



ENROLMENT POLICY

Applications

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Wahroonga Adventist School.

Students enrolling in Kindergarten at the School for the first time need to be at least 5 years of age on or before 1 March of the enrolling year. Students enrolling in Prep need to be at least 5 years of age on or before 30 September of the enrolling year. The school will check readiness of children that are 1 month out of these cut off dates.

Immunisation Requirements

All parents/carer(s) are required to submit an [immunisation certificate](#) with their enrolment application.

The School will then:

- Record each child's immunisation status in a register and retain copies of approved immunisation certificates for a period of three years after the child has ceased to attend the school.
- Provide a copy of a child's immunisation certificate to a school that the child has transferred to (on request).
- Notify the public health unit if an enrolled child has a vaccine preventable disease, or if they reasonably believe that an unimmunised enrolled child has come into contact with someone who has a vaccine preventable disease.
- Exclude unimmunised children at risk of contracting a disease from attending school on the direction of a public health officer.

Processing Applications

1. The School will base any decision about offering a place to a student on:

- Family relationship with the school:
 - the applicant coming from a Seventh-day Adventist family;
 - sibling of a current or ex-student;
 - whether they hold attitudes, values and priorities that are compatible with the school ethos.

- The Student:
 - the contribution that the student may make to the school, including co-curricular activities;
 - any special needs or abilities of the student;
 - the student's reports from previous schools.
- Other Considerations:
 - order of receipt - when the application to enrol is received by the school.

2. The school will meet with parent/caregiver(s) of the students before offering a place.
3. The school has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
4. Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct, payment of fees and other requirements of the school which are applicable from time to time.

Enrolment Procedures

1. Intake years are Prep, Kindergarten and Year 7.
2. Enrolment in other grades are pending on places available.
3. The school endeavours to enrol all children with Adventist parents, and non-Adventist children who are seeking a Christian education.
4. Care is taken to ensure that parents and children are fully aware of the philosophy and regulations of the school and agree to abide by these.
5. The School Council has the responsibility to accept or reject an application for admission.

Stage 1: Enquiry

Enquiries about enrolments will generally be handled by the Registrar. This may include:

- The provision of application forms and prospectus
- Information about fees
- Information about enrolment for overseas students
- Information about the school uniform

Stage 2: Application for Enrolment

Application to enrol is made by completing an “Application for Enrolment” form.

Prep & Kindergarten

Application form with \$200 non-refundable deposit must be submitted to the Registrar. This deposit will be returned at the completion of Year 12.

Parents will need to supply copies of the following documentation to support the application:

- Birth Certificate.
- Passport and visa, if applicant or parents are not citizens of Australia.
- Immunisation Certificate.
- Legal documents relating to special family circumstances, eg. AVO, Consent Orders.
- Specialist reports relating to learning needs.

Years 1 – 6

A completed application form must be completed and returned to the Registrar with the following documentation:

- Birth Certificate.
- Passport and visa, if applicant or parents are not citizens of Australia.
- Immunisation Certificate.
- NAPLAN results (most recent, if applicable).
- Last 3 school reports.
- Legal documents relating to special family circumstances, eg. AVO, Consent Orders.
- Specialist reports relating to learning needs.

Students applying to enrol in Years 1 to 4 will be placed on a waitlist. If a placement becomes available, a letter of offer will then be issued.

Students applying to enrol in Years 5 and 6 will need to attend an interview approximately 12 months prior to commencement. Applicants will either receive a letter of offer or be given the opportunity to go on the waitlist. This letter will include details of when to pay the \$200 non-refundable deposit. This deposit will be returned at the completion of Year 12.

Years 7 – 12

A completed application form with a non-refundable application fee of \$50 per child, must be submitted to the Registrar with the following documentation:

- Birth Certificate.
- Passport and visa, if applicant or parents are not citizens of Australia.
- Immunisation Certificate.
- NAPLAN results (most recent, if applicable).
- Last 3 school reports.

- Legal documents relating to special family circumstances, eg. AVO, Consent Orders.
- Specialist reports relating to learning needs.

Students applying to enrol in High School will need to attend an interview approximately 18 months prior to commencement. Applicants will either receive a letter of offer or be given the opportunity to go on the waitlist. This letter will include details of when to pay the \$400 non-refundable enrolment deposit which will secure the student's place. This deposit will be returned at the completion of Year 12.

Enrolment priority will be given to current students, students of the SDA faith and siblings of current students.

Following the collection of the applicants supporting documentation, the school will discuss the program of support and reasonable adjustments that can be offered with the parents/guardians if needed. If the enrolment is to proceed, the support offered by the school is outlined in the letter of offer and may include but not limited to the following details:

- School assistant support
- Teacher support
- Agency support
- Therapeutic support
- Equipment and modifications
- The Student Support Plan as a framework to review the enrolment
- Behaviour management plan

The letter of offer will also outline that the support arrangements be reviewed on a regular basis. Parents/guardians sign the letter accepting the school's offer.

Wahroonga Adventist School complies with the Disability Standards and although schools are required only to make reasonable adjustments they are exempt from making adjustments that would impose unjustifiable hardship on them, and therefore there may be a time where an enrolment is declined.

It is possible that students presently enrolled in the School may have an undiagnosed disability. When this occurs the School is committed to processes outlined above to collect information about the student, the support needed and develop a set of adjustments to the program to cater for this student.

Re-enrolment Guidelines

Pre-requisites for Continuing Enrolment

The School will maintain a position for each enrolled student for successive calendar years.

This will be dependent on the following conditions:

- The person responsible for the fees ensures that the fee account is up-to-date or has an

agreed plan with the School Office for the ongoing payment of fees.

- The School has not terminated the student's enrolment as a result of its discipline guidelines.
- The School has not terminated the student's enrolment as a result of poor attendance.

Prep

Prep students will need to indicate whether they require a placement for Kindy by the 1st June. This is so that the school knows the amount of places available for new Kindy students.

Year 5 Students

Year 5 students will be asked to complete a "Intention to Enrol for Year 7" form by the end of Term 1. Priority for Year 7 will be given to current Year 5 students who have completed their form and paid their deposit of \$400, \$200 of which will be rolled over from the Primary deposit.

All Other Current Students

All current students will need to fill out a re-enrolment form to indicate whether a placement is required for the following year. This will need to be completed by the end of Term 2.