



**ST. ANDREW'S
GRAMMAR**

**ENROLMENT
POLICY**

<i>Date</i>	<i>Modified By</i>	<i>Ratified</i>	<i>Review</i>
August 2006	Principal	2006	2007
September 2006	Principal	2006	2007
March 2007	Principal & Board	2007	2008
January 2009	Principal & Board	2009	2010
March 2010	Principal & Board	2010	2011
March 2014	Principal & Board	2014	2015
January 2017	Principal	2017	2018
July 2018	Principal	Board July 2018	2019
September 2018	Principal and Lavan	Board July 2018	2019
May 2020	Principal & SLT	2020	2022
October 2024	Principal	2024	2026
May 2025	Board	2025	2026



ST. ANDREW'S GRAMMAR

Enrolment Policy

St. Andrew's Grammar provides a unique Greek 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 Pre-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 enroll their children.

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

With regards to the enrolment of students with special needs, the School will enroll those students for whom it can make reasonable adjustments that do not impose exceptional hardships on the School. This is at the discretion of the Principal.

The order of preference for the enrolment will be as follows:

1. Children of Greek families and/or Greek Orthodox families
2. Siblings of current children in the School;
3. Children of staff and Alumni;
4. Children of Orthodox families;
5. Returning students;
6. Academically, sporting or artistically talented students.

Enrolment is subject to interview. This interview is not a guarantee of enrolment at the school. 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. The school will ask for permission to obtain feedback from previous educational institutions. The previous attitude and behaviour of students to studies also has a significant bearing on the selection process.

ENROLMENT POLICY

The Principal and the respective Heads of School are 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. St. Andrew's Grammar complies with all requirements of relevant legislation when enrolling students.

Appendix 1

ENROLMENT PROCEDURES

Stage 1 – Application for Enrolment

All students are welcome at St. Andrew’s Grammar. Along with the completed Application for Enrolment form, parents and guardians are required to attach all information that is relevant to the student including a birth extract and passport and visa, any custodial documents, immunisation record (especially for Pre-KG and KG which are government expectations, special needs such as disabilities and learning difficulties or medical needs, so as to assist the school to identify all that is required to ensure a smooth transition and to enable the School to provide a supportive and inclusive education for all students. The Student Code of Conduct, Uniform Policy, Parent Code of Conduct, as well as other policies are provided to the parents at the time of this application. Policies are available on the school website.

Students with Special Needs: If a student is identified as having a special need, the Principal or Heads of School may seek further information about the nature of the special need or medical condition to determine what additional support may be required. Parents will be asked to complete the Supplementary Enrolment Form for Students with Special Needs. 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. Failure to disclose such matters may result in withdrawal of an offer by the School or if established after they have started cancellation of the tuition offered by the school.

International Students: When parents/guardians indicate on the Application for Admission form that a child is an international student, copies of the student’s passport and access to VEVO is required, showing the Visa sub class in order to determine if the student is a full fee paying overseas student.

Enrolment Records

Documents to be provided along with the completed and signed Application for Admission form include:

- a copy of the child’s birth certificate and 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 special needs the Supplementary Enrolment Form must also be completed and submitted (available on request); and copies of any custodial documents describing current access arrangements

Stage 2 – Enrolment Interviews and Offer of Places

The Principal or delegate 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

Enrolment interviews will then take place with the Principal or delegate. Families will be advised of places within 3 business days after the interview. NOTE: An interview is not an offer of enrolment.

Parents will be informed of the reservation of a place for their child in writing. An Application for Admission form will also be sent at this stage.

If there is no position available, the student/s will be added to the waiting list.

WAITING LISTS

In the event that a class or year group is already at the preferred or optimum number of students, the Principal or Head of School 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 Application Fee. Incomplete enrolment applications will NOT be wait-listed.

The order of preference for the enrolment and/or for waitlisted students will be the same as the order of preference listed previously for all students.

Positions of students on the waiting list will not be disclosed by the School.

NOTIFICATION OF TRANSFER TO PREVIOUS SCHOOL

Upon acceptance of the enrolment, the School will provide notification of the date enrolment commences to the school where the student was previously enrolled, If students are enrolling at the School in Years 1 – 12, the School will send a transfer note to the previous school of enrolment.

RETENTION AND TRANSFER OF RECORDS

Enrolment records and other details about individual students will be recorded. A student's records will be retained permanently.

STUDENTS RETURNING TO ST. ANDREW'S GRAMMAR

Parents of students previously enrolled and having attended St. Andrew's will be required to provide updated information including any current custody documents.

NOTIFICATION OF STAFF

Relevant staff will be advised 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.

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 Enrolment Officer.

The Student Attendance Officer at the Department of Education must be contacted. They will then indicate the whereabouts of the student in question. If the student is not in the system, the School will be required to complete a Children Whose Whereabouts Are Unknown form (CWU).

The parents will be charged the standard fee for withdrawal without notice. This is currently scheduled at the equivalent of one term of tuition.