

ENROLMENT POLICY

1. Statement of Context and Purpose

Choosing the right school can be one of the most difficult decisions every parent has to face. The School strives to ensure that students are treated with respect and courtesy.

It is the responsibility of the School's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential.

The School is committed to child safety. Established in 1982, The Knox School is a modern, dynamic school serving a diverse student population. Our core values encompass the celebration of diversity, tolerance of others, a respect for human rights and care for the environment.

The School provides students with a strong academic program and offers a range of extra-curricular activities to enable each student to continually grow.

This Policy is designed to be consistent with the philosophy, mission statement, values and ethos of the School and provide guidelines and processes to enable appropriate selection and enrolment of students.

2. Application

This policy applies to parents, guardians, international registered education agents, students, prospective parents, prospective guardians and prospective students of the School.

3. Reference Points/Background Papers

- Privacy Policy;
- Child Safety Policy and Procedure; and
- *Privacy Act 1988* (Cth).

4. The School's Discretion to Accept

The School has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. Due to the limited places available, applicants may not be offered a place.

Offers of places are made at the discretion of the School and the School reserves the right to refuse any application for enrolment without providing a reason.

The School endeavours to maintain a gender balance. To this end, priority may be given to certain students to maintain this balance in accordance with its co-educational ethos.

The School's preferred entry points in the secondary school are Years 7, 9 or 10. The School will consider entry at Year 11 for exceptional cases.

Places at the School are offered according to waitlist priorities and in order of the date of application and at the Principal's discretion. Where a year level is wait listed then the School will give priority to:

- siblings of current students;
- enrolment of more than one child;
- children of staff members;
- children of former students; and
- in the School's Early Learning Centre, priority is given to students staying on to Prep.

5. Enrolment Process

The Registrar and the Principal are responsible for the enrolment process. The School will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on the School's internet page for further information. The typical enrolment process outlined below is intended as a guide only and applies only to local enrolments (including temporary and permanent residents). For more information (including for international enrolments) parents are encouraged to call the Registrar or visit the School's website.

Application for local enrolment

To apply for a place, the following must be submitted:

- enrolment application form (separate application for each child);
- \$110 non-refundable enrolment fee (including GST) per application;
- copy of child's birth certificate;
- for Pre-Prep and Primary School applications, a current immunisation statement is mandatory for entry into the School; and
- for permanent and temporary residents, a copy of the relevant visa and child's passport.

The application will then join a general waitlist until the School is ready to commence reviewing enrolments for the year level requested. Where a year level is waitlisted, priority placement will come into effect as set out above. Early enrolment is encouraged. It is the responsibility of the parents to keep the School informed of any changes to contact details. The inability to contact you may result in a place at the desired year level being unavailable.

Pre-Prep 3 and Pre-Prep 4 Enrolments (Early Learning Centre)

Pre-Prep (ELC) enrolments are contacted approximately 8 to 10 months prior to entry. A pre-interview questionnaire will be provided for completion and this is to be returned with a current Immunisation History Statement if not previously

supplied. Children that are not fully immunised will not be permitted to enrol into Pre-Prep, in accordance with the 'No Jab, No Play' legislation. On receipt and review of the documents, families may then be invited to meet with the Head of School or Early Learning Coordinator.

Prep (Foundation) placement for students at The Knox School in Pre-Prep 4

Current Pre-Prep 4 students already attending the School will receive priority placement into Prep for the following year. The Registrar will contact the parents of these children early in the first term of their Pre-Prep 4 year. To secure a place into Prep, parents will be required to make a payment of \$2000 (Prep Deposit). This deposit is held by the School and then credited towards their Term 4 school fees in the following year. The Prep Deposit will be retained by the School if the student is withdrawn prior to commencing the Prep year or does not complete the full Prep year.

For those students not attending Pre-Prep 4 at The Knox School, please refer to the Enrolment Process.

Prerequisite for international students applying for secondary entry

The School requires all students who are currently studying overseas and requesting entry from Year 5 and above to sit an assessment with the Australian Education Assessment Services (**AEAS**). A report should be provided to the School approximately 12 months prior to entry. The report is one factor that will be taken into account by the School in determining if the student meets the minimum entry standard. In some cases, students may be asked to sit additional testing arranged by the School. Further information and testing venues may be found on the AEAS website.

Offer of places

The Admissions Office will contact families approximately 12 to 18 months prior to entry to arrange interviews with the relevant Head of School. School and NAPLAN reports along with any other relevant educational assessment reports and/or test results will be requested prior to the interview. Pre-Prep enrolments are usually contacted 8 to 10 months prior to entry. Children that are not fully immunised will not be permitted to enrol into Pre-Prep, in accordance with the 'No Jab, No Play' legislation.

Confirmation of placement

A formal offer will be made by the Registrar once an interview has been completed and the School is satisfied that it will be able to meet the specific needs of the student. To accept and confirm the place, parents are required to sign and forward the Enrolment Agreement together with the \$1,500 Confirmation Acceptance Fee within 14 days from the date of offer. A portion of this fee (currently \$750) will then be provided back to the families as a credit towards their Term Four fees invoice in the first year of enrolment.

The Confirmation Acceptance Fee is payable per child and is not transferable to a later entry year should the parents decide not to proceed with the initial requested year level. Should the enrolment be cancelled prior to the student commencing at the School, the \$1,500 Confirmation Acceptance Fee will not be refunded.

6. Withdrawals

Parents must give one term's notice in writing to the Principal of the intention to withdraw a student from the School. If the required notice is not given, a charge equivalent to a term's fees will apply.

7. The School's Discretion to Expel

A student may be asked to leave the School if their conduct or performance is unsatisfactory or they fail to obey the School's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

8. Implications for practice

8.1 At Board / Principal Level

To properly implement this policy, the School, the Board and/or the Principal must ensure that:

- this policy is endorsed on an annual basis;
- copies of this policy are made available to prospective parents and prospective students, for example on the School internet page; and
- this policy is incorporated into the Board's / Principal's record of current policies.

At Other Levels

To properly implement this policy, all the School's prospective parents and prospective students will be required to sign appropriate terms and conditions of enrolment.