Rationale/ Purpose:
St Jakobi Lutheran School exists to support families who are seeking a Christ Centered education for their children. It also acts as an outreach agency of the Lyndoch Lutheran Parish.

Our primary aim is to cater for each individual child in our care so that they might reach their full potential academically, socially, emotionally and spiritually.

We believe that each child is a unique and precious gift from God that has been entrusted to us for their education, in partnership with the child’s principle caregivers.

Definition:
Enrolments
St Jakobi is for the whole community. The school aims to support families in their God given responsibilities of parenting. We do not discriminate on cultural, denominational or economic grounds but rather embrace the rich diversity that these differences bring to the school.

It is however a requirement of St Jakobi Lutheran School that all children participate in the Christian Studies and worship programs operated by the school. These are biblically based and underpinned by Lutheran theology as found in the Confessions of the Lutheran Church of Australia. Refusal to participate will result in refusal/termination of enrolment.

Method/ Resources:
Enrolment Numbers
Enrolment numbers, as set by School 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 School Council.

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

1. children with siblings currently/formerly enrolled at St Jakobi Lutheran School
2. children from families of Lyndoch Lutheran Parish
3. children who had been regularly attending SBCCC for a significant proportion of time in the year preceding school
4. special circumstances as deemed by the Principal, including children of staff members/Pastors
5. children who do not fit into the above categories but are in Junior Primary (Yrs R – 3) by date of application
6. date of application
Foundation Year Enrolment

- St Jakobi Lutheran School has a one intake per year policy. Intake will be at the beginning of Term 1. This requires that the student must have turned 5 years of age by the 1st of May for Term 1’s intake to commence Foundation. Students will complete 4 terms of Foundation.
- Students will complete a minimum of 12 terms in Junior Primary.

Enrolment of suspended/expelled/serious behaviour issue children

In the case of children who have been expelled, suspended or shown 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.

Enrolment of children with special needs

For the purposes of this policy, a child with “special needs” is considered to be any child who requires specialised attention above and beyond the individual attention already afforded to students. This involves both ends of the spectrum and therefore includes students with gifts and talents, as well as those students with disabilities and learning difficulties. Students with disabilities may have a sensory, intellectual, physical, social and/or emotional impairment. Other students with special needs include those with medical conditions, e.g., ADD etc....

Legislation

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.

There is a requirement that the school be prepared to make ‘reasonable adjustment’ to accommodate the needs of students with disabilities, unless this imposes “unjustifiable hardship”. In determining what constitutes unjustifiable hardship the DDA states that “all relevant circumstances of the particular case are to be taken into account”, such as the nature of the benefits or detriments likely to impact on the school and/or students.

St Jakobi Lutheran School follows an inclusive entry policy, however, although all applications for admission will be accepted, enrolment will not be confirmed until it is established that the school can meet the needs of the student. In order to make an informed decision regarding enrolment of students with disabilities, the school will work with LSA, AISSA, the child’s family and other relevant agencies in ensuring the school can meet the needs of the prospective student.

At the Time of Enrolment

As in the case of all enrolments, if false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal can suspend or terminate the enrolment at any time where there is reasonable justification for doing so.

Development of Special Needs

If a student develops special needs while at St Jakobi Lutheran School, or if there is deterioration in the condition of the student with special needs, the principal, in consultation with parents and on receiving expert assessment, will assess the enrolment according to the definition of unjustifiable hardship and the needs of the student.

If the outcome is that the school can no longer meet the needs of the student, advice will be sought from other agencies, e.g. Independent Schools Board support staff, and other options will be suggested.
Enrolment Procedure
The preferred procedure is:

1. Contact made by a prospective parent/caregiver
2. A package of information including prospectus is sent
3. Arrangements are made for an interview with the Principal and a tour of the school, preferably with the child in attendance.
4. Enrolment application form is lodged by parent/caregiver along with an enrolment application fee of $50
5. Principal offers enrolment placements in accordance with criteria stated above. This will include a time period within which parents/caregivers must respond to the offer of enrolment placement.
6. Failure to meet this time frame will result in the offer of enrolment lapsing, however the application will remain on the school register of enrolment applications
7. Child’s parent/caregiver signs a confirmation of enrolment form and returns to school with $200 confirmation of enrolment fee. This secures and guarantees the placement. The fee is refundable when the student leaves St Jakobi Lutheran School if all exit procedures have been met, including no outstanding fees and 1 term’s notice of exit.

Ongoing Payment of Fees for Enrolments
The Fee Commitment form sent home at the end of each year will indicate that one term’s notice is to be given by families to terminate enrolment. If less than a term’s notice is given parents will be issued with an invoice for one full term.

Termination of enrolment by the School
St Jakobi reserves the right to terminate a student’s enrolment. This will only occur after serious and consultative consideration. The School Chaplaincy Worker may, and the Chairman of School Council will be involved in the process (assuming there is no conflict of interest).

Termination of Enrolment by the Parent(s)
Where a student enrolment is terminated by their parents, one school term’s notice must be given to the school. Where a term’s notice is not given, parents will be invoiced for one full term. The Commitment to Return form, always sent out at the end of Term 3 each year for the following year, will constitute one term’s notice if returned during the first week of Term 4.

Appendix:
Other policies applicable to this policy:
- Fee Policy
- Re-enrolment Confirmation form

Date Implemented: August 2016
Date of Review: 2019