



**John Colet School**

**ENROLMENT POLICY**

## ***Introduction***

This policy sets out principles and priorities for enrolment in John Colet School. It also outlines the School's procedure for enrolment.

## ***Statement of Principles***

John Colet is committed to:

1. Providing a curriculum that meets the physical, mental, emotional and spiritual needs of its students. This includes providing:
  - a. Access to healthy food and physical activities;
  - b. Stimulating subject content, as well as thought provoking discussion;
  - c. Exposure to the richest literature, art and music, and the finest moral and ethical principles;
  - d. A daily experience of peace and stillness, and input from the great teachers of mankind.
2. Establishing a culture that is supportive and responsive to students' individual needs and differences.
3. Keeping students challenged, interested in and nourished by learning by providing both whole of school and targeted enrichment opportunities

## ***Scope of policy***

This policy applies to families seeking enrolment in the School.

### **1. Enrolment Acceptance Policy**

- 1.1 Applications are processed in order of receipt.
- 1.2 Acceptance of a child's enrolment is subject to:
  - a. The availability of a place in the relevant class;
  - b. Availability of a place in the School as a whole;
  - c. Appropriate age: Children for Lower 1<sup>st</sup> should turn four by 31 July in the year prior to enrolment. Consideration may be given to students who turn four by 31 August under special circumstances. The same applies for children enrolling in older classes.
  - d. The ability of the School effectively to educate the child;
  - e. Priority placement on the Waiting List will be given to:
    - i. Children of graduates of the School or affiliated Schools;
    - ii. Siblings of present students or graduates of the School or affiliated Schools.
  - f. The Headmaster makes the final decision whether a child will be accepted for enrolment.
- 1.3 The School will forward a letter of confirmation of enrolment to the parents or caregivers.

1.4 Enrolment is conditional upon the parents/caregivers agreeing to abide by the School's ethos and policies.

## **2. Children with disabilities**

2.1 In accordance with the School's Support and Enrichment Policy, if a family wishes to enrol a child with a disability, a Disability Planning Meeting (DPM) may be organised between the parents/guardians, Headmaster, Learning Support Co-ordinator, teacher and any relevant therapists prior to an offer of enrolment.

2.2 Families may be asked to provide obtain and supply any relevant reports to the School.

2.3 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.

2.4 If a child's disability becomes evident after enrolment, and teachers, parents/guardians or other employees identify the child as being at risk of not achieving without intervention, an Application for Learning Support needs to be completed and forwarded to the Learning Support Co-ordinator. A DPM will then take place to assess the child's needs and agree to a plan.

## **3. Enrolment Procedure**

### **3.1 Application for Waiting List:**

- a. Parents/guardians complete the Application for Waiting List.
- b. The child is then placed on the waiting list for the appropriate year.
- c. Information regarding school events will be sent regularly.

### **3.2 Interview:**

Up to 18 months prior to the proposed enrolment an interview with the Headmaster is arranged. For students applying for immediate enrolment a Trial Day is required and an interview with the Headmaster will be scheduled with parents afterwards.

### **3.3 Enrolment Contract:**

- a. After the interview, an Offer may be extended. If an Offer, is extended it, along with the Enrolment Contract is sent to parents/guardians.
- b. Parents/guardians complete and submit the Enrolment Contract with a deposit to secure a place. The non-refundable deposit is made up of the non-refundable Enrolment Administration Fee and the Confirmed Acceptance Fee which is taken off the Capital Bond, unless the placement is cancelled by the parent, prior to the agreed commencement date, in which case it is non-refundable.

### **3.4 Confirmation of Enrolment:**

The School then sends a letter confirming the child's enrolment.

### **3.5 Introductory Half Day:**

The child attends an Introductory Half Day to meet the class teachers and class members.