TAS
THE ARMIDALE SCHOOL

Title:	**TAS Student Enrolment Policy**
Summary:	**Policy for all domestic (non-CRICOS) TAS Students**
Intended Audience:	**Parents/Guardians, Staff, Community**
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Student Enrolment Policy

POLICY

The Armidale School seeks to enrol students who are able to make a positive contribution to the life of the School, and who will benefit from its academic, co-curricular and pastoral care programs and who subscribe to the School's Strategic Vision:

'Excellence inspired by Character, Built through Challenge, Developing Graduates who are Capable, Kind, and Confident.'

They should demonstrate a willingness to be involved in the extensive co-curricular opportunities and be sympathetic to the School's Christian ethos.

The Armidale School ('the School') is an Anglican Co-educational day and boarding School. The School comprises a Junior School (including Pre-Kindergarten), Middle and Senior School. The School is non-selective and welcomes students from a diverse range of cultural and socio-economic backgrounds.

Offers of places are made at the discretion of the Principal, in consultation with other key personnel including the Heads of Junior and Middle School, the Director of Teaching and Learning, the Director of Boarding, The Director of Pastoral Care, the Head of Diverse Learning and the Enrolments Registrar. Places may be offered at all years, where vacancies exist.

This Policy applies to all non-International (CRICOS) students at TAS.

NESA Requirements:

The NSW Registration Manual (B7.1) requires the Principal to keep a register, in a form approved by the Minister, of student enrolments and attendance.

Principals must maintain accurate registers of enrolment and attendance, which can be manual or electronic. Copies of both registers should be backed up and stored off-site regularly.

The attendance register must use the common codes approved by the Minister.

Principals may grant or cancel a certificate of exemption from attendance and enrolment at school in certain circumstances. Principals must keep records of exercising this delegation.

A) Application for Enrolment

1) The Student Online Enquiry form is available on-line through the TAS website under "Enrolments" and serves as a first point of contact between the student and the School.

2) The Enrolments Office then write to the students' parents/guardians once an enquiry is received, linking School fees and information about the TAS Enrolment Journey (procedures) on the website.

3) Details of the enrolment process, policy, and all School fees are provided on the School website (as.edu.au)

4) Parents and Guardians wishing to pursue enrolment at TAS are encouraged to complete an online Enrolment Application Form. This places the student on the registered student list for future enrolment in the year indicated on the Student Application Form. Parents will be required to upload required documents, including School Reports, Learning Reports, NAPLAN Results, specialist (eg Psychologist) Reports, and the student's birth certificate.

5) A non-refundable application fee of $250.00 is payable upon submission of the application.

6) Completion of the Enrolment Application Form does not guarantee entry of the child into the School. Being on the registered student list for future enrolment is a prerequisite for students wishing to proceed to enrolment interview and/or apply for scholarships or fees assistance.

7) For applications for Pre-Kindergarten, children must be 4 years old by 31 March the year of entry and cannot commence until their 4th birthday. Fees will be charged for the full term.

B) Enrolment Interview:

The Enrolments Office will, upon receipt of an Enrolment Application Form, contact the family and arrange an interview. This gives the opportunity for the student and parents/guardians to ask any questions, and to determine whether TAS is the best fit for them and vice versa. The enrolment interview will be undertaken by the Enrolments Office with key members of Executive including the Principal, Director of Pastoral Care, Director of Boarding, the relevant Head of School, and other staff as required and as requested at the School's discretion.

Before any enrolment interview can be conducted, the Enrolment Office requires provision of student documentation. For more information on how this information will be handled, please refer to the School's Privacy Policy. The Enrolments Office will contact the family to request documentation if this hasn't been uploaded with the application form, prior to arranging an enrolment interview with relevant personnel.

C) Offer of Enrolment

1) The Offer of a place at the School is made following enrolment interviews and with due consideration by the Principal and key staff. Where waiting lists exist, factors including an existing affiliation between the School and an immediate family member, time elapsed since application, siblings in the School or relocation to the area may be considered.

2) While the School does its best to accommodate all enrolment requests, TAS is not able to guarantee a position to any student.

3) The School will base decisions about offering a place to a student on the following:

The Student:

- the potential contribution that the student may make to the school, including in academic, cultural and co-curricular activities
- The student's reports from previous schools or prior to school service, and their results e.g. the NSW Department of Education's Transition to School Statement
- Potentially, a telephone discussion between the previous School and the TAS Enrolments Registrar or other Senior Staff Member may be made to establish suitability (at the School's discretion).

The Families/ Guardians relationship with the School:

- Whether the students family holds attitudes, values and priorities that are compatible with the School's ethos.
- If the Student sibling of a current or ex-student;
- If the student's parent or guardian is an employee of the School
- If either of the students parents/guardians are alumni of the School

The School's:

- ability to meet any special needs or abilities of the student

Other considerations:

- Order of receipt – when the student's Enrolment Application Form is received by the School.

The School has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

4) A student is considered to be enrolled at the School once they are entered into the School's Enrolment Register, following the payment of the Enrolment Acceptance Fee and completion of the Enrolment Acceptance Agreement and Terms and Conditions of Enrolment.

5) Subject to the ***Anti-Discrimination Act*** 1997 (NSW) and the ***Disability Discrimination Act*** 1992 (Cth), the School reserves the right to decline enrolment to any student without expressing any reason for its decision. The inclusion of a student on the registration list does not guarantee his or her acceptance as a student.

6) Once an offer of enrolment into a particular year group is made and accepted, this place is not automatically transferrable to another year. Should parents/guardians wish to defer the enrolment, they must liaise directly with the Enrolments Office and another Enrolment Acceptance Agreement will be offered for a new year of entry.

D) Conditions of Enrolment and Attendance

1) As a condition of the Enrolment Acceptance Agreement, parents agree that the enrolment and continued attendance of any student at the School is conditional upon the student making satisfactory academic progress, attending consistently (including compulsory co-curricular and activities programs) and the student and the parent/guardian(s) observing all behavioral Codes of Conduct, Rules and Regulations, and other requirements of the School which are applicable from time to time.

2) Special Needs and Medical Conditions:

   a. The School must be fully informed of any special or individual needs (including medical conditions, medical, physical, learning, psychological needs, and/or healthcare requirements) in the Enrolment Application Form.

   b. Parents/guardians acknowledge that a condition of enrolment is the full disclosure of any above conditions.

c. Where any of these matters change or there are new matters that arise during the application process, parents/ guardians must notify the School immediately.

3) Parents/guardians also acknowledge that a condition of enrolment is the full disclosure of any health conditions or issues regarding the student (including disabilities, special skills, medical issues) and any Court orders relating to parenting. Parents also agree to observe the School's Rules and Regulations and policies, including the School's Parent/Guardian Code of Conduct.

4) It is essential that the School maintains up to date contact details for each parent/ guardian and the student, and it is a condition of enrolment that parent's/ guardians will update the School as soon as possible regarding any changes to their contact details (or that of the student) and any changes to family circumstances, such as the making of Consent or Court Orders.

5) Parents/guardians acknowledge they are responsible for timely payment of student fees, co-curricular activities, and incidental expenses as per the School's business regulations.

E) Register of Enrolments

The register of enrolments is maintained in the School's Database (Sentral) and records the following information for each student:

- name, age and address
- name and contact telephone number of parents/guardians
- Date of commencement of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of the students:
    - full name
    - date of birth
    - last known address
    - last attendance date
    - possible destination
    - full name of parent(s)/guardian(s)
    - contact information for parent(s)/guardian(s)
    - Work, Health and Safety risks of contacting parent(s)/guardian(s)/student
    - Any information that may help locate the student

F) Specific Enrolment Acceptance Fees and Charges

1) The Enrolment Acceptance and confirmation of a place is subject to the payment of a non-refundable Enrolment Acceptance Fee. This fee comprises:

    a. The Enrolment Acceptance Fee: $650 – Junior School, $1,000 – Middle School, $1,250 – Senior School. This fee is not credited towards tuition fees.

    b. An annual family payment of $50 for membership of the Parents and Friends Association.

2) If a student is withdrawn from the School prior to entry, the Enrolment Acceptance Fee will only be refunded in special circumstances and at the discretion of the Principal or the School Board.

3) If a student withdraws from the School after enrolment has commenced, 1 (one) term's notice must be given in writing, to the Principal, or a charge of 50% of the combined tuition and/or tuition and boarding fee for the next term will be charged in lieu of appropriate notice.

4) If any dispute occurs in regard to the payment or refund of fees, parents should direct their concerns to the Principal, in writing.

5) In accepting an offer of a place at the School for their child, parents enter into a contract with the School whereby they agree to pay all fees within the time specified and be subject to the business regulations of the School.

G) Business Regulations:

1) For these regulations, the word "fees" includes all fees charged by the School.

2) Fees are fixed by the School Board and are subject to variation. Notification of any alteration to fees will be given in writing and in advance of the increase coming into effect.

3) School fees are normally charged in four equal instalments (three equal instalments in the case of Year 12) at the beginning of each term. Families have the option of flexible fee payments with Edstart. Alternative payment options may be explored with the Director of Business and Operations.

4) A sibling discount may apply if families have more than one student, enrolled at the School concurrently. The siblings discounts offered are on tuition fees only and are:

    - 20% for the second (2nd) child
    - 30% for the third (3rd) child
    - 40% for the fourth (4th) and subsequent children

    Where a family is receiving fees assistance in the form of a bursary or fees assistance the Sibling Discount will not apply.

5) Fees are payable in advance upon the rendering of an account. Interest on late payments will be charged on all accounts that have not been paid within thirty (30) days of the commencement of the term in which they are issued, at a current rate of 8% per annum.

6) If fees remain unpaid for a period equivalent of two consecutive terms, a student may not return to the School in the following term except in cases where a prior arrangement has been made with the Principal or Director of Business and Operations.

7) Parents are required to give one (1) term's notice, in writing, to the Principal to notify their intention to withdrawal their child from the School.

    Failure to provide the required notice may result in a charge of 50% of the tuition and/or tuition and boarding fees for the next term.

8) If a student is absent from the School for an extended period of time during his/her period of enrolment, any remission of fees will be at the discretion of the Principal, taking into account

the circumstances of the absence. This request for remission is made by the parent in writing to the Principal.

H) Overseas Students

Applications for children who will be applying on a student visa should be made using the International Student Enrolment Form. Tuition at the School is in English and competence in English is a condition of entry. Further information about applications for children who are not Australian Citizens or Permanent Residents can be sought from the Enrolments Office.

I) Students with Disabilities:

Relevant Legislation

- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education (Cth) 2005
- Race Discrimination Act 1975 (Cth)
- Anti-Discrimination Act 1997 (NSW

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of their disability or race. The School is committed to fulfilling its obligations under the law in this Enrolment Policy

The Schools' objective is to provide the same educational opportunities for all students. If a person with a disability meets the necessary entry requirements of the School, he or she will have the same entitlement and opportunity to enrol, as everyone else. The School must take reasonable steps to ensure that any prospective student is able to seek admission to the School on the same basis as a prospective student without a disability, and without experiencing discrimination.

Where a student has declared education support needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or their parents as part of the collaborative planning process.

In respect of any prospective enrolment, the School reserves the right to have members of its staff liaise with the student's current school or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.

The Principal may:

a. require the parents to provide medical, psychological or other reports from specialists outside the School.
b. obtain an independent disability assessment of the student.

Where information obtained by the School indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions,

the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected.

In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the ***Disability Standards for Education (Cth) 2005***. Where the Principal determines that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline or defer the offer of a position at the School.