

K1 to 6 ENROLMENT PROCEDURE

All applications are processed within the school's enrolment policy.

1. Upon enquiry prospective parents/caregivers are provided with an Application for Enrolment Package and a guided tour is booked using the school tour date template.
2. Parents/caregivers are to complete and return the Application for Enrolment form with all documentation required including the non-refundable application fee.
3. The FAA to ensure the application form is completed and to add to SAS enrolment system. Child is placed on the appropriate waiting list.
 - 3.1. Applicants are placed in the list in chronological order of receipt of details
 - 3.2. Applicants with siblings already at the school and other criteria as determined are given preference if received before the end of term 2 for an application for the following year
 - 3.3. At BCPS students turn 5 in K2, 6 in K1, 7 in Yr1, 8 in Yr2, 9 in Yr3, 10 in Yr 4, 11 in Yr 5 and 12 in Yr 6. Variations of this are allowed based on the previous schooling, academic need etc.
4. The Finance & Administration Manager checks the Application for Enrolment form details and any follow up required is noted e.g. Interstate Student Data Transfer note, guidelines for enrolling a student with a disability etc.
5. **When a vacancy exists-** the Finance & Administration Manager will contact the first applicant on the waiting list with two possible meeting times for an interview with the parent and child with the class teacher and principal who follow the interview agenda, with the principal ensuring the parents are aware of the schools expectations for students and caregivers and the importance of the duty of disclosure.
6. The Finance and Administration Manager will send a formal written offer or decline of application.
7. Offers are to be accepted or declined in writing within the timeframe given in the letter.
8. Fees are to be paid according to the current "Schedule of Fees".
9. The Class Teacher is informed of the confirmed enrolment and the student start date.
10. The student is added to the school's enrolment records/database by the FAM/FAMA
 - 10.1. An office file is created for the student
 - 10.2. The class list is updated and distributed to the class teacher
 - 10.3. Enrolment register is completed
 - 10.4. SAS files are updated
 - 10.5. Authorised pick up/Emergency contact list is updated in SAS

10.6. Medical details are updated and distributed

11. Enrolment pack to be created and given to the student.