

# Enrolment Policy and Procedures

Lakes Grammar – An Anglican School is a co-educational school providing an education underpinned by the Christian teaching and values of the Anglican Church of Australia as practised in the Diocese of Newcastle. Our selection criteria are established to reflect this ethos of our school. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in a wide range of activities, and whose families understand and are supportive of the Christian aims of the School.

We will assess all applications for enrolment against the following criteria:

- The prospective student has a brother or sister who is a current student at the School.
- The prospective student is a child of a stipendiary clergyman of the Diocese of Newcastle.
- The prospective student is a child of a staff member of the school or of the NASC.
- The prospective student has a parent or sibling who is an ex-student of the School.
- The date of application.
- The ability of the prospective student to benefit from the educational offering of the School.
- The ability and willingness of the prospective student to participate in and contribute to the life of the School.
- The willingness of the student and the family to support the school's Code of Conduct and its Christian faith and practice.
- The capacity of the school to support the interests and academic needs of the student.
- Assessment of the student's personal characteristics and approach to academic work as set out in school reports.

None of the above by itself is a determining factor. Enrolment decisions taken are the responsibility of the Principal. The reasons for declining to offer enrolment will not necessarily be given.

Lakes Grammar complies with the Disability Discrimination Act.

## **Lakes Grammar Enrolment Processes**

Parents may apply for their child to enter any grade from Kindergarten to Year 12. However, the school has limited places to offer. After these places are offered, a waiting list is drawn up. This list will be used to make later Offers of Enrolment if students to whom initial offers were made decide not to accept their offers, or if students already enrolled withdraw from the School.

## **Receiving an Offer of Enrolment**

All offers of enrolment are subject to an interview with the Principal or the Principal's delegate. All Applicants are assessed against the Enrolment Criteria, and Applicants who meet the Enrolment Criteria are invited to participate in an Enrolment Interview. Successful applicants then receive an Offer of Enrolment.

### **Deferring an Offer of Enrolment**

Whilst it is possible to defer a student's Application for Admission to a later year, it is not possible to defer an Offer of Enrolment. If we offer a student a place for a particular year, that offer only applies to that year - it does not apply for a later year. We will reconsider an Application for Admission at the later year, with all other applications.

### **Enrolment Contract**

Parents may accept a place for their child by signing the Conditions of Entry and paying the required Enrolment Deposit. This will establish the parents' agreement to support the School Rules and Policies, to pay the School Fees and Charges, to accept the Conditions of Enrolment and the consequences of suspension or termination of Enrolment.

### **Fees during the enrolment process**

Application Fee (\$110) to be paid and forwarded with the Application for Admission form. This is a non-refundable fee and does not guarantee an interview or a place at the school.

Enrolment Deposit (\$1,000) is a security bond which must be paid at the time of accepting an Offer of Enrolment. This fee is refundable subject to Clause 11a of the Conditions of Entry.

### **Privacy of information supplied**

All enrolment information that parents supply during the Enrolment Process will be kept confidential and accessed only by those staff involved in the Enrolment Process. If an Application for Admission is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

### **Parents' Declaration**

In completing the Application for Admission form we will ask parents to declare that to the best of their knowledge they have:

- disclosed any special needs of their child, this will enable an informed conversation about meeting your child's needs
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- completed fully the Application for Admission form

If a parent withholds information relevant to the Application and Enrolment Process then we will reserve the right to refuse, or terminate the Enrolment Process on these grounds.

### **Enrolment Policy Changes**

The School Board reserves the right to alter its Enrolment Policy.

### **Further information**

If you have any questions or need further information please contact:

Racquel Jolly, Registrar

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**E:** [enrolments@lakes.nsw.edu.au](mailto:enrolments@lakes.nsw.edu.au)