

4.07 ENROLMENT

POLICY FOR ST JOHN'S PRIMARY SCHOOL

1. GUIDING PRINCIPLE

St. John's Primary School offers Christian education to all applicants, regardless of ethnic origin, gender, religion, financial status or disability provided that:-

- 1.1 Parents seeking to enrol their child/children undertake to support the Christian ethos and stated aims of the school.
- 1.2 Adequate space and resources are available.

2. CLASS SIZES

Class sizes are limited to a maximum of 30 students unless School Council determines that special circumstances apply.

3. ENROLMENT PROCEDURE

Students enrolling at our school as part of a prep intake will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th March of that year) and an immunisation certificate

In order to achieve equity and fairness in the enrolment process the following procedures will apply:

- 3.1 As class sizes are limited pre-enrolment is necessary. Parents will be encouraged to submit an enrolment application form that includes completing a "Student Needs Profile" for their child. This can be done at any time. The child is then placed on a waiting list, if necessary. A registration fee must accompany the application form, or will be added to 1st term fees upon attendance at school. This fee is refundable, at the discretion of the principal, should there not be a position available for the applicant.
- 3.2 The Principal must interview parents prior to an offer of enrolment being made in order to determine the educational needs of the child, and the school's capacity to meet those needs. In the case of an application for enrolment of a child with a disability or handicap, the School's Integration Policy will be followed.
- 3.3 In the case of more applicants than enrolment places, the following priorities will apply:
 - 3.3.1 Siblings of current and former students.
 - 3.3.2 Children where one parent or more are practising members of the Lutheran Church of Australia, or where a child is a baptised member of Jindera Lutheran Congregation or another Lutheran Congregation

3.3.3 Children where one parent or more are practising members of a Christian Church and / or Other local Jindera children and Little Saints children.

3.3.4 Other children.

3.4 In order to facilitate timely planning Kinder positions will be confirmed in early Term 2/3 each year, and parents advised at that time. Places in other year levels will be confirmed as soon as a position becomes available and it then extended to the next successful applicant.

4. PAYMENT OF FEES

4.1 Tuition fees will be set by the School Council and reviewed in December each year .

4.2 Discounts will be available to families with more than one child.

4.3 Parents will be invoiced for fees at least 2 weeks prior to the due date. The Principal and Business Manager may negotiate alternative payment arrangements with parents who are experiencing financial difficulties, or on other reasonable grounds.

4.4 The school has a policy for the Non-payment of fees. For more information on this please refer to Policy 2.05 “Procedure for dealing with fee debtors.”

5. SETTLEMENT OF ENROLMENT DISPUTES

If a parent disputes, in writing, the enrolment decision of the principal, School Council (or its delegated authority) will review it. If it is determined proper procedure has been followed the appeal can be dismissed and the parents advised in writing within 14 days of the appeal being received. However, Council reserves the right to vary any aspect of the enrolment policy if it is deemed special circumstances apply.

This policy was last ratified by School Council in

24/11/2008