



ENROLMENT POLICY

Holy Saviour School is a congregational primary school founded on the Melkite Catholic Apostolic tradition. The school is committed to working in partnership with parents to nurture and challenge students as they grow in the Melkite Catholic faith and develop their potential.

In line with our school motto, “**Unity in Diversity**,” we welcome families from all faiths based on the understanding that they will accept and embrace our Christian ethos.

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Holy Saviour School.

ENROLMENT GUIDELINES

1. Students enrolling at school for the first time (Kindergarten) must be five years of age on or before [1st July in the year of entry to the school](#).
2. The School will base any decision about offering a place to a student on:

Relationship with the school:

- Sibling of a current or ex-student;
- Either of the parents attended the school

Faith traditions:

- Students who are baptised Melkite Catholic
- Students who are baptised into the Catholic faith
- Students whose families are of other Christian traditions
- Students from other faith traditions if agreement is received that the student will participate in the Religious Education classes, prayer and worship practices of the School.

The student:

- The contribution that the student may make to the school, including the co-curricular activities
- The student’s reports from previous schools or prior to school service e.g. the NSW Department of Education’s Transition to School Statement

The school:

- Ability to meet the special needs or abilities of the student

Other considerations

- Order of receipt- when the application to enrol is received by the school

3. The School principal will meet with parent/carer(s) of the student and the student before offering a place.
4. 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 student.
5. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

ENROLMENT PROCESS

New Enquiries

The School Administration Officer will respond to enquiries about enrolments at the School, providing relevant brochures and documentation. Prospective families wishing to enrol their child(ren) at Holy Saviour School are invited to schedule a tour of the school with a designated staff member.

Applications for Enrolment

Before applying for enrolment, parent/carer(s) should read:

- *the Enrolment Policy*
- *the current Fees schedule, and*
- *Enrolment Conditions document*

All are available through the School Office or can be posted to your address. Please contact the school office on ph. 02 9740 4822 or info@holysaviour.nsw.edu.au for further information.

The enrolment application forms a binding contract and contains Terms and Conditions additional to those in the 'Enrolment Policy' and 'Enrolment Conditions' documents and is available for inspection upon request. The Enrolment Application and related documents are liable to alteration at the discretion of the School at any time, without notice.

All applications for enrolment must be:

- on the School's official application form
- signed by the parent/carer(s)

Application forms must be accompanied by the student's (where relevant):

- Birth certificate
- Baptism Certificate
- Immunisation certificate
- Most recent report card (Year 1 -6)

The School may ask parents to authorise the Principal or delegate to contact:

- the Head of the student's previous school/pre-school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student

After lodging an Enrolment Application form, parents will be invited to attend an enrolment interview. It is important the child or children enrolling attend this interview.

After application and interview, the School Leadership Team will consider the application for enrolment based on the school's enrolment policy criteria and inform the parent/carer(s) that:

- the School wishes to make an offer of enrolment; or
- the student's name will be placed on a waiting list and an offer made if a place becomes available; or
- the school will make a conditional offer of enrolment and will reconsider the application pending agreed requirements being met. The Principal will conduct an interview with parent/carer(s), at which

- the parent/carer(s)' expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer; *or*
- advise that it declines to make an offer of enrolment.

Holy Saviour School reserves the right not to offer any student a place at the School or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where there are insufficient resources to support a child's needs, where the parents have not declared or have withheld known information pertaining to their child's needs, or where a child and/or parents do not adhere to the School's policies and procedures.

A non-refundable enrolment fee of \$200 to the School Administration Officer is charged upon lodgement of Enrolment Application.

ENROLMENT OF STUDENTS WITH A DISABILITY

Holy Saviour School seeks to maximise and improve the educational outcomes and wellbeing of all students, including those with disability, and provides access to a high-quality education that is free from unlawful discrimination.

A disability may include a wide range of impairments including:

- Physical
- Intellectual
- Psychiatric
- Sensory
- Neurobiological
- Learning disability
- Physical disfigurement
- The presence in the body of a disease-causing mechanism

All staff members are required to be familiar with and comply with relevant legislation, including but not limited to:

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Act 1990
- Human Rights and Equal Opportunity Commission Act 1986

Where information obtained by the School indicates that a child has a disability, the Principal or delegate will seek to identify the exact nature of the child's needs and the strategies required to address them. Parents are expected to support the school in gathering further information about the student's needs from any previous schools as well as relevant health professionals, as needed.

Having obtained this information, the Leadership Team, in consultation with parent/carer(s) will determine whether the child, if enrolled, would require adjustments pertaining to physical access, personal care, health care management, communication, curriculum access, or emergency procedures. Based on the information gathered, the Principal will make a preliminary assessment of the student's needs, and the school's ability to make reasonable adjustments to meet those needs.

Any reasonable adjustments will then be reviewed in terms of whether the adjustments might impose unjustifiable hardship on the School. The Principal will take into account all relevant circumstances of the case, including:

- Weighting the benefits/detriments of the reasonable adjustment to all parties including the student, the school, as well as the interests of the community at large
- The effect of the disability on the student
- The financial circumstances and the estimated expenditure required to be made by the school in order to make the adjustment
- The availability of financial and other assistance to the school;
- Any relevant action plans that address the reasonable adjustment and the impact it would have on the person or School

The Principal may decline the offer of a position or defer the offer of a position if making reasonable adjustments will impose unjustifiable hardship on the School.

Any questions concerning enrolment should be referred to the School Administration Officer at (02) 97404822.

| POLICY Dates | | | |
|-------------------------|--------------------------|----------|----------|
| Implementation | Feb, 2009 | Reviewed | Aug 2023 |
| Next Policy Review Date | November, 2024 | | |
| Policy Authorisation | Principal: Dianne Klumpp | | |
| Policy Number | 0044 | | |

This Policy and its procedures supersede all previous policies and procedures relating to the matters contained herein.