



# LUTHERAN SCHOOL WAGGA WAGGA

## POLICY AND PROCEDURES

### ENROLMENT POLICY

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#### 1. INTRODUCTION

##### 1.1 General

Lutheran School Wagga Wagga (LSWW) offers Christian education to all applicants, regardless of ethnic origin, gender, religion, financial status or disability providing that:

- a) Through enrolment procedures parents or carers seeking enrolment for their children undertake to support willingly and freely the stated policies, purposes, aims and methods of Lutheran School Wagga Wagga  
and
- b) Adequate space and resources are available. Class sizes are limited to 27 in Kindergarten and 28 students in other year levels and any more by negotiation with staff. The School will maintain a waiting list to assist in the prioritising of students for vacancies.

Applications for enrolment may be made at any time by the parents or carers of students to commence at Lutheran School. The aim of this policy is to provide an efficient and fair process of enrolment for all applicants.

##### 1.2 Key Legislation

NSW Education Act 1990

Disability Discrimination Act 1992

Disability Standards for Education 2005

#### 2. ENROLMENT AGES

Students enrolling at Lutheran School for Kindergarten will be five years of age on or before 31 March of the year they commence. Students enrolling for other year levels must enrol for a year level based on the 31 March yearly cut-off date.

It is the legal duty of parents or carers to ensure a child enrolls and attends school or is registered for home schooling by the age of 6, unless exempted by the Minister of Education.

#### 3. ENROLMENT OFFERS

##### 3.1 General

Enrolment priorities are determined by the School Board of Lutheran School Wagga Wagga. The School will base any decision about offering a place to a student on the conditions listed below.

Family relationship with the Lutheran School:

- Active, communicant members of a congregation within the Lutheran Church of Australia
- Siblings of a current or ex-student
- Children of staff
- Children of a parent who attended the Lutheran School

- Students transferring from other Lutheran schools

The student:

- A child's special needs as disclosed in reports from paediatricians, speech pathologists and occupational therapists and other specialists.
- an interview with the Principal or the Principal's delegate

The School:

- Vacancies exist in year levels coinciding with the 31 March yearly cut-off date. Students who are able to fill a vacancy immediately, where those with higher priority are unable to do so until a later date, are considered to have priority. Vacancies will not be held over for unnecessary periods of time, even for high priority placements.
- Resources, including staff, are available for the School to meet the special needs or abilities of the student.

Other considerations:

- The order in which applications are received
- Parents or carers of applicants allow the School to contact the child's previous educational institutions including but not limited to Preschools, Early Learning Centres, other schools or colleges, and/or information provided in the NSW Department of Education's Transition to School Statement
- Charitable and welfare reasons
- People articulating a strong desire for a Christian education, or other important circumstances

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

### **3.2 Kindergarten**

Families are encouraged to enrol for Kindergarten more than a year in advance to avoid disappointment. Proof of age *must* be included in with the enrolment application.

Kindergarten enrolment offers are conditional upon attendance at Kindergarten orientation sessions, which are held in Term 4 of the year preceding enrolment.

### **3.3 Years 1-6**

Children are required to be enrolled and to attend school by age 6. Applications are accepted at any time. Students enrolling for Years 1 to 6 must enrol for the correct year level based on the 31 March yearly cut-off date. Students enrolling for Years 4 to 6 must include with the application their child's most recent NAPLAN results.

## **4. ACCEPTANCE OF ENROLMENT OFFERS**

When enrolment offers are made, families must accept the offer in writing within two weeks of receipt unless an extension or exemption is made by the Principal. Acceptance of an enrolment offer includes the payment of an Application Fee and an Acceptance Bond that are aligned with the annual Tuition Fee Schedule. Failure to confirm enrolment within the two weeks of receiving an enrolment offer may result in the revocation of the offer by the School.

## **5. PRE-REQUISITES FOR CONTINUING ENROLMENT**

All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met through implementation of reasonable adjustments (*Disability Discrimination Act 1992, Sections 4-7*). The School may cancel the

enrolment if it determines that the Student’s enrolment represents unjustifiable hardship to the Student or to the School (*Disability Discrimination Act 1992, Section 11*). Continuing enrolment is also conditional upon the Parents or carers and Student supporting School Policies and Procedures which include but are not limited the Behaviour Management Policy and Parent Code of Conduct.

## 6. MAINTENANCE OF ENROLMENT REGISTER

Lutheran School maintains an enrolment register that includes a student’s name, age and address. The register also contains the names and telephone numbers of parents and carers, the date of enrolment and the date that students leave the School.

Families who leave Lutheran School are required to inform the Principal of the next school the child will be attending. Where the destination of a student below the age of seventeen years of age is unknown, the School is required to inform the NSW Department of Education.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently and the student and the parents or carers observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

## 7. RELATED DOCUMENTS

### 6.1 Enrolment Procedures

### 6.2 Conditions of Enrolment

### 6.2 Enrolment Contract

#### DOCUMENT INFORMATION

<b>Title:</b>	Enrolment Policy
<b>Author:</b>	Lutheran School Wagga Wagga
<b>Approver:</b>	School Board
<b>Date of Effect:</b>	2023
<b>Next Review Date:</b>	2024

#### DOCUMENT HISTORY

Date	Resolution No.	Reason for Amendment
2021		Amendments made to change from a rolling enrolment process to one that clearly specifies enrolment priorities and timelines.
2023		Includes statements about the following: <ul style="list-style-type: none"> <li>- Maintenance of an enrolment register</li> <li>- Clarification of parents’ and carers’ legal obligations for enrolment and attendance of their children</li> <li>- Clauses regarding conditions for continued enrolment and pre-requisites for continuing enrolment as per registration requirements</li> <li>- Removal of specific dates for application round closures</li> <li>- Creation of a separate Procedures document</li> </ul>

		- Pre-requisites for continued enrolment is a required section for registration
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