



## Enrolment Policy

### PURPOSE OF THE POLICY

The College is implementing this policy to establish a protocol for the enrolment of students at St James Lutheran College.

#### **Scope**

This policy applies to all students seeking enrolment at the College

#### **Responsibility**

School Council

#### **Point of Contact**

Principal

### POLICY

St James Lutheran College, which is owned and operated by the Lutheran Church of Australia, Queensland District, offers a Christian education to all successful applicants, regardless of ethnic origin, gender, religion or disability providing that:

- through enrolment procedures, parents seeking enrolment for their child/children undertake to support the aims, policies and enrolment conditions of St James Lutheran College;
- adequate space and resources are available; and
- the College is able to adequately meet the needs of the student.

Enrolment priorities will be determined from time to time by the College Council on behalf of the Lutheran Church of Australia, Queensland District.

All enrolments are at the discretion of the Principal.

Current enrolment priorities are:

- siblings of brothers and sisters at the College;
- children of active communicant members of St James Lutheran congregation;
- children of active members of other Lutheran congregations;
- children who have been previously enrolled in St James Kindergarten;
- children of other cultural and religious traditions whose families have shown a commitment to Christian ideals through practices of their faith and/or enrolment of their children in a previous church-based school;
- parents with a desire for a Christian education for their children; and
- order in which enrolments are received in each priority area.

#### **Class size limits**

Maximum class sizes:

Prep	25 students
Year 1	25 students
Years 2 – 12	28 students (25 if a composite class situation exists)

Class sizes can only be exceeded by a decision of the College Council based on information given by the Principal as to why extra enrolments are needed and how the quality of learning will be maintained.



## Enrolment Policy

### Enrolments

Unless there are extenuating circumstances (as decided by the Principal after consultation with relevant professionals), the starting age for students at St James Lutheran College shall be in accordance with that stated by the Queensland Government for Education Queensland schools.

At the point of entry (Prep), students need to turn 5 years of age by June 30<sup>th</sup> in the year of entry to be considered for enrolment. Subsequent year level enrolments will correspond to this date for entry (eg. 6 years of age by June 30<sup>th</sup> in the year of entry for Year 1, etc). The exception, however, will be those year levels that were introduced prior to the introduction of Prep and the new commencement age in Queensland of June 30<sup>th</sup> (previously December 31<sup>st</sup>).

Students will be enrolled into a year level corresponding to their peers and considering the following:

- the state, country and education system from which the student is transferring;
- a recommendation for placement from information received with the student;
- special reports and information that show a need for placement outside the year level of peers.

### Enrolment Fees

A \$50 application fee is to be paid with enrolment. Once processed and acknowledged, the student's name is then entered onto the relevant waiting list, subject to placement.

When a place is available, an interview will be held with the Principal or the nominated representative, and once enrolment is offered, the parents must confirm the enrolment by paying an Enrolment Deposit, currently set at \$100 per child or family, and to be reviewed annually. The full amount of the deposit will be refunded when the last child of the family leaves the school, provided that:

- fees owing to the College have been paid in full;
  - due notice of the student's withdrawal has been given (if applicable).
- Due notice is defined as one term's notice. In extenuating circumstances, the Principal may exercise discretion and waive this condition.

The following points are to be noted as a part of the enrolment policy.

- No child who is a member of the St James Lutheran congregation shall be refused enrolment because of inability to pay fees.
- Fee remission is available (on request) to other families. Fee remission is granted at the discretion of the Principal. The Principal may choose to seek advice from members of the Finance Committee. Information about families receiving fee remission is confidential. Fee remissions is reviewed each year.
- After consultation with other stakeholders if needed (eg. classroom teacher, learning support teacher and Executive of College Council), the Principal shall be responsible for the enrolment, exclusion, dismissal, control and discipline of students, which is in keeping with legislation and behavior management policy of the College.
- Non-payment of fees may result in termination of enrolment.
- Acceptance of Enrolment letter to be signed by both parent/care-givers.

### Enrolment of Students with Disabilities/Special Needs

The Educational Standards (2008) as defined under the Disability Discrimination Act are to be referred to when considering enrolment for a student with disabilities. The Education Standards protect any person with a disability who is enrolled in, or who has approached, an education provider about enrolling in a pre-school, school, college, university, TAFE or any other organization that educates or trains people.

See also *St James Lutheran College Disabilities/Special Needs Policy*.



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### POLICY RELEASE DETAILS

***Date of Policy***

October 2014

***Approved by Board***

Date

***Review Date***

Biennially