



NEWCASTLE
GRAMMAR
SCHOOL

Enrolment Policy

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INTRODUCTION

Newcastle Grammar School is a comprehensive co-educational K-12 school providing an education underpinned by the values of Respect, Integrity, Service, Excellence, in the Anglican tradition and operating within the policies of the NSW Education Standards Authority (NESA) for Kindergarten to Year 12.

This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Head of School's responsibility to decide the appropriate course to take in the circumstances.

Newcastle Grammar School is a registered Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) provider, CRICOS Provider Code: 02344D. For details and further information relating to CRICOS and the Amendments to the Commonwealth's *Education Services for Overseas Students Act 2000* (ESOS Act), refer to the School's *Overseas Students Policy*.

ENROLMENT PROCESS

All enrolments are at the discretion of the Head of School.

Step 1:

Parents enquire with Head of Enrolments about Enrolment at Newcastle Grammar School.

Step 2:

Parents directed to review enrolment procedures on School website; if required a hard copy of the Application for Enrolment is made available. An invitation may be extended to attend an Open Day with Tours.

Step 3:

Parents submit the Application for Enrolment online or send in a hard copy, together with payment of the Application Fee (non-refundable payment of \$275.00 per application).

Step 4:

Child/(ren) placed on the Newcastle Grammar School's Waiting List.

Step 5:

When a place becomes available the School undertakes a Pre-enrolment interview with Parents, the child/(ren) and the Head of School (Years 7-12) or the Head of Primary (K-6) or their delegate/s.

Step 6:

Successful applicants will be contacted by the School and an official offer of placement will be sent.

Step 7:

Parents accept or decline offer within 7 days. The Acceptance of Offer is complete when the non-refundable Entry Fee has been paid.



New Enquiries

The Head of Enrolments will direct enquiries about enrolment to the School's website, outlining the procedure for enrolment at the School including:

- (a) supporting documentation;
- (b) a statement about the School Fees; and
- (c) an Application for Enrolment.

Enrolment information may also be made available in hard copy upon request.

Sibling, Alumni children & Staff children Enrolment

Existing Newcastle Grammar School families who are seeking an enrolment at our School must complete an Application of Enrolment form and submit to the Head of Enrolments as soon as possible but no later than **January 30, two years before the year of entry**. Due to the high volume of enquiries at our School, any sibling, alumni children, staff children's application received after this date may not be guaranteed a place.

Waiting Lists

The Head of School, through the Head of Enrolments, is responsible for the maintenance of waiting lists for entry to the School, including future Kindergarten classes.

Entrance to the School is normally in Kindergarten, Year 5, Year 7 and Year 11. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the school year depending on circumstances.

Names of children will be entered on the appropriate waiting list (K-12) when their parents or a parent have:

- completed all required details and signed the School's Application for Enrolment form;
- made payment of the non-refundable Application Fee;
- provided copies of any medical, psychological or other reports that may be relevant to meeting your child's needs;
- provided copies of residency/citizenship papers if child or both parents were born overseas;
- provided a copy of the child's birth certificate; copies of residency/citizenship papers if child or both parents were born overseas;
- provided a copy of last two school reports (if applicable);

- provided a copy of most recent NAPLAN and/or any other external testing results (if applicable);
- provided other educational supporting documents (if applicable);
- provided a copy of Court Orders and/or Parenting Plans (if applicable);
- provided a copy of the child's Medicare Australian Immunisation Register (A.I.R.) Immunisation History Statement (obtained from MyGov.au website);
- provided other information about the child which the School considers necessary.

In addition, overseas students must also provide:

- copies of Passport and Visa (subclass 500 required if enrolling as a CRICOS student);
- copies of the child's last two school reports together with an English translation (if applicable) and a validation of the translation;
- two passport sized photographs;
- copy of English language test results (AEAS, IELTS);
- copies of ESL Reports for Intensive Language Schools;
- details of the child's parents/legal guardian in Australia, who must be over 21 years, reside in Newcastle all of the time and speak English;
- all required details and signed the School's Supplementary Enrolment Form.

Failure to provide all required information may result in the School declining to enter the child's name on the appropriate waiting list or delaying such entry, and may also result in the School declining or delaying the child's enrolment.

Waiting List Progression and Assessment

The School will review the waiting lists regularly. As part of the assessment process, the School may ask the parents to provide more information about the child. Any assessments or reports required from non-school personnel will be at the parents' expense.

Parents should be aware of the following:

Kindergarten entry: School readiness assessments and interviews occur in the year before entry; applications should be submitted in advance.

Applications are processed in the following order:

- Siblings, children of alumni and staff children;
- East End /West End Early Learning and Pre School enrolments;
- Date of application order.

Four-year-old children whose 5th birthday falls before 1 July of the proposed year of entry are eligible to commence Kindergarten.

All children must undertake a Readiness for School assessment. This is completed in 2nd or 3rd Term before the year of entry. It involves an interview with the Head of Primary or delegate and an assessment of the child by staff.

Early entry to Kindergarten for a 4 year-old child, whose 5th birthday falls after 1 July of the proposed year of entry, may be accepted, subject to:

- (d) a written application being addressed to the Head of School;
- (e) there being vacancies after all other children, who will have attained the age of five (5) years before 1 July having been offered places;
- (f) the Head of Primary's assessment of the child concerned confirming that he or she is ready for admission to Kindergarten.

If parents have already indicated specific learning needs, an alternative and/or additional assessment process will be required.

For those children who do not turn six (6) until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for school, the Head of School may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. The Head of School reserves the right to defer the enrolment to the following year, to decline the enrolment if the needs of the student cannot be met with special needs.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the child's pre-school, early childhood centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the child.

Year 7 entry

Application by date order interviews and offers of a place occur **two years** in advance of entry.

Applications are processed in the following order:

- Siblings, children of alumni and staff if they have applied before the cut-off date;
- Up to 10 places will be held for scholarship awardees;

- Date of application order.

In considering all prospective enrolments, the School may ask parents to authorise the Head of School or delegate to contact:

- (a) the Head of School of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the child; and
- (c) a financial check.

An enrolment may be declined (this includes sibling enrolment) where information obtained by the School suggests:

- (a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; or
- (b) the parents may not be able to meet the financial commitment required by having a child at the School.

Disability

The *Disability Standards for Education 2005* ('the Standards') are formulated under the *Disability Discrimination Act 1992 (Cth)*. The primary purpose of the Standards is to clarify and make more explicit the rights of students with disabilities and the obligations of providers in relation to:

- Enrolment;
- Participation;
- Curriculum development, accreditation and delivery;
- Student support services;
- Elimination of harassment and victimisation;
- Special provisions for students in assessments and examinations.

The key concept of the Standards is the principle of treating a student with a disability on the same basis as a student without a disability. Achieving this equality involves

education providers making adjustments for students with a disability. Only reasonable adjustments are required. An educational provider can be exempt from making an adjustment where it is proven that such an adjustment would cause unjustifiable hardship.

Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the School's courses or programmes or to use the School's facilities or services, the School will make an initial assessment of the child's needs. This will include consultation with the child or the child's parents. In addition, the Head of School may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the School;
- (b) obtain an independent assessment of the child.

Where information obtained by the School indicates that the child has a disability, the Head of School will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Head of School will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the School's courses or programmes or to use the School's facilities or services that are not required by students who do not have the child's disability. Where the Head of School determines that the child would require some such measures or actions, the Head of School will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular child is reasonable, the Head of School will have regard to all the relevant circumstances and interests, including:

- (a) the child's disability;
- (b) the views of the child or the child's parents about:
 - whether the particular measure or action is reasonable;
 - the extent to which the particular measure or action would ensure that the child was able to participate in the School's courses or programmes or to use the School's facilities or services on the same basis as a child without the disability;
- (c) the effect of the adjustment on the child, including the effect on the child's:
 - ability to achieve learning outcomes; and
 - ability to participate in courses or programmes; and
 - independence;

- (d) the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
- (e) the costs and benefits of taking the particular measure or action.

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, the Head of School will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the child, the family of the child, and the School community); and
- (b) the effect of the disability of the child; and
- (c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and
- (d) the availability of financial and other assistance to the School.

Where the Head of School determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School's courses or programmes, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Head of School may decline the offer of a position or defer the offer.

Interview

When a position becomes available, the School will invite the parents of a child on the waiting lists to attend an interview at the School with the Head of School or a member of staff delegated by the Head of School. At the interview, among other things, the School's representative will:

- (a) inform the parents of their responsibility to the School in relation to fees and communication with the school; and
- (b) will seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.

School Rights

The Head of School reserves the right not to offer any child 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 to withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

OFFER

At the satisfactory conclusion of the assessment process, the School may make an offer to the parents to enrol the child. To accept the offer, the parents must, within seven (7) days of receiving it, deliver to the School:

- (a) the Acceptance Form which includes acceptance by the parents of the current Conditions of Enrolment;
- (b) the non-refundable Entry Fee.

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the School.

STUDENTS LEAVING THE SCHOOL

When a student who is of compulsory school age (below seventeen (17) years of age) leaves the School, the School must ask the parents to advise the School of the student's new school. If this information regarding the destination of the student is not provided and therefore is unknown, the Head of Enrolments must inform the Head of School who, within seven (7) days of being notified, must inform the Department of Education (attendance@det.nsw.edu.au) Home School Liaison Officer (HSLO). Further, the School must retain on file evidence that the Department of Education has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student.

RELEVANT LEGISLATION

- *Disability Discrimination Act 1992 (Cth) and Disability Standards for Education 2005 (Cth)*
- *Sex Discrimination Act 1984; amended December 2018*
- *Racial Discrimination Act 1975; amended December 2015*
- *Anti-Discrimination Act 1977 No 48; amended December 2020*

These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity, intersex status or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

RECORDS

The Register of Enrolments is maintained by the Head of Enrolments either in print and/or electronic form for a minimum of five (5) years before archiving.

DEFINITIONS

Throughout this policy, unless the context requires otherwise:

- **parents** includes legal guardians or any other person who has applied to have a child on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.
- **disability**, in relation to a child, means:
 - (a) total or partial loss of the child's bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the child's body; or
 - (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

and includes a disability that:

- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.

To avoid doubt, a **disability** that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

RELATED POLICIES:

- **Application for Enrolment Form**
- **Attendance Policy**
- **Behaviour Management Policy**
- **Conditions of Enrolment Policy**
- **International Students Policy and Procedure**
- **Privacy Policy**
- **Student Code of Conduct**

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