLMENT PROCESS

- Parents/Guardians enquire about enrolment at Claremont College
- Registrar sends enrolment information
- Parents/Guardians read 'Conditions of Enrolment' prior to completing the 'Application for Enrolment'
- Return completed and signed 'Application for Enrolment' along with 'Application Fee' and documentation as required by the school
- College confirms receipt of application and enrolment fee in writing
- Child is placed on a waitlist of prospective students
- College undertakes pre-enrolment interviews for available vacancies
- Should the interview be successful, parents/guardians will be sent a letter of offer
- Parents/Guardians accept or decline offer in writing
- Acceptance Fee is paid with acceptance offer
- Enrolment confirmed, in writing, by Claremont College upon receipt of Acceptance Fee.

6. REVIEW

This policy in this form was developed in 2007, reviewed 2011, 2012, 2014

Reviewed 2017