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Yanginanook Ltd. trading as Yanginanook School. ABN 18 002 621 730

## **ENROLMENT POLICY FOR YANGINANOOK SCHOOL**

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## 1. Objective

To outline the enrolment requirements for Yanginanook School.

## 2. Explanation

Yanginanook School is open to school-aged children whose parents/guardians are seeking to give them an education that is consistent with the Christian and multi-age philosophy of the School. Enrolment is subject to availability of places and the School's ability to meet the learning and social needs of the child and the students currently enrolled at the School.

## 3. Implementation

When a family is interested in enrolment at Yanginanook, all parties (namely the family, Head Teacher and School Board) are encouraged to explore whether Yanginanook is able to meet the specific needs of the child and family. Careful consideration must be given as to whether the School's educational approach is suitable for the child's learning style and needs. Once all parties deem that the School environment may be appropriate, the following enrolment process is required in the interests of both the child being considered and the present student body.

### ***Step 1: School Visit***

Prospective parents/guardians need to visit the School, read necessary school documentation and talk with the Head Teacher. They are encouraged to chat with other parents (whose children attend the School) and to ask questions in order to develop a familiarity with the School's vision and its community.

Where appropriate, parents/guardians need to bring with them copies of any existing school reports, doctor's reports and any other documents that can provide the School with a clear and documented understanding of any successes and challenges the child is/has experienced.

This process is extremely important as it ensures that the school has all the available information that is needed prior to Step 2. [Step 2](#) can only commence when the Head Teacher agrees that the prospective family has a clear understanding and acceptance of the School's ethos and that enrolment for the child is possible.

## **Step 2: Trial Days**

The child visits the School over three or more days within the period of one month (usually 3 or more consecutive days) to spend time with the other students in the regular learning environment. The child is encouraged to explore the new environment on his or her own.

If enrolment is sought at the end of the School year, or during the Christmas holiday period, trial days can occur within the first week of a new school year. If all parties believe that Yanginanook is the right school for the child then attendance can continue concurrently with [steps 3](#) to [5](#) of the enrolment process.

NOTE: Parents must complete the [Student Personal Details Form](#) and give it to the Head Teacher prior to these days.

## **Step 3: Enrolment Meeting**

If the trial days are successful, prospective parents/guardians are required to attend an enrolment meeting with members of the School Board and the Head Teacher to discuss the child's possible admission.

This meeting is used to discuss the child's trial days at the School, the child's learning needs and the operation and management of the School, including parental responsibilities and expectations. All necessary documents from specialists/doctors must be finalised at this meeting.

## **Step 4: Enrolment Application**

Prior to official enrolment, prospective parents/guardians are asked to read and commit to the School's ethos as stated in the **Objects of Yanginanook Ltd** and the **Statement of Faith**. Parents/guardians are required to sign the following forms:

1. [Conditions of Enrolment and Commitment to Ethos Form](#)
2. [Student Personal Details Form](#)
3. [Fee Payment Terms and Conditions Policy](#)
4. [Fee Payment Options Form](#)
5. [Annual Reporting Policy](#)

Parents/guardians are also required to provide the school with a copy of their child's Birth Certificate and Immunisation Record (original or certified copies need to be viewed by the School).

Forms that must be completed and sighted before parental involvement with the School can commence includes:

- *A Working With Childrens Check (and validation)*
- A Driver's Application (including a copy of current Driver's License and car registration number)

**NOTE:** Refer to [\*Working With Children Check & Volunteer Driver's Application Policy\*](#)

### ***Step 5: Acceptance of Enrolment***

Once these forms are discussed and signed, parents/guardians are informed that the student's initial enrolment will be reviewed after one term, and at any other time deemed appropriate by the Board, according to Yanginanook's ethos, policies and procedures.

Enrolment at Yanginanook School can only commence once all requirements have been met. Acceptance of enrolment rests with the teaching staff and School Directors.

Student numbers are limited to approximately 25 students per teacher employed. When no places are available, families are encouraged to put their child's name on the Enrolment Waiting List.

Siblings are given priority when a place becomes available, then places are offered in order of date of receipt subject to the best interests of the present student body.

The School may offer flexibility of attendance but the Head Teacher will determine specific days in consideration of a weekly program suitable for the needs of each student.

Future enrolments usually occur through family members and word-of-mouth. However the School may also advertise student vacancies via the School website, the local newspapers and shopping centre educational displays.

## **4. Students with Disabilities (Learning Delays/ Learning or Behavioural Challenges)**

Yanginanook School offers an individualised education for all its students. The Head Teacher works with the parent body and school community to help meet the diverse needs of all students.

Parents/guardians of students with disabilities (diagnosed or imputed learning challenges) need to provide the School with all available information and documentation so that an informed enrolment decision can be made prior to the enrolment meeting (Step 3). The advice of an external educator or specialist may be sought if deemed necessary.

Enrolment places will be offered to students with disabilities based on the educational needs of the current student body and the individual child applying for enrolment.

As with all students, initial enrolment will be reviewed after one term and at any other time deemed appropriate by the Board.