

ENROLMENT POLICY

Foundation to Year 6

POLICY STATEMENT

St Jakobi Lutheran Campus exists to support families who are seeking a Christ Centered education for their children. It also acts as an out-reach agency of the Lyndoch Lutheran Parish.

RATIONALE

St Jakobi is a Christian Campus and a Campus of the Lutheran Church of Australia. We aim to uphold strong values and code of conduct and cater for each individual child in our care so that they might reach their full potential academically, socially, emotionally and spiritually.

DEFINITIONS

1. Application

The act of applying to the Campus (Foundation to Year 6) for consideration for a place for a student.

2. Applicant Acceptance

Formal acceptance of the application.

3. Enrolment

Formal acceptance of the application for the Campus (Foundation to Year 6)

POLICY PRINCIPLES

- St Jakobi recognises the uniqueness of each student
- In order to fulfil its mission “Partnering with you and your child”, St Jakobi will work in partnership with parents who are the first educators of their children
- Enrolments are open to students from Foundation to Year 6
- St Jakobi has a responsibility to fulfil the requirements of relevant Federal, State and Local Government laws and regulations
- St Jakobi shall accept all applications for enrolment. However, the acceptance of an application form does not guarantee an enrolment interview or offer of enrolment
- Enrolment at St Jakobi shall only be offered where the Campus (Foundation to Year 6) has age appropriate accommodation and the requisite resources to respond to the students’ needs

- Enrolment into the Campus (Foundation to Year 6) therefore expresses a commitment by parents to fully support Campus (Foundation to Year 6) policies, practices and activities. This commitment extends to the Campus Board and the Parents and Friends' Association.
- In accepting an Offer of Enrolment, parents agree to pay all Campus (Foundation to Year 6) fees and charges by the due date. If genuine financial need exists, parent contact with the Business Manager/Principal is required.
- In accepting a place at St Jakobi, the student and the Parents/Care Givers agree to be bound by and to comply with all Rules and Policies of the Campus (Foundation to Year 6), including any changes that may be made to these during the student's enrolment at the Campus (Foundation to Year 6). The current Rules and Policies are published on the Campus website

SCOPE

This policy applies to all members of the Campus community, as well as members of the public who are interested in the Campus.

RESPONSIBILITIES

Principal

- Provide a Lutheran education to children enrolled
- Recognise the uniqueness of each student
- Promote justice to all, with due consideration for the diversity of those who are culturally, socially, physically, intellectually, financially, emotionally or spiritually disadvantaged
- Financial grounds shall never be the reason for the non-enrolment in, or exclusion of, any child from the Campus (Foundation to Year 6)
- Fulfil our mission in partnership with parents to educate their child
- Comply with the requirements of student enrolment in accordance with the Disability Inclusion Act 2018

Parents/Caregivers

- When completing the Application for Enrolment Form, Parents declare that to the best of their knowledge they have:
 1. disclosed any special needs of their child
 2. disclosed any medical conditions of their child
 3. provided a copy of any Court Orders or Documents
 4. fully completed the Application for Enrolment Form.
 5. If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse, or terminate the enrolment process on these grounds.

IMPLEMENTATION DATE: June 2019

LAST POLICY REVIEW DATE: August 2016

NEXT REVIEW DATE: June 2021

ENROLMENT POLICY - PROCEDURE

Foundation to Year 6

ENROLMENT NUMBERS

Enrolment numbers, as set by Campus Council, are 26 students per class. The Principal has discretionary powers to take enrolment to 28 in a class if needed under special circumstances. Any enrolments above 28 must have the support of the class teacher concerned through consultation and be approved by Campus Council.

ENROLMENT PRIORTIY

The following order of priority will be used when determining enrolments:

1. Siblings, children and grandchildren of current and past students
2. Members of the Lyndoch Lutheran Parish
3. Children who have/had regularly attend the Childcare Centre and ELC for a significant proportion of time in the year preceding Campus (Foundation to Year 6)
4. Special circumstances as deemed by the Principal, including children of staff members/Pastors

In addition, other factors may be considered, such as the length of time a student has been registered to attend St Jakobi, a student's past academic or behavioural record and/or parents to support the Campus's ethos and expectations.

FOUNDATION ENROLMENT

St Jakobi has a two intake per year:

1. Beginning of Term 1 (turned 5years old by week 5 of term 1) and; born by 30th of April
2. Beginning of Term 3 (turned 5years old by week 4 of Term 3)

STUDENTS WITH SPECIAL NEEDS

The South Australian Equal Opportunity Act 1984, and the Commonwealth Disability Discrimination Act 1992 (DDA), make it unlawful for educational authorities to discriminate on the ground of impairment by refusing, or failing to accept, an application for admission as a student, or in terms of conditions on which it offers to admit a person as a student

Parents must fully inform the Campus (Foundation to Year 6) of any special needs of the student. While the Campus (Foundation to Year 6) strives to provide a wide range of support and services to meet special needs, it is aware that the needs and support levels required by some children and young people may be beyond the Campus's (Foundation to Year 6) resources and capabilities. The Campus (Foundation to Year 6) will make parents aware of the situation in a compassionate and consultative manner in such cases.

Learning support teachers also have responsibility for 'in class' support of a wide range of students, and from time to time this may impact on their ability to provide services to future enrolments. Each case will be assessed on its individual merits, and the final decision will be at the Principals discretion.

APPLICATION

Applications for enrolment must be made on either online or hard copy versions of the St Jakobi Enrolment Application Form. This application must be:

- Fully and correctly completed
- Acknowledged and signed by the students Parent/ Caregiver; and
- Submitted with the following documents to support the application
 - Students Birth Certificate
 - Academic reports (if applicable)
 - NAPLAN Results (if applicable)
 - Student's medical alert and health management plan if applicable
 - Access alerts and copies of court, family law, restraining and other orders if applicable Full and frank disclosure is necessary to allow the Campus (Foundation to Year 6) to make informed decisions about the student's educational and personal needs.
 - Specialists Reports linked to students disability/ learning needs (if applicable)
 - Non refundable Enrolment Application Fee as indicated in the Fee Policy. Please note that payment of the Enrolment Application Fee does not guarantee a place at St Jakobi

St Jakobi will:

- Keep copies of sighted documents
- Verify any changes to student enrolment names
- Maintain student details and movements in enrolment history
- Keep all information confidential and managed in accordance with: - the privacy policy – South Australian privacy laws.

Once St Jakobi has received a completed application for enrolment and associated documentation, it is necessary for the Principal to meet personally with the Parents/ Caregivers and student. St Jakobi has the right to request further information regarding the child which may include and not limited to additional education and/or physical/ emotional/ mental needs. These assessments will be at the expense of Parents/ Caregivers.

ENROLMENT AGREEMENT

The Parent/ Caregiver will be required to sign an Offer of Enrolment when offered a place, in which they agree to support the aims and policies of the Campus (Foundation to Year 6). A non-refundable Enrolment Confirmation Bond must be paid at this time.

STUDENT INFORMATION REQUIRED

The Campus (Foundation to Year 6) may require knowledge of the potential student's additional education and/or physical/ emotional/ mental or support needs that are pertinent to the student. This also includes medical issues such as allergies, asthma, diabetes and any other information.

The Campus (Foundation to Year 6) requires this information for the purposes of:

- Caring for their students needs and ensuring they can monitor any issues once the student commences at St Jakobi.

A potential student's family situation, medical background, support requirements and social background will not affect the Campus (Foundation to Year 6) decision to accept the student's enrolment unless: -

- There has been a thorough and documented consideration/assessment of what special services/equipment/devices would be required to meet the potential student's needs and if there are any reasonable adjustments that can be made (including the costs and other effects of meeting the student's needs or making reasonable adjustments);
- The Campus (Foundation to Year 6) has consulted with the potential student's Parent/ Caregiver about the potential student's needs and any reasonable adjustments;
- After considering the potential student's needs and consultation with the parent/legal guardian it has been determined that the Campus (Foundation to Year 6) cannot meet the potential student's needs and/or it would cause unjustifiable hardship to make the reasonable adjustments; and
- The reason why the Campus (Foundation to Year 6) is not able to provide those services is thoroughly documented and communicated to the potential student's parent/legal guardian.

ENROLMENT OF SUSPENDED/EXPELLED/SERIOUS BEHAVIOUR ISSUE CHILDREN

In the case of children who have been expelled, suspended or show serious behaviour issues at a former school, each child's individual situation and context will be taken into account. Where enrolment is accepted, there may be a period of 'trial' and/or a behaviour contract negotiated between all concerned parties.

WITHDRAWAL

A full term's notice must be given in writing advising that a student will be leaving the Campus (Foundation to Year 6), or not returning for the following year. At the principal's discretion, an adjustment to the Statement of Fees and Levies may be applied based on the number of weeks the student attended the Campus (Foundation to Year 6) during the term. If any fees remain outstanding, they will be payable as per

the normal payment terms and where appropriate, any fees in credit will be refunded. Failing such notice, the applicable bond will not be refunded. This is actioned in accordance with our Fee Policy.

CANCELLATION OF ENROLMENT BY THE CAMPUS (FOUNDATION TO YEAR 6)

St Jakobi has the ultimate responsibility for the wellbeing of the whole students' body. The Campus Council and /or Principal has the right to cancel a student's enrolment at St Jakobi in the following circumstances:

- For breach of rules and regulations
- For non-payment or late payment of Campus (Foundation to Year 6) fees
- If the Parent/Caregiver have provided false or misleading information to the Campus (Foundation to Year 6)
- If the parents/legal guardians have failed to disclose relevant information that was required by the Campus (Foundation to Year 6)
- If the behaviour of the parents/legal guardians is unacceptable (for example, but not limited to, abusive, violent, disruptive, harassing and/or threatening behaviour); or
- If the student's circumstances change and those circumstances affect, the sole discretion of the Campus (Foundation to Year 6), the ability for the Campus (Foundation to Year 6) to provide the necessary resources to accommodate the student's needs.