



Title:	Enrolment Policy
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Intended Audience:	Parents, Staff, Students, Community
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Student Enrolment Policy

POLICY

The Armidale School seeks to enrol students who are able to make a positive contribution to the life of the School, and who will benefit from its academic, co-curricular and pastoral care programs. They should demonstrate a willingness to be involved in the extensive extra-curricular opportunities and be sympathetic to the School's Christian ethos.

The Armidale School ('the School') is an Anglican Co-educational day and boarding School. The School comprises a Junior School, Middle and Senior School. The School is non-selective and welcomes students from a diverse range of cultural and socio-economic backgrounds.

Offers of places are made at the discretion of the Principal, in consultation with other key personnel including the Heads of Junior and Middle School, the Director of Studies, The Director of Pastoral Care and the Enrolments Registrar. Places may be offered at all years, where vacancies exist.

This Policy applies to all students at TAS.

NESA Requirements:

The NSW Registration Manual (3.8) requires the Principal to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

A) Application for Enrolment

- 1) Student Enrolment Enquiry forms and Application Forms are available on-line through the TAS website.
- 2) Details of the enrolment process and all School fees are provided in the Student Enrolment Procedures and Fees Schedule in conjunction with a request for the Student Enrolment Application Form and are also available online.
- 3) Parents wishing to pursue enrolment are encouraged to complete an online Student Application Form to the School. This places the student on the registered student list for future enrolment in the year indicated on the Student Application Form. At the time of the online application being made, the parents should upload relevant documentation to the year of enrolment.
- 4) A non-refundable application fee of \$220.00 is payable upon application. Details of this fee are included on the Student Enrolment Procedures and Fees Schedule. This does not guarantee entry of the child into the School. Being on the registered student list for future enrolment is a prerequisite for students wishing to proceed to enrolment interview and/or apply for scholarships or fees assistance.
- 5) For the avoidance of doubt, the word "parents" includes guardians, if applicable.

- 6) Before any enrolment interview can be conducted, the enrolment office requires provision of student documentation. For more information on how this information will be handled, please refer to the School's Privacy Policy. The Enrolments Office will contact the family to request documentation if this hasn't been uploaded with the application form, prior to arranging an enrolment interview with relevant personnel.

B) Offer of Enrolment

- 1) The Offer of a place at the School is made following enrolment interviews and with due consideration by the Principal and associated personnel. Where waiting lists exist, factors including an existing affiliation between the School and an immediate family member, time elapsed since application, siblings in the School or relocation to the area may be considered.
- 2) The School will base any decision about offering a place to a student on:

Family relationship with the School:

- they hold attitudes, values and priorities that are compatible with the School's ethos.
- sibling of a current or ex-student;
- parent is an employee of the School
- either of the parents attended the School.

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

Potentially, a telephone discussion between the previous School and the TAS Enrolments Registrar or other Senior Staff Member to establish suitability (at the School's discretion).

The School:

- ability to meet the special needs or abilities of the student

The School has 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.

- 3) A student is considered to be enrolled at the School once they are entered into the Enrolment Register, following the payment of the Enrolment Acceptance Fee and return of the signed Enrolment Acceptance Agreement and Terms and Conditions of Enrolment.
- 4) Subject to the **Anti-Discrimination Act** 1997 (NSW) and the **Disability Discrimination Act** 1992 (Cth), the School reserves the right to decline enrolment to any student without expressing any reason for its decision. The inclusion of a student on the registration list does not guarantee his or her acceptance as a student.

C) Enrolment Acceptance Fees and Charges

- 1) The acceptance and confirmation of a place is subject to the payment of a non refundable enrolment acceptance fee. This fee comprises:
 - a. The Enrolment Acceptance Fee: \$650 – Junior School, \$1,000 – Middle School, \$1,250 – Senior School
 - b. One off per family payment of \$100 for membership of the Parents and Friends Association.
- 2) If a student is withdrawn from the School prior to entry, the Enrolment Acceptance Fee will only be refunded in special circumstances and at the discretion of the Principal or the School Board (refer to the School's Fee Refund Policy)
- 3) If a student withdraws from the School after enrolment has commenced, 1 (one) term's notice must be given in writing, to the Principal, or a charge of 50% of the combined tuition and/or tuition and boarding fee for the next term, will be charged in lieu of appropriate notice (refer to the School's Fee Refund Policy)
- 4) If any dispute occurs in regard to the payment or refund of fees, parents should direct their concerns to the Principal, in writing, in accordance with the School's Fee Refund Policy.
- 5) In accepting an offer of a place at the School for their child, parents enter into a contract with the School whereby they agree to pay all fees within the time specified and be subject to the business regulations of the School.

D) Conditions of Enrolment and Attendance

- 1) As a condition of the Enrolments Contract, parents agree that the enrolment and continued attendance of any student at the School is conditional upon the observance by the student, of the School's Rules and Regulations. These Rules and Regulations may, from time to time, be subject to change.
- 2) Parents/guardians also acknowledge that a condition of enrolment is the full disclosure of any health conditions or issues regarding the student (including disabilities, special skills, medical issues). Parents also agree to observe the School's Rules and Regulations and policies, including the School's Parent/Guardian Code of Conduct.
- 3) The School contacts parents and guardians on an annual basis to ensure that it holds accurate and current contact information for both the family and the student, including addresses, phone numbers, email addresses and medical information. The School also requires information regarding any changes to family circumstances, including Consent and Court Orders.

E) Register of Enrolments

The register of enrolments is maintained in the School's Database (Edumate) and records the following information for each student:

- name, age and address
- name and contact telephone number of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last date of attendance
 - parents'/guardians' names and contact details
 - an indication of possible destinations

F) Business regulations

- 1) For these regulations, the word "fees" includes all fees charged by the School.
- 2) Fees are fixed by the School Board and are subject to variation. Notification of any alteration to fees will be given in writing and in advance of the increase coming into effect.
- 3) School fees are normally charged in four equal instalments (three equal instalments in the case of Year 12) at the beginning of each term. Alternative payment options may be considered in consultation with the Business Manager.
- 4) A sibling discount may apply if families have more than one student, enrolled at the School concurrently. The siblings discounts offered are on tuition fees only and are:
 - 20% for the second (2nd) child
 - 30% for the third (3rd) child
 - 40% for the fourth (4th) and subsequent children

Where a family is receiving fees assistance in the form of a bursary or fees assistance the sibling discount will not apply.

- 5) Fees are payable in advance upon the rendering of an account. A late payment fee is charged on all accounts that have not been paid within thirty (30) days of the commencement of the term in which they are issued.

- 6) If fees remain unpaid for a period equivalent of two consecutive terms, a student may not return to the School in the following term except in cases where a prior arrangement has been made with the Principal or Business Manager.
- 7) Parents are required to give one (1) term's notice, in writing, to the Principal to notify their intention to withdraw their child from the School.

Failure to provide the required notice may result in a charge of 50% of the tuition and/or tuition and boarding fees for the next term.

- 8) If a student is absent from the School for an extended period of time during his/her period of enrolment, any remission of fees will be at the discretion of the Principal, taking into account the circumstances of the absence. This request for remission is made by the parent in writing to the Principal.

G) Students with Disabilities:

Relevant Legislation

- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education (Cth) 2005
- Race Discrimination Act 1975 (Cth)
- Anti-Discrimination Act 1997 (NSW)

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of their disability or race. The School is committed to fulfilling its obligations under the law in this Enrolment Policy

The Schools' objective is to provide the same educational opportunities for all students. If a person with a disability meets the necessary entry requirements of the School, he or she will have the same entitlement and opportunity to enrol, as everyone else. The School must take reasonable steps to ensure that any prospective student is able to seek admission to the School on the same basis as a prospective student without a disability, and without experiencing discrimination.

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or their parents as part of the collaborative planning process.

In respect of any prospective enrolment, the School reserves the right to have members of its staff liaise with the student's current school or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

The Principal may:

- a. require the parents to provide medical, psychological or other reports from specialists outside the School.
- b. obtain an independent disability assessment of the student.

Where information obtained by the School indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected.

In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the ***Disability Standards for Education (Cth) 2005***. Where the Principal determines that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline or defer the offer of a position at the School.

Students from Overseas

Please refer to the Schools' Overseas Students and CRICOS policies.