



## Lutheran School Wagga Wagga

### POLICY AND PROCEDURES

## ENROLMENT

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### 1. Introduction

Lutheran School Wagga Wagga (LSWW) 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 conditions apply:

- 1.1. Parents seeking to enrol their child support the Christian ethos and stated aims of the school.
- 1.2. Adequate space and resources are available.
- 1.3. 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, as outlined in the school's Enrolment Contract.

### 2. Enrolment applications

Enrolment applications will be received on a continuous basis. At the discretion of the Principal, some applications may be given preference for initial offers of enrolment on the basis of criteria such as:

- 2.1. Children of families worshipping with the Lutheran Church of Australia.
- 2.2. Children of families that have an existing relationship with the school (eg current or former students, staff).
- 2.3. Children of families worshipping in other Christian denominations.
- 2.4. Children of other families in order of receipt of application.

### 3. Enrolment fees

Payment of an enrolment fee must accompany the enrolment fee payment form (as per the Fee Policy).

### 4. 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 procedures meet the requirements of the Disability Discrimination Act 1992 and Disability Standards for Education 2005.

### 5. Procedures

#### 5.1. 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 history statement, to the school office.

- a. In February of the year preceding enrolment, parents will receive communication from the school regarding the process for enrolment for the following year.
- b. School tours and enrolment meetings begin in March of the year preceding enrolment and will continue until all available places are filled.
- c. Offers of enrolment will be made to families following the enrolment meeting and according to the school's enrolment priorities until capacity is reached.

- d. Subsequent enrolment offers will be made if places are not accepted or withdrawn. Notice of declinal of an enrolment offer is required in writing to the principal.
- e. Parents return the enrolment fee payment form 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.
- f. Should parents withdraw the enrolment at any time after accepting this offer the enrolment fee will be forfeited.
- g. Kindergarten students for the following year are required to attend orientation mornings conducted over four weeks in Term 4 of the year preceding enrolment.
- h. Kindergarten parents for the following year will be invited to sessions which deal with school routines, starting school and support available to parents eg. care groups and pastoral care program.

#### **5.2. Applications through existing year levels**

- a. Applications for entry through the existing year levels are accepted on a continuous basis. If a place is not immediately available student names are recorded as expressions of interest.
- b. Parents complete and return the enrolment application form with a photocopy of the child's birth certificate and immunisation history statement.
- c. An enrolment meeting with the principal is required before an offer of position is made.
- d. Offers of enrolment are forwarded to parents by mail or email.
- e. Parents return the enrolment fee payment form 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.
- f. Parents provide copies of school reports, NAPLAN reports and any other relevant information.
- g. Should parents withdraw the enrolment at any time after accepting this offer the payment will be forfeited.
- h. Orientation sessions for these students will be arranged as required.

#### **6. Related Documents**

**6.1.** Tuition Fee Concessions and Bursaries Policy and Procedures

**6.2.** Enrolment Contract