



**Clarence Valley**  
ANGLICAN SCHOOL

# **POLICY DOCUMENT**

## **Enrolment**

**Updated: March 2015**

**Name of Policy:** Enrolment

**Reason:**

Board of Studies Compliance

**Policy:**

Clarence Valley Anglican School is a comprehensive co-educational PK-12 school providing an education underpinned by Christian values in the Anglican tradition and operating within the policies of the NSW Board of Studies. All applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the School, siblings already attending the School and other criteria determined by the School from time to time. Once enrolled, students are expected to support the School's ethos and comply with the School rules to maintain the enrolment.

Conditions of Enrolment

1. In this Application for Enrolment, "School" means the Clarence Valley Anglican School ABN 23 341 979 287 and where the context permits, the Principal, and "my child" means the child referred to on the page overleaf under the heading "Personal Details" being the child in respect of whom this Application is made.
2. I/We understand and agree that:
  - (a) My child may be required to undergo an entrance examination and that no warranty or undertaking has been given by or on behalf of the School that this Application will be accepted.
  - (b) My child must abide by the School Rules and School Policies in force from time to time as interpreted by the School and be involved in co-curricular activities as outlined by the School. The continued attendance at the School is at the absolute discretion of the Principal.
  - (c) Children entering the PreKinder program must be four (4) years of age by 31 March in the year they are entering the program. Parents whose children do not proceed to Kindergarten are required to provide one term's notice, in writing, to the Principal. The penalty for non-compliance will be payment of one term's fees being charged in lieu of notice.
  - (d) Children entering Kindergarten must be five (5) years of age by 31 March in the year they are entering the program.
  - (e) The School reserves the right to expel, suspend or take any other disciplinary action thought appropriate by the School in relation to any child whose attitude, progress or behaviour is not, in the School's opinion, conducive to the welfare of that child or the School.
  - (f) If the School or the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on that relationship and/or the School, and the welfare of the child, then the School, or the Principal may require the parent to remove the child from the School. In this case no remission of fees will apply.
  - (g) The School reserves the right to amend its academic and other programmes and this may include the right to discontinue teaching subjects and other programmes.
  - (h) These Conditions of Enrolment may be amended at any time at the discretion of the School. Any amended Conditions of Enrolment shall be published on the website maintained by the School and shall apply after one full term's notice.

- (i) Prior to accepting a place at the School I will disclose all information about my child that relates to details of special circumstances of my child that may need to be taken into account by the School such as medical conditions, special gifts or talents, special needs, psychological test results or English as a second language.
3. In the event of injury or illness to my child necessitating urgent hospital and/or medical treatment including injections, blood transfusions, surgery and the like, and if the parent or guardian is not readily available to authorise such treatment, I/we authorise the Principal or, in his absence, a member of the School staff, to give the necessary authority for such treatment without the School, or such person, incurring any legal liability to the parent, guardian or pupil in so doing. I/We indemnify the School, its employees and agents of all costs and expenses arising directly or indirectly out of such treatment
4. I/We agree to the following conditions:
  - (a) All School Fees at the scale determined and published by the School from time to time are payable and will be paid by the fourth Friday of each term, or as otherwise agreed to by the School, upon an account being furnished by the School. All other School expenses incurred by my child whilst enrolled at the School shall be paid by the date nominated by the School.
  - (b) Where any account has not been settled by the end of the term, unless special arrangements have been made, further action may be taken to recover these funds.
  - (c) One full term's notice shall be given in writing of withdrawal of my child from the School, otherwise one term's fees become payable in lieu thereof (except in the case of expulsion for reasons other than non-payment of fees).
  - (d) Each parent, or guardian as the case may be, is jointly and severally liable for the payment of fees including any fees and costs incurred by the School in recovering or attempting to recover any unpaid amount due.

#### Collection Notice

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling for your son/daughter.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and child protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers.

6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your son/daughter.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information such as academic and sporting achievements, student activities and other news is published in School newsletters, School's website and other similar publications.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the School. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. As you may know the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and School directory. If you do not agree to this you must advise us now.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.

#### **Procedure:**

1. All applications should be processed within the School's enrolment policy.
2. Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the School's ethos.
3. Consider each applicant's educational needs. To do this, the School will need to gather information and consult with the parents/family and other relevant persons.
4. Identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. Inform the applicant of the outcome.

#### **Students Leaving the School (except non-compulsory Schooling Age)**

Written confirmation of a student leaving the School is sought from parents. If the student is of the age range of compulsory schooling requirement, future school of attendance is sought.

#### **Attendance Records**

The School will ensure that its rolls will be kept for at least a period of 7 years before archiving which will mean that the electronic roll register will be backed up and maintained for that period.