

ENROLMENT POLICY

Policy Name:	Enrolment Policy	Date Last Reviewed:	26 August 2022
Effective Date:	May 2005	Version Number:	V.20
Staff Responsible:	Principal	Relating Procedure/s:	Prep Enrolment Procedure K- Year 6 Enrolment Procedure Students with Disability Indigenous Education Scholarship

PURPOSE

Byron Community Primary School (BCPS) is a comprehensive co-educational K-6 School providing an education operating within the policies of the NSW Education Standards Authority.

STATEMENT

This policy gives guidance to those who wish to join the BCPS community, concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

POLICY

Making an Application

1. Application for enrolment of a student can only be made on the official Application for Enrolment form accompanied by:
 - a. Non-refundable application fee.
 - b. Copy of the student's birth certificate.
 - c. Passport/Visa/Certificate of Australian Citizenship (where applicable).
 - d. Photo of the child.
 - e. Copies of latest School reports and those of the last two years, plus any state or national testing results (if applicable).
 - f. Any reports (including medical or educational specialist reports) which refer to your child's behaviour, aptitude or medical conditions.
 - g. Immunisation certificate.
 - h. A covering letter about your child.
2. The decision about the enrolment of any child is made based on full and complete information being provided to BCPS (please refer to School Reserves Rights) plus a successful interview with the Principal and Class Teacher.
3. Students applying from interstate/overseas may be interviewed via Zoom.

How BCPS Reviews the Application

1. Placements in BCPS are prioritised based on any or all of the following:
 - Siblings of existing students.
 - Students returning from an approved leave of absence.
 - Children of former students.
 - Children of current teachers.
 - Indigenous Scholarship Application
 - Date of receipt of application.
 - Appropriate age: the Prep program caters for students turning five in that year.

- The Education Act NSW states that all children are required to be enrolled and commence school at the age of six years. For BCPS this means students must turn six in the Kindergarten year.
 - The quality of the reference from the child's current school/preschool.
 - The Principal's assessment of the child and family's capacity to make a positive contribution to BCPS.
 - Sibling priorities on the waitlist will be prioritised by date of application their sibling commenced at BCPS.
2. The final decision that a child be accepted for enrolment is the Principal's.
 3. Sibling Enrolment Application Forms for Prep and Kindergarten need to be submitted by the end of Term One the year preceding enrolment to receive a priority placement.
 4. Places in the Prep (first year of the two-year kindergarten program) will be confirmed approximately Week 4, Term 3 of each school year.
 5. Prep information evenings, enrolment interviews and orientation are conducted the year prior to entry.
 6. If a vacancy arises throughout the year in any year level, the Enrolment Officer will contact the next family on the waitlist to organise a formal interview with the Principal and Class Teacher.
 7. If a family decline the interview and request to remain on the Waiting List, the applicant priority status will be amended to enrolment declined and notes will be added to the applicant's status as to the reason for declining.

The Process of Enrolling, Enrolment Fees, Tuition Fees and Levies

1. Once the family has attended the enrolment interview, the Principal will determine whether an offer of enrolment is made. If so, the Enrolment Officer will distribute the following:
 - a letter of offer
 - schedule of fees
 - code of conduct – parent(s) or guardian(s) and;
 - enrolment policy to the parent(s) or guardian(s).
2. An acceptance of the offer must be signed and be accepted by both parent(s) or guardian(s) where appropriate unless the school agrees to waive this requirement. This acceptance must be accompanied by a non-refundable enrolment registration fee and deposit/s.
3. If the parent(s) and guardian(s) wish to defer the entry of a student to a different calendar year or term to the initial request, are asked to pay the remainder of enrolment fees and amend any personal details which may have changed since completing the enrolment form. Formal confirmation, in writing will be sent shortly thereafter.
4. Once enrolled, students are expected to act consistently with BCPS's ethos and comply with BCPS and class agreements and policies to maintain the enrolment. Parent(s) or guardian(s) also are expected to be supportive of the ethos of BCPS and to comply with all relevant School policies.
5. All fees are to be paid in full by the end of week two of each term unless arrangements are made to pay by written and signed agreement with the Business Manager. If fees are outstanding at the end of week two and failure to make a payment arrangement agreement, a notice will be forwarded to the family advising the student's enrolment will be withdrawn at the end of week six, and the bond used to cover any unpaid debts.
6. If a family has received the above notice and the family wishes their child/children to continue to be enrolled and attend BCPS, the family are required to set up a direct debit arrangement where their credit card or bank account will be debited on a weekly basis to cover outstanding and future school fees that are owed and will be owing for the balance of the year. All costs and consequences related to this direct debit process are to be paid by the family.
7. Failure to abide by your payment plan and agreement with the Business Manager, including failure to communicate alternative options may result in the enrolment of the student being cancelled without further notice.
8. The Board of Directors determines the fees and charges that will be payable from time to time which are set out in the schedule of fees. The fees are revised regularly and may be amended each year.
9. Each family is expected to do the equivalent of six hours of voluntary 'Family Contribution' each term or pay the financial equivalent as specified in the Schedule of Fees.
10. Students enrolling from overseas must either be Australian or New Zealand citizens, permanent residents or have visa types that allow them to be eligible for Government recurrent funding or be invoiced accordingly.

Students coming from the northern hemisphere with different school years to Australia will be placed in the class according to their date of birth with a review of the situation after one term.

11. If a Parent(s) or guardian(s) wish to withdraw a student from BCPS, notice given must be no less than one term notice. If adequate notice is given, parent(s) or guardian(s) are eligible for the return of the enrolment bond. Failure to provide such notice will result in the forfeiture of the enrolment deposit and one full terms charges and fees will be applicable.
12. All enrolment fees are forfeited if the position is not taken up at the school.
13. It is the parent(s) or guardian(s) responsibility to ensure their child is only enrolled in one school in Australia. On taking up our offer of enrolment they must withdraw enrolment from their previous school.

School Reserves Rights

BCPS reserves the right not to offer any child a place at the school or to defer the offer of a place to any child in its discretion but particularly when the parent(s) or guardian(s), having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

BCPS reserves the right to determine the appropriate year of entry for each student.

Suspension & Termination of Enrolment

BCPS may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

- a) A serious breach of the School's rules or Code of Conduct
- b) Conduct prejudicial to the reputation of the school or the well-being of its students or staff, and;
- c) Where the Principal or Board of Directors believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent(s) and Guardian(s) has broken down to the extent that it adversely impacts on that relationship

The School will only exercise its powers under this clause to expel a student if it has provided the Student and their Parent(s) and Guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

BCPS may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the student have not been provided or withheld known information or the particulars provided are materially incorrect or misleading.

Withdrawal of Enrolment

If a family requests to withdraw their child/ren, the family is required to complete a Notification of Intention to Withdraw form, which can be requested from the Principal or Business Manager. Notice to withdraw a student requires one full term time of enrolment per child. Failure to provide the full notice period will result in fees and charges applied. If a parent fails to make payment the enrolment bond will be refunded to the account to absorb some or all of the withdrawal fees and charges.

Disability

Parent(s) or guardian(s) should note that BCPS understands the legislation regarding students with disability. BCPS supports the inclusive participation and engagement of students with disability. If a parent(s) or guardian(s) wishes to enrol a child with disability, all relevant reports are to be supplied (as per item 'f' in 'Making an Application') and the School will schedule a Disability Planning Meeting (DPM) with the parent(s) or guardian(s). The purpose of this DPM is to assess the needs of the child and the ability of the school to meet them, and if so, to agree on a plan for the child so that BCPS can provide the appropriate service with its available resources.

The above applies, with necessary variations, if the child's disability becomes evident after enrolment.

Indigenous Education Scholarship

BCPS provides educational scholarships to students of Aboriginal and/or Torres Strait Islander descent. The value of each scholarship is determined by the individual's application and current financial circumstances. The scholarship will cover a percentage cost of tuition fees only. All other expenses associated with a students' enrolment will be the

responsibility of the parent(s) or guardian(s). An Application for Indigenous Education Scholarship needs to be completed and submitted. The application fee is waived.

Immunisation

Under the Public Health Act 2010 and the Public Health Regulation 2012, NSW primary schools are required to seek an Immunisation History Statement for each student as part of the enrolment process. If the parent(s) or guardian(s) cannot produce this record, the student may still be enrolled but can be excluded from school on the direction of a public health officer for the duration of the outbreak of a vaccine-preventable disease in the school. If an unimmunised child comes in contact with a vaccine preventable disease outside school, they can also be asked to stay home during the incubation period to reduce the risk of starting an outbreak.

The only acceptable evidence that a child is fully immunised for their age is the Australian Immunisation Register (AIR) Immunisation History Statement.

The school must:

- Record each child's immunisation status in a register and retain copies of approved immunisation certificates for a period of three years after the student has ceased to attend the school.
- Provide a copy of a student's immunisation certificate to another school that the student has transferred to (upon request).
- Exclude unimmunised students at risk of contracting a disease from attending school on the direction of a public health officer.