Introduction

Lutheran School Wagga Wagga offers Christian education to all applicants, regardless of ethnic origin, gender, religion, financial status or disability providing parents are supportive of the Christian ethos of the school and vacancies and adequate resources are available.

In determining who will be offered placement at the school the following priorities apply:

- parents seeking to enrol their child support the Christian ethos and stated aims of the school;
- adequate space and resources are available; and
- the child has turned five years of age by 31 March of the year of entry in Kindergarten.

Following the commencement of enrolment notice of withdrawal of a student from the school is required in writing to the principal.

Enrolment applications

Enrolment applications will be received on a continuous basis. The following entry priorities will apply:

1. Members of Lutheran Church of Australia.
2. Families with children already at the school.
3. Other families on a first serve basis.

Enrolment fees

Payment of an enrolment fee must accompany the Enrolment Confirmation Slip as per the Fee Policy.

Integration enrolments

The application for enrolment of a child with a disability will be considered on an individual basis to ensure that the student is provided with opportunities to realise their potential through participating in education and training on the same basis as other students.

The school will ensure its buildings and facilities meet the requirements of the Disability Discrimination Act 1992 and Disability Standards for Education 2005.

Procedures

Applications for Kindergarten

Applications for enrolment in Kindergarten are received on a continuous basis. Parents who wish to enrol their child are required to forward a completed application form, accompanied by a copy of their child’s birth certificate and immunisation certificate, to the school office.
• In March of the year preceding enrolment parents will receive communication from the school asking for confirmation of intention to proceed with enrolment.

• School tours and enrolment interviews begin in May of the year preceding enrolment and will continue until all available places are filled.

• Offers of enrolment are extended to families following interview.

• Offers will be made to families who are members of the Lutheran Church of Australia, those with children already in the school, then other families until capacity is reached.

• Subsequent enrolment offers will be made if places are not accepted or withdrawn. Notice of decline of an enrolment offer is required in writing to the principal.

• Parents return the Enrolment Confirmation Slip and pay the non-refundable enrolment fee as per the Fee Policy within fourteen days of offer, thus reserving a place for their child in the school.

• Should parents withdraw the enrolment at any time after accepting this offer the enrolment fee will not be refunded.

• Kindergarten students for the following year are required to attend orientation mornings conducted over two weeks in Term 4 of the year preceding enrolment.

• Kindergarten parents for the following year will be invited to sessions which deal with aspects of running the school, including help and support available to parents, eg. care groups, pastoral care program and school routines.

Applications through existing year levels

• Applications for entry through the existing year levels are accepted on a continuous basis. If a place is not immediately available student names are added to a database as expressions of interest.

• Parents complete and return the Application for Enrolment with photocopy of child’s birth certificate.

• An interview with the principal is required before an offer of position is made.

• Offers of enrolment are forwarded to parents by mail or email.

• Parents return the Enrolment Confirmation Slip and pay the non-refundable enrolment fee as per the Fee Policy within fourteen days of receipt of offer, thus reserving a place for their child in the school.

• Should parents withdraw the enrolment at any time after accepting this offer the payment will not be refunded.

• Orientation sessions for these students will be arranged as required.