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# ADMISSIONS AND ENROLMENTS

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## STUDENT ENROLMENTS POLICY

The School is a low fee, co-educational Anglican School offering up to 15 years of interrupted learning from Pre-kindergarten to Year 12. The School adheres to the Anglican Schools Commission Enrolment and Attendance Policy and Procedures (available at [www.asc.wa.edu.au/policies.html](http://www.asc.wa.edu.au/policies.html)).

## STUDENT ENROLMENTS PROCEDURE

The main intake years for new students are Pre-Kindergarten, Kindergarten and Year 7. Accepting a place in Pre-Kindergarten or Kindergarten secures your child a place in Primary School and beyond at Peter Moyes Anglican Community School.

Varying circumstances, including family relocations, will prompt parents to make enrolment enquiries outside these key intake years. These enquiries are encouraged, as there can often be a small number of vacancies at other year levels.

### Waiting List Process

The School accepts all applications forms for enrolment. The acceptance of an application form does not guarantee an enrolment interview or subsequent offer of enrolment.

If the enrolment list for a particular Year group is full when an application is submitted, the child's name will be placed on the waiting list for this year. Enrolment interviews are arranged as vacancies become available.

Applications are processed on the basis of the date they are received. Preference is given to current and future confirmed students, to families affiliated with a Christian Church, children of our alumni and children of current staff members of the School.

### Step 1: Complete an Application for Admission Form

Submission of an Application form formally expresses your interest in enrolling your child at the School. Your Application will be placed on a register for the enrolment in the class and calendar year of your choice (eg: Year 7, 2021).

Application Forms can be returned in person to our main office or sent via post, fax or email. Copies of the child's last two School reports, any completed NAPLAN results (if applicable), birth certificate and proof of Australian residency status, are be submitted with the Application form.

A non-refundable Application Fee (refer to the current Fees Schedule for details) can be paid by money order, bank transfer, EFTPOS, credit card or cash. Over the phone payments are available. An application will be processed once the fee has been received.

## **Step 2: Attend an interview**

Prior to a student being offered a place at the School, prospective students and their parents are invited to an interview with the relevant Associate Principal or School Principal. Interviews typically take place in the year prior to commencement of the child's education. During the interview the relevant Associate Principal or School Principal will discuss educational matters and individual student needs with the parents/guardians and the child, and provide a brief tour of the School, as required.

## **Step 3: Receive an offer of enrolment**

Subject to a successful interview, parents may be offered a place at the School for their child and a formal Letter of Offer will be provided.

## **Step 4: Acceptance of enrolment offer**

To accept an offer of a place for a child, parents are required to pay the Enrolment Fee and return the required documentation provided in the Letter of Offer, which includes the Parent Agreement, Medical Forms, Confidential Family Information, Data Collection Form and the child's immunisation record. Parents are required to read the Fees and Charges Schedule and School Information Guide prior to accepting an offer of enrolment.

The Enrolment Fee is non-refundable and is to secure your child's place at the School. It can be paid by money order, bank transfer, EFTPOS, credit card or cash. This fee is not deducted from the first term's tuition fees. Refer to the current Fees Schedule for details of the Enrolment Fee which is payable at part of the acceptance of an offer of enrolment.

## **Step 5: Commencement details provided**

Once the Enrolment Fee is paid, parents/guardians will be notified of their child's Orientation day, commencement date, booklist and other relevant details in the term prior to commencing at the School. The School provides Transition and Information Days to assist students and parents entering the School in its major intake years.