

## THE KNOX SCHOOL - ENROLMENT POLICY

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### 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.

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### 2. Application

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

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### 3. Reference Points/Background Papers

- Privacy Policy
- Student Safety at The Knox School Handbook
- *Privacy Act 1988* (Cth).

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### 4. The School's Discretion to Accept

The School has limited places that can be offered each year with many year levels wait listed in advance. Due to the limited places available, applicants may not be offered a place.

Offers 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.

High demand entry points are Early Learning (ELC), Prep and Year 7, however the School can accept enrolment applications into any year level providing there is availability.

It is the expectation that families have visited the School at one of the School Tours that are offered throughout the year, prior to the School contacting families to formalise enrolments.

All enrolment applications in the interim join a general 'wait list' until the School is ready to review applications for that entry point. In reviewing applications, the school will give priority consideration to:

- siblings of current students;
- children of Alumni (TKS Falconians);
- children of current staff;
- enrolments of more than one child commencing in the same year; and
- in the School's Early Learning Centre, priority is given to students remaining for Prep.

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## 5. Enrolment Process

The Principal, along with the School Registrar 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 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, the following must be submitted:

- Online enrolment application via the website (separate application for each child).
- \$130 non-refundable enrolment fee (including GST) per application.
- A copy of the child's birth certificate.
- For Early Learning 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 applicant will join a wait list in the interim until the School is ready to commence reviewing enrolments for the requested year level. Where a year level becomes wait listed, priority criteria will be applied 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 and to respond to any requests for reports in a timely manner. The inability to contact you, or where there is no response to a call for action may affect the application.

### **EL 3 and EL 4 enrolments (Early Learning)**

Due to their young age, our preference is to conduct interviews approximately 6 to 8 months prior to the commencement year. Parents will be asked to complete an online questionnaire and will then be invited along with their child to meet with the Early Learning Centre Coordinator, or their delegate.

Children must be fully immunised to commence in Early Learning and parents are required to provide an up-to-date Immunisation History Statement issued by the Australian Immunisation Register (AIR). Copies from The My Health, Learning and Development book ('green book') or overseas records are not acceptable.

#### **Early Learning 3 (EL 3) entry requirements**

- Children must already be three years of age or turning three by 31 January in that year to be eligible to commence.
- Children are to be fully toilet trained and immunised prior to commencement.

#### **Early Learning 4 (EL 4) entry requirements**

- Children must already be four years of age or turning four by the 30 April in that year to be eligible to commence.
- Children are to be fully toilet trained and immunised prior to commencement.

### **Prep (Foundation) placement for students at The Knox School in EL 4**

EL 4 students already attending The Knox School are given priority to secure a place into Prep for the following year. The Registrar will contact the parents of these children early in the first term of their EL 4 year. To secure a place into Prep, parents are required to make a payment of \$2000 (Prep Deposit). This deposit is held by the School and then credited from their Term 3 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.

#### **Prep (Foundation) entry requirements**

- Children must already be five years of age or turning five by the 30 April in that year to be eligible to commence.

### **Prerequisites for students migrating to Australia**

The School requires all students who are currently studying overseas, and where English is not their first language to sit an English language assessment. Our preference for testing is with the Australian Education Assessment Services (**AEAS**) although we do also accept reports from IELTS AND TOEFL. A report should be provided to the School approximately 6-12 months prior to entry for any student wishing to join the school from Years 7 to 11.

The report is one criterion that will be considered by the School in determining if the student meets the minimum language entry standard for the year level requested. In some cases, students may be asked to sit additional testing arranged by the School if currently in the country.

Where students are studying at a school where English is the main medium of instruction, school reports in English will be requested. The School may then request additional English language assessments if required.

All school reports must be translated into English by an approved translating service.

### **Enrolment interviews**

Enrolment interviews are conducted as part of the enrolment and review process. Students along with their parents will be invited to meet with the Head of School or their delegate.

An invitation for an interview is not a guarantee that the School will be offering a place; the School reserves the right to refuse any application without providing a reason.

Where a year level is wait listed, families will only be invited to interview if there is the potential to progress the application.

Early Learning and Prep interviews are scheduled approximately 6-10 months from the commencement year and Year 7 interviews approximately 18 months from the commencement year.

All other primary and secondary interviews are scheduled approximately 6 months from the commencement year.

### **Offer of place**

Following on from the interviews, the Registrar will notify families of the outcome. A formal offer will be made to successful applicants by the Registrar once the 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 Three 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 is not refunded.

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## 6. Withdrawals

Parents must give one term's notice in writing to the Registrar 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.

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## 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.

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## 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.

<b>Constructed / Reviewed by:</b> Clayton Utz / School Registrar	<b>Last Review:</b> February 2024
<b>Approval Required:</b> Board	<b>Next Review:</b> February 2026