



ST ANDREW'S
CATHEDRAL SCHOOL

Enrolment *Policy*

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Contents

1.	Purpose and scope	3
2.	Key definitions	3
3.	Compliance	3
4.	Policy assessment	3
5.	The Policy	3
5.1.	Enrolment eligibility	4
5.2.	Enrolment process	4
5.3.	Enrolment enquiries	5
5.4.	Enrolment interview	6
5.5.	Determination	7
5.6.	Offer of Enrolment	8
5.7.	Acceptance of Offer of Enrolment	9
5.8.	Scholarships and discounts	9
5.9.	Offers of Conditional or Provisional Enrolment	9
5.10.	Withdrawal policy	10
5.11.	Overseas Student Handbook	10
6.	Confidentiality	10
7.	Key legislation	10
8.	Related policies and procedures	10
9.	Compliance and records	11
10.	Availability of this policy	11



1. Purpose and scope

St Andrew's Cathedral School is a leading K – 12 coeducational school providing an education underpinned by the Christian faith and operates within the policies of the NSW Education Standards Authority (NESA).

For Years 11 and 12, the School offers students the choice of the Higher School Certificate (HSC) curriculum of NESA or the International Baccalaureate Diploma.

Gawura is a dedicated school for First Nations students K-6 within St Andrew's Cathedral School and has a separate enrolment policy.

Intake years are normally Kindergarten, Year 3, Year 5, Year 7 and Year 11. Vacancies occasionally arise in years outside of the normal intake, however the School offers no guarantee of availability in non-intake years.

This Enrolment Policy (the 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 of action to take in the circumstances.

2. Key definitions

Throughout this Policy, unless the context requires otherwise:

- 'parents' include legal guardians who have applied to enrol a student or have a student placed on the waiting list and, where the student 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. The Policy

The School has two types of enrolments:

- a. As a local student
- b. As an overseas student



The School provides a range of resources for students with special needs. The provision of these resources takes into account the capacity of the School to ensure that appropriate resources are available for all enrolled students. Parents should review the School's website carefully to understand what the School can offer and to assess whether we can provide a suitable academic programme to meet each student's needs.

5.1. Enrolment eligibility

Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a place to any student.

5.1.1 Local students

A local student is any student who does not hold a 500 Schools Sector Visa and is not eligible to enrol as an overseas student. These students may include students on other types of visas as well as Australian Citizens. Local students applying for enrolment who are considered an English Language Learner (ELL) must show English proficiency and may be required to be enrolled in an Intensive English College prior to entry and/or may be required to receive extra English tuition once enrolled at the School, at a cost to the parents.

5.1.2 Overseas students

An overseas student is any student who is not an Australian resident. If an overseas student is studying overseas in non-English speaking countries in a school where the medium of instruction is not English, to be eligible to apply for enrolment at the School, the student must demonstrate competency in the International Diagnostic and Admissions Test (iDAT) or IELTS test. The School will determine the student's English level suitability for enrolment.

An overseas student's enrolment is made conditional upon them having achieved the required English level for enrolment in their chosen academic year, in a given time period.

Once enrolled, overseas students undertake the mainstream program of study. Some overseas students may be required to undertake an ESL course in Year 10, or to undertake the Fundamentals of English course in Year 11 in order to continue the development of their English language skills. All overseas students whose first language is not English are required to attend afterschool ESL classes two days a week.

Additionally, if the School deems it necessary, a tutor will be provided to give extra English tuition at the cost of the parents.

5.2. Enrolment process

- a) Parents enquire about enrolment and then enrolment information is sent.
- b) Parents attend an on-site school tour.
- c) Parents complete and submit an online Application Form and other requested information including the non-refundable Application Fee. Application processed and acknowledged. Student is registered as an applicant in the School's administration system for the year and form of enrolment – this does not guarantee a place will be offered. Selected students are invited for enrolment interview. Not all applicants will move to the interview stage. Being invited to interview does not guarantee placement. Some Junior School students may be asked to undertake "taster days" where they are further assessed for school readiness.
- d) School considers the student's Application and an enrolment determination is made. School makes an offer or advises the Application was unsuccessful.
- e) Parents accept or decline the offer. Parents accept the offer by signing the Enrolment Contract which details Enrolment Terms and Conditions and by paying the non-refundable Enrolment Fee. Once these are received the student has a confirmed place at the School and the student's status will be updated to "place accepted" with the term and year of commencement.

5.2.1 Enrolment waitlist

Students can only be waitlisted once in the administration system. In order to be waitlisted, the School must first receive the following:

- A completed Application for Enrolment form signed by both parents online.
- Payment of the non-refundable Application Fee of \$400 (\$450 for overseas students).
- Copy of the student's birth certificate.
- Where applicable, a copy of the student's latest three school reports.
- Where applicable, a copy of the student's NAPLAN results.
- Where applicable, a copy of any Family Court Orders.
- Where applicable, any information relevant to the student's education including medical or diagnostic reports.
- Where applicable, a copy of any visa grant letter granting temporary or permanent residency in Australia.
- Copy of the parents' Australian Drivers Licence (or passport if required).

In addition, an Application for an overseas student must include:

- A copy of the biographical page of their passport.
- The iDAT Test report of English competency or notification when the student will be undertaking the test.
- Where applicable, any ESL reports from an Intensive Language College.

5.2.2 Considerations

- Failure to provide all required information may result in the School declining or delaying entering the student in the administration system and may also result in the School declining or delaying the student's enrolment.
- Failure to disclose an educational or health need on the initial Application for Enrolment Form may lead to the cancellation of the application and/or enrolment.
- Registration in the School's enrolments system does not guarantee a confirmed place at the School. Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a position to any student.
- Entrance may be accommodated at any time throughout the school year depending on circumstances and availability of places, however, preference is given to a student requiring admission at the commencement of an academic year.
- Date of application is not the sole criterion for enrolment and the School reserves the right to offer a place to any applicant, irrespective of date of application.
- The School is unable to involve itself in any family law matters. In the case of all families, including divorced or separated families, it is the School's assumption and understanding that prior to contacting the School, both parents are in agreement to the Application and possible Enrolment of their child.
- 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.
- Unless otherwise stated in Family Court Orders, both parents are required to sign the Application for Enrolment form as well as the person responsible for paying the fees and should a place be offered, both parents must sign the Acceptance of Offer of Enrolment.

5.3. Enrolment enquiries

The Enrolments team will send everyone enquiring about enrolment the details of the procedure either by post, email, or by directing them to the website to access the following information, including:

- Relevant communications material.

- The online Application for Enrolment form and Privacy Collection Notice.
- The most recent Schedule of Fees.
- Information regarding our Indigenous Education Programme if relevant.
- Any other relevant material based on the academic year requested.

5.4. Enrolment interview

Approximately eight to 12 months (up to two years for Year 7 entry) prior to the desired commencement date, if places are available, selected students will be invited for a formal enrolment interview with either the School's Registrar, a member of the School's executive or Junior School staff representative, who will outline the School's facilities and subjects, and discuss educational matters with the child.

As part of the enrolment interview process parents may be asked to provide any updated medical, psychological or any other relevant reports prior to the interview. Additionally, if not already provided, parents may be asked to supply the student's latest three school reports.

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

- The Principal of the student's previous school to obtain or confirm information pertaining to the student or their enrolment (permission to do this is provided by parents in the Application form).
- Any medical or other personal information considered significant for providing information pertaining to the needs of the student.

Where information obtained by the School suggests:

- A profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, or
- The parents may not be able to meet the financial commitment required by having a student at the School, or
- The level of English language is not adequate to undertake the rigours expected by the School, notwithstanding that the student be the sibling of a current student, the Head of School may decline to proceed any further with the enrolment process.

At the interview, among other things, the School will seek to establish that the expectations of the parents are consistent with the vision, values, goals, policies and resources of the School.

At the interview, the School will also take into consideration:

- Families whose values are congruent with those of the School.
- The academic progress of the student, including grades, comment on attitude and behaviour and in particular, effort.
- The social development of the student as evidenced by his involvement in activities out of the school arena.
- Evidence of participation in local community sporting and cultural activities.

5.4.1 Disability and additional needs

Where a student has disclosed educational 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 student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or his parents as part of the collaborative planning process.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's current school or (with the parent's agreement) the home, to more accurately assess the learning needs of the student.

The Head of School may require the parents to:

- Provide medical, psychological or other reports from specialists outside the School, and/or
- Obtain an independent disability assessment of the student.

Where information obtained by the School indicates that the student has a disability, the School will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Head of School will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability.

Where the Head of School determines that the student 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 student is reasonable, the Head of School will comply with the standards outlined in the Disability Standards for Education (Commonwealth) 2005.

Where the Head of School determines that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student 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 School may decline the offer of a position or defer the offer.

5.5. Determination

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

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

When determining the offer of a place at the School, the School gives priority to:

- Business Plan targets for Primary School, Middle School and Senior College;
- Selection criteria such as:
 - Student merit, including high standards of attendance, effort, achievement and engagement in school life;
 - Affiliation with the School (former student, sibling of a current or former student or child or grandchild of a former student);
 - Academic, musical or sporting ability;
 - Church involvement;
 - Class size and ability;
 - Overseas student mix;
 - Pastoral considerations;
 - Best fit for the child and cohort;
 - Child of ordained Anglican Clergy; and
 - The date of lodgement of the Application for Enrolment form providing the family have not been offered previously and deferred to a later entry point.

The School will also take the following into consideration:

- A student's willingness and ability to contribute to the wider life of the School.
- Evidence of leadership and good character.
- School readiness (see Kindergarten age below).
- Age at graduation. Students should not enrol if they will turn 19 before the commencement of their final HSC or IB exams.

5.5.1 Entry at the start of Kindergarten

5.5.1.1. School age eligibility

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

All children must 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 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 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 parent's agreement) the home, to more accurately assess the learning needs of the child.

5.5.1.2. Early entry

Early entry to Kindergarten for a 4-year-old, whose 5th birthday falls after 31st July of the proposed year of entry, may be accepted, subject to:

- A written application being addressed to the Head of School;
- There being vacancies after all other children, who will have attained the age of five years before 30th April, have been offered places;
- The Infants Coordinator's assessment of the child concerned confirming that he or she is ready for admission to Kindergarten.

5.6. Offer of Enrolment

At the satisfactory conclusion of the interview process, the School may make an offer to the parents by way of Offer of Enrolment via its online enrolments system, including:

- Offer of Enrolment letter.
- Enrolment Terms and Conditions (Enrolment Contract), School Code of Behaviour, Policy for acceptable use of Computers and Internet.
- Data Collection Form – a government requirement – for completion and return.
- Standard Privacy Collection Form – for parent information and retention.
- Online payment of the non-refundable Enrolment Fee.

5.6.1 Offer of Enrolment - overseas students

Overseas students receive a Conditional Letter of Offer (conditional upon them reaching the required ESL level required for entry into their requested academic year in a given time period of time).

- Statement of Fees.
- Enrolment Terms and Conditions (Enrolment Contract), School Code of Behaviour, Policy for acceptable use of Computers and Internet.
- Data Collection Form - government requirement – for completion and return.
- Standard Privacy Collection Form – for parent information and retention.
- Copy of the Overseas Handbook, which is attached to the Offer of Enrolment.

5.7. Acceptance of Offer of Enrolment

To accept the Offer of enrolment, the parents must, within 10 working days of receiving it, submit via the School's online enrolments system:

- Signed (signatures by both parents) Terms and Conditions of Enrolment which clearly sets out the then current Conditions of Enrolment.
- Completed Data Collection Form as required by the government.
- Non-refundable Enrolment Fee of \$4,000.

Failure to accept the Offer of Enrolment in the required time may result in the position being re-offered to another student awaiting entry into the School. The non-refundable Enrolment Fee is additional to tuition and other fees and is not credited to the first term fees.

5.7.1 Holding of places and roll-overs

Places at the School may be held for students who are withdrawn from the School for longer than one term and for a maximum of twelve months, subject to an Extended Absence Fee being paid. The extended absence fee will be charged for the duration of the absence in line with School Council's policy and is stated in the Supplementary Fees Sheet. All approval for extended absence is at the discretion of the Head of School and application is through the Registrar. Leave greater than twelve months can be considered only in exceptional circumstances (such as Defence Force families stationed overseas). This policy does not relate to student exchanges.

- If a family wishes to defer an Application to a future year: Applications may be deferred once only. Deferred enrolments will be placed in order of receipt of Applications for that year level.
- If a family wishes to defer a student who has accepted Enrolment: Enrolments may be deferred once only and for a maximum of one year. This will ensure a place in the School, but only if a place exists for that year group. Final acceptance must be by the end of Term 3 in the year before entry.
- If the deferment is for more than one year: The student will be placed back on the list as an applicant in order of receipt of applications for that year level. The Enrolment Fee is non-refundable, but if the deferment is for more than one year, the family will not need to pay the fee again.

5.8. Scholarships and discounts

Where siblings attend the School at the same time, Tuition Fees of the first student will be reduced by 10 percent for the first sibling, by 25 percent for the second sibling and by 50 percent for the third and subsequent siblings. The allowances do not apply to fees already reduced by scholarships, bursaries or other remission arrangements.

Children of full time ordained Anglican Clergy are eligible, subject to means testing, for a remission of Tuition Fees to a maximum of 70 percent.

5.9. Offers of Conditional or Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Head of School, a Conditional or Provisional Enrolment may be offered for a student 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 School may terminate the Enrolment with seven days' notice. In such circumstances, the Enrolment Confirmation Fee will be refunded, and fees adjusted to cover the period of enrolment only. No penalties will apply.

The provision may not be applied in the case of students with a disability.



5.9.1 Continued enrolment

Once students have gained entry to the School it is expected they will complete their schooling with the School and their enrolment is automatically continued. It is expected that parents will notify the School of any change of address or contact details via the Registrar.

5.10. Withdrawal policy

Given to all families at the point of Application with Fee Schedule and then again with their Offer of Enrolment. Families are required to give ten school weeks' notice of withdrawal. Fees in lieu of the full ten weeks will be charged.

5.11. Overseas Student Handbook

Provided to all overseas students on enrolment.

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

Relevant Legislation:

- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Anti-Discrimination Act 1997 (NSW)

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of disability or race. St Andrew's Cathedral School is committed to fulfilling its obligations under the law in the Enrolment Policy.

8. Related policies and procedures

- Tuition Fee Schedules
- Scholarships and Discounts Policy
- IB Diploma Programme Admissions Policy
- Gawura Enrolment Policy
- Overseas Student's Policy and Procedures
- Overseas Students Handbook
- Exemption from Attending School Policy
- AIS Guidelines for Enrolling and Supporting Students with Disability



9. Compliance and records

St Andrew's Cathedral School 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 School's website.