



ST ANDREW'S
CATHEDRAL SCHOOL

Gawura Enrolment *Policy*



*A Kindergarten to Year 6 school
for First Nations children within
St Andrew's Cathedral School*

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Contents

1.	Purpose and scope	3
2.	Key definitions	3
3.	Compliance	3
4.	Policy Assessment	3
5.	Enrolment process	3
5.1.	New enquiries	3
5.2.	Interview	4
5.3.	Application considerations	4
5.4.	Disability	4
5.5.	School reserves rights	5
5.6.	School's considerations	5
5.7.	Offer of Enrolment	5
5.8.	Offers for Provisional Enrolment	6
5.9.	Entry at the start of Kindergarten	6
5.10.	Holding of places	6
5.11.	Subsequent enrolment into St Andrew's Cathedral School	6
6.	Confidentiality	7
7.	Key legislation	7
8.	Related policies and procedures	7
9.	Compliance and records	7
10.	Availability of this Policy	8



1. Purpose and scope

Gawura (the School) is a comprehensive K–6 school providing an education underpinned by Christian values and operating within the policies of the NSW Board of Studies. The School aims to give First Nations students equal opportunity to participate in the full life of the School and to “close the gap”.

This Enrolment 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.

2. Key definitions

Throughout this Policy, unless the context requires otherwise:

- Parents includes guardians or any other person who has applied to have a child entered 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 student, is that as defined by the Disability Discrimination Act (Commonwealth) 1992.

3. Compliance

The Policy will provide guidance to all staff involved in the School’s enrolment process to ensure their practice leads to compliance with all relevant School policies and government legislation.

4. Policy Assessment

This Policy and its procedures will be assessed at regular review to determine its effectiveness. This will be determined in part by solicited feedback from selected parents on a periodic basis and from any unsolicited feedback from parents.

5. Enrolment process

5.1. New enquiries

The Enrolments team will provide information regarding the enrolment process, including links to the online Application Form and website.

The Head of School delegates responsibility to the Director of Admissions for the maintenance of waiting lists for entry to the School, including future Kindergarten classes. Availability of places can vary depending on the year of entrance. Preference is given to Kindergarten entry into Gawura.

Names of children will be entered on the appropriate waiting list when their parents or a parent:

- submits a printed or online Application for Enrolment form;
- a copy of the child’s birth certificate;
- copies of the child’s last preschool/ school report, if the child is to commence within two years;

- A certificate of Aboriginality. Written evidence of being an Aboriginal or Torres Strait Islander descent recognised by an organisation with a common seal. The Office of Indigenous Policy Coordination can provide a form for families to fill out.

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.

After receiving the Application and documentation, the School will confirm the status of the Application with the parents.

5.2. Interview

Approximately eight to 12 months prior to the desired commencement date, if places are available, parents will be contacted to arrange a formal interview with the Head of Gawura, Head of Junior School and Gawura representatives, who will outline the School's facilities and subjects, and discuss educational matters with the child.

5.3. Application considerations

Where information obtained by the School suggests 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, notwithstanding that the child may be the sibling of a current student, the Head of School may decline to proceed any further with the enrolment process.

5.4. Disability

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 Gawura and/or Head of Junior School may:

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

Where information obtained by the School indicates that the child has a disability, the Head of Gawura and/or Head of Junior 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 Gawura and/or Head of Junior 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 Gawura and/or Head of Junior School determines that the child would require some such measures or actions, they 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 Gawura and/or Head of Junior School will have regard to all the relevant circumstances and interests, including:

- the child's disability;
- 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;
- 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 programs; and
- independence;

- the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
- 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 Gawura and/or Head of Junior School will take into account all relevant circumstances of the case, including:

- 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
- the effect of the disability of the child; and
- the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and
- the availability of financial and other assistance to the School.

Where the Head of Gawura and/or Head of Junior 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 Gawura and/or Head of Junior School may decline the offer of a position or defer the offer.

5.5. School reserves rights

The 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.

5.6. School's considerations

When considering making offers of a place in Gawura, the following criteria is taken into consideration, before the Head of Gawura and/or Head of Junior School, makes the final decision on offer of enrolment:

- Business Plan targets (remembering that the Gawura Scholarship is reliant on donations);
- School Readiness;
- Commitment to education and motivation for learning and family commitment to being part of the School;
- Church involvement and/or Acceptance of the Christian aims of the School;
- Special needs of the child;
- Class size and ability;
- Gender balance;
- Pastoral considerations;
- Best fit for the child and cohort;
- Evidence of financial disadvantage; and
- Affiliation with the School.

5.7. Offer of Enrolment

At the satisfactory conclusion of the assessment process, the School may make an Offer of Enrolment to the parents to enrol the child. To accept the offer, the parents must within fourteen days of receiving it accept the Offer of Enrolment by signing and submitting online via the School's enrolment system. 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.

5.8. Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Head of Gawura and/or Head of Junior School, a Provisional Enrolment may be offered for a child for a set period of time.

Conditions applying to such Provisional Enrolment will be set out in writing. In these cases, either the parents or the Head of Gawura and/or Head of Junior School may terminate the Enrolment with seven days' notice. No penalties will apply.

This provision may not be applied in the case of children with a disability.

5.9. Entry at the start of Kindergarten

5.9.1 School age eligibility

Both 5-year-olds, and 4-year-olds whose 5th birthday falls on or before 31st July of the proposed year of entry, are eligible to commence Kindergarten.

The School may ask all children to undertake a "readiness for school" assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn 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 Gawura and/or Head of Junior School may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. Unless specific learning needs are identified, the Head of Gawura and/or Head of Junior School reserves the right to defer the enrolment to the following year.

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

5.9.2 Early entry

Early entry to Kindergarten for a 4-year-old, whose 5th birthday falls after 30th June of the proposed year of entry, may be accepted, subject to:

- a written application being addressed to the Head of Gawura;
- there being vacancies after all other children, who will have attained the age of five years before 30th June, have been offered places;
- a psychometric assessment; and
- the Head of Gawura and/or Head of Junior School assessment of the child concerned confirming that they are ready for admission to Kindergarten.

5.10. Holding of places

Places at the School may be held for students who are withdrawn from the School for longer than one term, subject to an Extended Absence Fee being paid for the period of absence and the enrolment continuing to be eligible to attract Government subsidies. Normal tuition fees will not be charged. Extended periods of absence or special conditions should be discussed with the Head of Gawura.

5.11. Subsequent enrolment into St Andrew's Cathedral School

Enrolment into Gawura is for Kindergarten through to Year 6. Subsequent enrolment for Year 7 (or any other years) into St Andrew's Cathedral School will be dependent on factors such as:

- space being available;
- scholarship funds being available;
- progress both academically and behaviourally;

- demonstrated commitment by the student's family to support education at St Andrew's Cathedral School.
- interview with the Head of Middle School.

6. Confidentiality

The School will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy required that all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

7. Key legislation

- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Anti-Discrimination Act 1977 (NSW)

These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, pregnancy, potential pregnancy by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy. Whilst the Disability Discrimination Act 1992 (Cth) and the Anti-Discrimination Act 1977 (NSW) also make it unlawful to discriminate against a person on the grounds of race, they also provide an exemption for the purposes of affording persons of a particular race access to facilities, services or opportunities to meet their special needs or to promote equal or improved access for them to facilities, services and opportunities.


8. Related policies and procedures

- Tuition Fee Schedules
- Scholarships and Discounts Policy
- St Andrew's Cathedral School Enrolment Policy
- Exemption from Attending School Policy
- AIS Guidelines for Enrolling and Supporting Students with Disability

9. Compliance and records

Gawura keeps a register of enrolments of all children at the School. The register of enrolment records the following information for each student:

- Name, age and address;
- Name and contact telephone number of parents/guardians;
- Date of enrolment;
- Date of leaving the school and the student's destination, where appropriate;
- For students older than six years, previous school or pre-enrolment situation.



Where the destination of a student below seventeen years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities 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;
- Any other information that may assist officers to locate the student;
- Any known work health and safety risks associated with contacting the parents or student.

Information concerning all applications will be kept on file. Unsuccessful applications will be kept on site for 5 years and will be shredded/deleted after that time. Successful application information will be kept for the duration of the student's enrolment at the School, for one year on site and then archived off site for a minimum of seven years.

10. Availability of this Policy

This Policy will be available on the Gawura website.