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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 enrollment 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.

While this policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

3. Implementation

When a family is interested in enrolment at Yanginanook, all parties (namely the family, Principal, teaching staff 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. To ensure that the School environment is appropriate, the following enrolment steps are required - in the interests of both the child being considered and the current student body.

Step 1: School Tour

An initial school tour (with or without children) needs to be organised with the Principal and/or teaching staff and can occur before school, after school or during break times. Prospective parents/guardians will be given an enrolment pack and taken on a tour through the property to learn about the ethos of the School and its parent-run community.

Step 2: School Visits (students with parents/guardians)

After the initial school tour, families are encouraged to visit the school with their child one or more times. 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. Parents/guardians should bring all 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. All documentation needs to be cited by the Principal and/or School Board before **Step 3** can commence.

Step 3: Trial Days (students without parents/guardians)

The child visits the School officially over three or more full 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.

- Parents must complete the [Student Personal Details Form](#) and give it to the Principal prior to these days.
- High School students need to read and sign the [Student Code of Conduct](#) before trial days.

If enrolment is sought at the end of the School year, or during the holiday period, trial days can occur within the first week of a new term. If all parties believe that Yanginanook is the right school for the child then attendance can continue concurrently with Steps 4 to 5 of the enrolment process.

Step 4: Enrolment Meeting

If the trial days are successful, prospective parents/guardians are required to attend an enrolment meeting, with a member of the School Board, the Principal and appropriate teaching staff, 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 the School and specialists/doctors must be finalised at this meeting.

Step 5: Enrolment Confirmation

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 and pay a \$400 nonrefundable deposit (which comes off the first year's fees):

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 a current Driver's License and car registration number)

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

Step 6: 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 Principal, teaching staff and School Directors.

4. Enrolment Numbers

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 Principal 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. etc.

5. Students with Disabilities (Learning Delays/ Learning or Behavioural Challenges)

Yanginanook School offers an individualised education for all its students. The teaching staff work 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 (approximately 1:5).

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

6. Consideration of Enrolment

Where necessary, Yanginanook School reserves the right to exclude students from consideration for enrolment:

- if they have been refused entry at another school, or if they have been withdrawn from another school pending exclusion, or if they have been asked to leave that school;
- if any parents/guardians are unable to agree to, and sign all areas of any application form;
- if the Principal, or board member, determines that the enrolment of that student has the potential to create conflict at school or within the family;
- if the Principal, or board member, determines that the School does not have the ability to provide a successful learning program for that student;
- if the Principal, or board member, determines that there has been lack of disclosure by the family
- without specific explanation.

7. Immunisation

Under the Public Health Amendment (Review) Act 2017 (NSW), existing legislative provisions that have applied to primary students, regarding requesting and recording proof of immunisation status, have been extended (from 1 April 2018) to high school students.

This Act requires principals of high schools to obtain information about a child's vaccination status at enrolment and allow a public health officer to exclude a child with a vaccine preventable disease, or an unvaccinated child, from high school during the outbreak of a vaccine preventable disease.

A parent can refuse to provide a History Statement to the School, but their child will be classified as not immunised and may be excluded from the School if there is an outbreak of a vaccine-preventable disease in the School.

The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation status for enrolment at any school under the NSW Public Health Act 2010 (NSW). **The Personal Health Record (Blue Book) is not acceptable evidence.**

The School will need to retain the Statement for three years after the child has left the School.