ST. ANDREW’S GRAMMAR

ENROLMENT POLICY

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Print Date: 8 April 2010
ST. ANDREW'S GRAMMAR
Enrolment Policy

St. Andrew’s Grammar provides a unique Christian Orthodox and Hellenic co-educational experience with a particular focus on academic excellence, Greek language and culture within a safe and caring learning environment from Kindergarten to Year 12.

PRINCIPLES

All parents who are prepared to support the religious and educational ideals of St. Andrew’s Grammar are eligible to apply to enrol their children.

Enrolment within the School is made on the assumption that the student will complete their education within the School.

To assist parents and the School, the St. Andrew’s Grammar Board has identified qualities that could identify the strength of the application:

- children of families who are involved in the broad mission of the Orthodox Church;
- children with siblings at the School;
- children of past students and current and past staff members.

The School may take gender balance into account when considering applications for enrolment.

With regards to the enrolment of students with special needs, the School will enrol those students for whom it can make reasonable adjustments that do not impose unjustifiable hardships.

Preference in admission is given to families who are actively associated with the Orthodox Church and are able to include a Parish Priest Reference in their enrolment application.

Enrolment is subject to interview. Each student transferring from another school is required to present all past school reports as part of the application process to help ascertain attendance, academic and behavioural standards.

ENROLMENT POLICY

The Principal is responsible for managing the enrolment of all students at St. Andrew’s Grammar. Enrolment processes are fair, open and transparent. Enrolment is dependent upon each child’s specific needs, fulfilment of the criteria for enrolling and or waitlisted students and the availability of classroom accommodation for the child at the School.
ENROLMENT PROCEDURES

Application for Enrolment: Refer to the Application for Enrolment.

Students with Special Needs: The Principal will seek further information about the nature of the special need or medical condition to determine what additional support may be required. Parents are required to complete and submit the Supplementary Enrolment Form for Students with Special Needs addendum to the Application for Enrolment. Details must be provided of any special needs the child is known to have, any ongoing medical condition the child is known to have and any procedure that is to be followed if the condition needs attention during the school day. On receipt of this information, if appropriate, an interview will be conducted and an assessment carried out. Failure to disclose these matters will result in the withdrawal of the offer by the School. Please refer to the Learning Support and the Disability Discrimination Policies.

When parents/guardians indicate on the Application for Enrolment form that a child has an intellectual or physical disability, the Principal will refer to the Learning Support Policy and the Disability Discrimination Policy and the parents will be required to fully complete and submit Appendix B – Supplementary Enrolment Form for Students with Special Needs.

When a student with special needs or requiring health care assistance is enrolled, the Principal will take into account:
- medical advice;
- whether the student’s condition can be safely managed in the local environment - this includes class size;
- whether arrangements can be made to adequately cater for the student. The availability of suitably trained staff and or agency support;
- the learning processes and safety of other students;
- whether extra staff, equipment or modifications will be needed.

All of these items will be noted on the acceptance of enrolment letter from the School to the parents.

ENROLMENT RECORDS

Particulars to be recorded: Refer to Application for Enrolment.

Documents to be provided along with the completed and signed Application for Enrolment form include:
- a copy of the child’s birth certificate or current passport;
- a copy of the child’s immunisation record for all students under 12 years of age;
- most recent available school reports (if applicable) and copies of certificates of Commonwealth Testing such as NAPLAN;
- for students with disabilities the Supplementary Enrolment Form for Students with Special Needs must also be completed and submitted (available on request);
- copies of any custodial documents if there are issues of custody or shared custody;
- a reference from a Parish Priest.
RETENTION AND TRANSFER OF RECORDS

Enrolment records and other details about individual students will be recorded either in writing or electronically. *A student's records must be retained for 25 years from date of birth.*

ENROLMENT INTERVIEWS AND OFFER OF PLACES

The Principal will enact the Criteria for Enrolment in the application of this policy and students will be offered places on the basis of the fulfilment of these criteria by January of the year proceeding the starting year for the child.

Enrolment interviews for each following year will then take place between 1 January and 31 March of the previous year with the relevant Head of School. Families will be advised of places immediately following the 31 March cut off date.

For enrolments that take place during the course of the year for positions required in that year or after 31 March for the following year, the Principal or his delegate will apply the criteria in the event that a waitlist has been created.

WAITING LISTS

In the event that a class or year group is at the preferred or optimum level of students, the Principal will advise that that class or year group is unable to accept new enrolments and a waitlist will commence.

In order to have a child’s name registered on a waitlist for a particular class in any given year, the parents/guardians must complete and submit a St. Andrew’s Grammar Application for Enrolment form with the required Enrolment Fee. Incomplete or non-financial enrolment applications will NOT be waitlisted.

The criteria for the Enrolment and/or for Waitlisted Students will be as follows:

1. siblings of current children in the School;
2. children of Greek Orthodox families;
3. children of Staff;
4. children of ex-students of the School;
5. children of other Orthodox families;
6. returning students;
7. other children by date and time of submission.

Note that, once a place has been offered and accepted, the order above is no longer valid.

PARISH PRIEST REFERENCE

Preference in admission is given to families who are actively associated with a Greek Orthodox Church and are able to include a Parish Priest Reference in their enrolment application.
It is a requirement of the School that all families understand and agree to the terms and conditions of enrolment including fully supporting the Hellenic and Greek Orthodox traditions of the School and all associated student activities.

NOTIFICATION OF TRANSFER

The School Development Officer will provide written or electronic notification of the date enrolment commences to the school where the student was previously enrolled, as soon as the parent/guardian has completed enrolment procedures and the enrolment has been accepted. If students are enrolling at the School for the first time in Years 6 – 8, the School Development Officer will notify the last Primary School where the student was enrolled.

In the case of a student transferring from another AHISA School, the School Development Officer will advise the Principal who will, in addition to standard transfer procedures, apply the AHISA requirement of direct contact with the Principal of the previous school.

STUDENTS RETURNING TO ST. ANDREW’S GRAMMAR

Students previously enrolled and having attended St. Andrew’s will be subject to the following:

• waiving of Enrolment and Acceptance Fees;
• update of all student and custodial records.

STUDENT TRACKING SYSTEM

If a student cannot be located after fifteen (15) school days and the School has not received advice that the student is being educated elsewhere, the Principal will follow the protocols noted in the cross-sectoral Student Tracking System through the School Development Officer. The parents will be charged the standard fee for withdrawal without notice. This is currently scheduled at the equivalent of one term of tuition.

NOTIFICATION OF STAFF

The School Development Officer will advise relevant Heads of School and Staff via email of the enrolment of new students in each respective sub-school at the time of confirmation of enrolment if mid year or at the start of each year. Staff are required to request and read the student file in Administration.

(Information obtained from the Department of Education and Training Regulator Framework System: Enrolment, 2009)