



**John Colet School**

**Enrolment Policy and Procedure**

## Revision Schedule and Stakeholders

### **Revision Schedule**

<i>Date</i>	<i>Version No.</i>	<i>Changes</i>	<i>By:</i>
1/2/96	V1.0	New Document	Registrar
1/6/05	V1.1	Minor revisions	Registrar
1/1/08	V1.2	Secure a place	Bursar
23/3/10	V1.3	Added age cut off – 31/8; inserted ref to 2 <sup>nd</sup> Wait List; deleted “Student Population”	Headmaster
15/3/12	V1.4	Removed ref to second Waiting List. Updated Enrolment Procedure.	Headmaster
5/12/13	V1.5	Added Scholarship Place prerequisites and criteria	Headmaster
10/02/15	V1.6	Added information on the Disability act	Policy Committee
3/02/17	V1.7	Enrolment acceptance appropriate age cut off changed from August to July, with consideration for special circumstances. Enrolment procedure includes interviews 18 months prior and small adjustments to the enrolment offer and contract process.	Bursar

### **Stakeholders**

<b>Document Owner</b>
Head of School

<b>Document Reviewers</b>
Board of Governors
Policy Committee

<b>Document Approval</b>			
<i>Name</i>	<i>Version No.</i>	<i>Date</i>	<i>Approved?</i>
Board of Governors	1.1	15 July 05	Yes
Board of Governors	1.2	1 Jan 08	Yes
Board of Governors	1.3	23 Mar 10	Yes
Board of Governors	1.4	15 Mar 12	Yes
Board of Governors	1.5	12 Dec 13	Yes
School Executive	1.6	10 Mar 15	Yes
Board of Governors	1.7	20/2/17	Yes

<b>Document Distribution</b>
Board of Governors
Employees



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Maintained by: Head of School

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## Introduction

John Colet School is an independent, multi-faith, K-6 school for boys and girls, with traditional values which operates within the policies of the NSW Board of Studies. Applications are processed in order of receipt.

## Enrolment Acceptance Policy

Acceptance of a child's enrolment is subject to:

- 1 The availability of a place in the relevant class;
- 2 Availability of a place in the School as a whole;
- 3 Appropriate age: Children for Lower 1<sup>st</sup> should turn four by 31<sup>st</sup> July in the year prior to enrolment. Consideration may be given to students who turn four by 31<sup>st</sup> August under special circumstances. The same applies mutatis mutandis for children enrolling in older classes.
- 4 The ability of the School effectively to educate the child;
- 5 Priority placement on the Waiting List will be given to:
  - 5.1. Children of graduates of the School or affiliated Schools;
  - 5.2. Siblings of present students or graduates of the School or affiliated Schools.
- 6 The final decision that a child be accepted for enrolment is the Headmaster's;

The School will forward a letter of confirmation of enrolment to the parents/guardians.

**Enrolment is conditional upon the parents/guardians agreeing to abide by the school's ethos and policies.**

### Scholarships

Prerequisites for continued enrolment with a **Scholarship Place**:

Students (either internal or external) who have sat the scholarship test administered through 'Academic Assessment Services' and have been awarded either a 25% or 50% academic scholarship by the school must comply with the following criteria to maintain a Scholarship place:

- Continued academic achievement
- Adherence to the ethos, values and policies of the school
- Good behaviour, including care of uniform, equipment and homework
- Consistent attendance
- Applicants entering 5<sup>th</sup> Class should demonstrate leadership qualities and set a good example to younger students

In the event that a parent wishes to enrol a child with a disability the, prior to an offer of enrolment being made, the parents are to obtain and supply any relevant reports to the School. After these reports are received the School will schedule a Disability Planning Meeting ("DPM") with the parents. 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.

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

## Enrolment Procedure

- 1 **Application for Waiting List:**
  - 1.1. Parents/guardians complete the Application for Waiting List.
  - 1.2. The child is then placed on the waiting list for the appropriate year.
  - 1.3. Information regarding school events will be sent regularly.
- 2 **Interview:** Up to 18 months prior to the proposed enrolment an interview with the Head of School is arranged. For students applying for immediate enrolment a Trial Day is required and interview with the Head of School will be scheduled as soon as the application is received.
- 3 **Enrolment Contract:**
  - 3.1. After the interview, an Offer may be extended. If an Offer is extended it, along with the Enrolment Contract is sent to parents/guardians
  - 3.2. Parents/guardians complete and submit the Enrolment Contract with a **deposit to secure a place.**
- 4 **Confirmation of Enrolment:** The school then sends a letter confirming the child's enrolment.
- 5 **Class Meeting with Class Teachers:** A group meeting for parents only is scheduled with the class teachers.
- 6 **Introductory Half Day:** The child attends an Introductory Half Day to meet the class teachers and class members.

## Responsibility

The Head of School or Delegate is responsible for creation of this policy and for ensuring compliance with relevant Legislation, National Standards and BOSTES requirements.

It is the responsibility of the user of the document to ensure that the most current version is being applied.

It is the responsibility of the Head of School to ensure that policy documents are regularly reviewed as per the Policy Review Register and to ensure the most current approved version is available online.

All staff are responsible for the implementation of the new policy.

## Changes and Updates

This policy is subject to ongoing revisions to reflect improvements. The online policy is considered to be the current version.

It is the responsibility of the user of this policy to ensure that the most current version is being applied.

It is the responsibility of the Head of School to ensure that policy documents are

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regularly reviewed and to ensure the most current approved version is available online

## **Monitoring and Evaluation**

All policies are subject to ongoing revisions to reflect changes in legislation and improvements. Policies will be reviewed 2 years from the date of implementation or earlier should a review be warranted.

The Schools policies are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.

## **Related Policies and Documents**

Application to Wait List Procedure

John Colet School Attendance Policy

John Colet School Learning Support Policy

John Colet School Student Application to Wait List Process

John Colet School Offer of a Place - Acceptance Procedure