



HAWKESBURY
INDEPENDENT SCHOOL

Enrolment Policy

August 2024

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1. Introduction

As a small school there are limited places available. Each year new students seek places in our school. Our school needs to provide clear guidelines and procedures for the enrolment of any new student.

1.1 Purpose

- To maintain an open and fair procedure for the enrolment of students seeking places in the School
- To explain clearly to prospective parents/carers, the School's enrolment process (from enquiry to enrolment)
- To ensure that the School can provide for the educational needs of all its students
- To ensure the School maintains its philosophy

2. Implementation

2.1 General Information

- New students may be enrolled provided that:
 - their fifth birthday is prior to April 30 in the year they are to commence. Children whose 5th birthday falls after 30 April of the proposed year of entry, may be given special consideration. In this circumstance, written application must be made to the School's Principal. This can be done via email to: office@his.nsw.edu.au
 - the parents/carers understand and support the philosophy of the school
 - the school is able to meet the needs of the child
 - the Principal/delegate sights and copies the Birth Certificate and files the *Immunisation Statement* from Medicare. Parents have the right not to immunise their child under the Public Health (Amendment Act) 1992, but in the event of an outbreak of a vaccine preventable disease, unimmunised children will be required to remain at home for the duration of the outbreak
 - necessary forms are completed by parents/carers
- In the case of more applicants than enrolment places, preference will be given to:
 - children of employees of the school, provided that the School can answer the needs of the child
 - children whose brothers or sisters currently attend Hawkesbury Independent School provided that the School can answer the needs of the child.

- to children whose mothers or fathers have attended the School provided that the School can answer the needs of the child.
- As our school is co-educational, places are also offered where possible to maintain an approximately equal balance of boys and girls
- The Principal/delegate may refuse enrolment of a student on the grounds of previously documented violent behaviour if there is evidence that the student has not learned the appropriate skills to manage this behaviour
- It is a legal requirement that students 6-17 years old must be enrolled and attend school on each day that instruction is provided
- Where the destination of a student leaving the school is unknown, the Principal/delegate will contact a home school liaison officer from the NSW Department of Education. The Principal/delegate is required to give the school liaison officer the student's name, age and last known address.

3. Enrolment Procedures

3.1 Before Applying

Before applying for enrolment parents/carers should read information on the school's website www.his.nsw.edu.au in order to become familiar with the School including:

- the *Enrolment Policy*
- the current fees schedule
- the *Terms and Conditions of Enrolment*
- the *Parent Information* booklet
- In addition, prospective parents/carers are welcome to learn more about the school by attending an information session (advertised on FaceBook and/or on the school website) or arranging to visit the school
- Parents/carers may then lodge an application form and an application fee. The fee is set by the School Management Committee from time to time and is non-refundable

3.2 Application Form

- Families must submit the School's official *Enrolment Application* form for each child. The application will only be considered complete when it is accompanied by the required application fee, which must be included with each Enrolment Application form.

- The *Enrolment Application* form is available on the School website under *Enrolment*
- All applications will be processed in order of receipt

3.3 Acknowledgement of Receipt of Application

- The School shall acknowledge receipt of an Application via email, including a copy of the payment receipt
- **Note:** receipt of an application by the School does not mean that a place will be offered
- The School will contact the families to arrange an enrolment meeting

4. Enrolment Meeting

The Principal/delegate will organise for there to be a meeting with the child and parents to ensure that the parents/carers understand and support the philosophy of the School, and to determine if the School can meet the needs of the child

- At the enrolment meeting, parents are asked to provide:
 - Child's birth certificate
 - Medical documents (if applicable)
 - Immunisation statement from Medicare
 - Most recent school reports (if applicable)
 - NAPLAN results (if applicable)

5. Offer of a Place

Places are offered on the following criteria

- Demonstrated understanding of, and support for, the philosophy and goals of the School
- Children of employees of the School
- Siblings of enrolled students and children of past students
 - The School reserves the right to offer preferred placement to siblings of students already attending the School; to children whose mothers or fathers have attended the School; to students whose family is supportive of the philosophy and programs offered by the School
 - The School requires children of former students and siblings of current students, to complete all the normal enrolment formalities. They complete the Application and attend a meeting at the School with their parents/carers.

- Please note that children of families who have accounts in arrears will not be considered for additional enrolment unless the payment has been fully cleared before the next child is due to commence.

6. Acceptance of Enrolment by Family

Once an offer of a place has been made, parents/carers are asked to complete and provide the following paperwork in order to retain a place for the child at the School:

- the *Terms and Conditions of Enrolment* form, signed by both parents
- and to pay the Family Bond which is equivalent to one full term's fees

There are limited places available in the School. Once the position has been offered, parents/guardians will have two weeks to respond, sign the *Terms and Conditions of Enrolment* form and pay the Family Bond, after which the place will be made available to another family on the waiting list.

Following receipt of the signed *Terms and Conditions Enrolment* form and payment of the Family Bond, the following completed forms will be required:

- the *Family Detail* form
- the *Student Detail* form, including a health questionnaire
- *Application for Membership of Association* form

The forms can be found on the School website under the *Enrolment* tab or collected from the School office.

7. Declining an Offer of a Place

If any family does not want to accept the place offered, they must inform the School as soon as possible

If any family initially accepts a place but fails to return the signed *Terms and Conditions of Enrolment* form, the *Student Detail* form, the *Family Detail* form, the *Application for Membership* form or pay the Family Bond by the due date, the application will be cancelled. In these cases, a fresh application and application fee is required should you wish to apply for another intake year group. Any priority for a child with ex-student or sibling status is lost with the second application.

8. Maintaining Enrolment

- Once enrolled, students and parents/carers are expected to support the School's philosophy and comply with the School's rules, policies and standards in order to maintain enrolment
- In order to secure enrolment for each term, parents must have paid all fees for the preceding term or have made arrangements with the School for a process to ensure payment is made. Failing to pay can result in termination of enrolment and/or debt collection.
- Continued enrolment at the School is dependent on the student attending regularly
- If the Principal/delegate considers that a student is guilty of a serious breach of the rules or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal/delegate may exclude the student permanently or temporarily at his/her absolute discretion. No remission of fees will apply.
- If the Principal/delegate believes that a mutually beneficial relationship of trust and cooperation between a parent/guardian and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal/delegate may require the parent/carer to remove the child from the School. No remission of fees will apply.

9. Relevant Legislation

- Education Act 1990 (NSW)
- Education Act 2013
- Disabilities Discrimination Act 1992
- Disability Standard for Education
- 2005 Privacy Act (1988)

10. Related Policies & Guidelines

- Behaviour Management Policy
- Suspension, Exclusion & Expulsion Guidelines
- Student Attendance Policy

11. Related Forms

1. *Terms and Conditions of Enrolment*
2. *Application for Membership of Association form*
3. *Family Detail Form*
4. *Student Detail Form*

The forms can be found on the School website under the *Enrolment* tab.