



## ENROLMENT POLICY AND PROCEDURES

### POLICY

The enrolment of a new student to a School community such as Georgiana Molloy Anglican School (GMAS) is one of the most important functions of the School administration. The process of enrolment for a parent/guardian and for a student, from the very first introduction to the School can be a period of time filled with much anxiety, excitement, uncertainty, inquisitiveness, and associated emotions. Prospective families have high expectations with regard to this process and need to feel welcomed, assured and affirmed as they consider our school to care for and educate their child.

Administration staff are often the very first 'port of call' to our School community and as such leave a lasting impression on prospective parents. It is essential that all members of staff must engage prospective families aware of these expectations and potential emotions

### ENROLMENT PROCESS

The following process is intended to clarify and define the expectations of key administrative staff in the enrolment process. It should be remembered however, that all members of staff have an important role in the public image and hence the reputation of GMAS.

Parents that enquire about enrolment at GMAS are given the following information pack and contact details from the Registrar.

- Information Sheet
- Prospectus
- Application for Admission
- Current Financial Information
- LG – 12 Parent Hand book (Year applicable)
- Uniform Price List
- Laptop Program 1:1 details (Years 7-12)
- Vocational Education and Training in Schools (VETiS) (Years 11 & 12) information

1. For a General Inquiry (yet to submit an 'Application for Admission' form):
  - a. Discuss all potential enrolments with prospective parent/s.
  - b. Send appropriate documentation, and,
  - c. Invite to attend the School for a tour with the Registrar.
  - d. Prospective parent/s should complete the form 'Application for Admission' and submit this form with the required registration fee.
2. An 'Application for Admission' form should be completed for each child and the Registration Fee of \$75 per child (including GST) which is non-refundable is to be paid. A copy of the child's last two reports must be included along with current (last recorded NAPLAN / OLNA data.)

3. Upon Registration being confirmed, the Registrar needs to enter all appropriate data into the student management database, in preparation for potential enrolment (it is important to note that the completion of an 'Application for Admission' form and payment of the application fee does not guarantee a place at the School. Places will be offered subject to the outcome of an interview with the Principal or delegate).
4. Following receipt of an 'Application for Admission' form: an interview with Principal or delegate and tour (optional) will take place:
  - a. A time will be arranged for the parent/s and child to meet with the Principal or delegate.
  - b. At the interview with the Principal or delegate, parent/s should accurately represent the needs of their child as evidenced through previous schooling, assessments and observations to obtain an accurate understanding of the child's learning profile, academic and social development.
  - c. The Principal or delegate takes interview notes then makes a recommendation in respect to enrolment. This should be done immediately following the interview if possible, so that the consideration of an offer may be given whilst parent/s are present at the School.
  - d. The Principal or delegate will verbally confirm the status of any offer to parent/s, the Registrar is informed and a letter is then sent to the parent/s.
  - e. Upon the completion of the interview, parent/s and accompanying children are invited to attend a tour of the School (optional).
5. Parent/s accept the offer of a place by returning to the School the documentation requested in the 'Letter of Offer', including the child's birth certificate and immunisation records. A non-refundable enrolment fee of \$750 for the first child plus \$150 for the second child, then \$100 for the third child enrolled from the same family up to a maximum of \$1000 is required to be paid at this time. Please note that despite the 'Letter of Offer' being sent, the enrolment is not confirmed until the requested documentation and enrolment fee are received by the School.
6. The Registrar should then maintain the file until the offer of enrolment is accepted or declined. It should be noted that the offer of enrolment is generally for a period of fourteen days. If no advice has been received from a prospective family within this timeframe, the Registrar should contact the family to be advised of their intentions with respect to the offer of enrolment.
7. The Registrar will confirm an offer of enrolment so that the enrolment fee may be collected. Following the receipt of all required monies the file is to be completed, and stored in the administration files for access.
8. Following acceptance of an offer, the following information should be recorded on the school's electronic student management database:
  - a. Student's legal name, place of residence and date of birth
  - b. Details of any legal provisions for care, welfare and development of the student
  - c. Country of residence of student, and if applicable, the right to reside in Australia
  - d. Contact information to be used in an emergency
  - e. Details of any disability
  - f. Any ongoing medical conditions (if any condition exists that impedes a student's progress or maybe pertinent to safety, an action plan is to be developed with relevant personnel).
  - g. Full family details
9. If an offer or enrolment is not accepted, this should be diarised in the file and the file archived for reference.

10. When students transfer from another School a Transfer Note is sent to the previous School once they have commenced at GMAS.

### **Additional Information**

- Childhood Vaccination: Under the Australian Government's "No Jab No Pay" reforms. Conscientious objection (vaccination objection) on non-medical grounds is no longer a valid exemption to immunisation.  
A medical exemption to immunisation still remains under the "No Jab No Pay" reforms. Examples are medical contraindication or natural immunity, certified by a general practitioner.  
It is encouraged that parents and/or guardians of all students have vaccinations and be up-to-date with all vaccinations.
- The 'Financial Information' leaflet setting out the tuition fees and charges, discounts and conditions for the payment of accounts should be read in conjunction with the above information.
- Please note that for Little Georgies entry, the child must have turned three years of age and be toilet trained prior to commencement.
- Please note that for Kindergarten entry, the child must turn four years of age on or before 30 June in the year of entry.
- The Principal **must** be given a **full term's notice in writing** prior to the withdrawal of a student from GMAS. In default of such notice, one term's fees will be charged in lieu of notice.
- Senior School notification of departure need to take place by July 1 of the academic year of student's departure.
- Relocation and medical circumstances will be taken into account in such circumstances.

Further information about the enrolment process at Georgiana Molloy Anglican School may be obtained from the Registrar on (08) 9752 5252.