



Guidelines for Enrolment at Inaburra School

This document contains information regarding the procedures and guidelines for managing the process of enrolments at Inaburra School. These guidelines are advisory in nature and the School reserves the right to modify its procedures from time to time. *The Inaburra Enrolment Policy* is available from Inaburra School on request.

1. New Enquiries

The Registrar will respond to enquiries about enrolment at the school by providing:

- Information and publications concerning the school
- A current *Fee Schedule*
- An *Initial Application for Enrolment Form*
- A copy of *Terms and Conditions of Enrolment*
- A copy of *Guidelines for Enrolment at Inaburra School*

In addition, the School will hold regular “Meet the Principal” tours and Information Mornings. Prospective applicants are encouraged to attend one of these events in order to find out more about Inaburra School and the education that it offers. The Enrolments Office will administer these events.

2. Applications for Enrolment

Applications for Enrolment will be registered when the following items are received by the Enrolments Office:

- A completed and signed copy of the *Initial Application for Enrolment form*.
- A non-refundable Application fee of \$200.
- A copy of the child’s *Birth Certificate*.

3. Enrolment Process

i. Kindergarten

Applications for enrolment in Kindergarten are dependent on students having turned 5 years of age by the 31st March of the year of commencement at school. The parents of a child whose birthday is in February or March of that year may be contacted by a member of the Junior School Executive, prior to the formal assessment process. The nature of the contact will be a preliminary discussion related to the individual child's age and readiness for entry into school.

Students will not normally be considered for enrolment if their 5th birthday falls after the 31st of March in the year of commencement. If parents wish to pursue this option for their child, they must make a separate written application to the Head of Junior School who will consult with the Principal.

In Term 2 of the year preceding commencement at Inaburra, the School will contact the families of prospective students to confirm interest in proceeding with the enrolment process. Having received confirmations of interest, the School will issue invitations to attend an Assessment Session.

Preparing your Child for Kindergarten and Student Readiness for School Assessment sessions will be held during Term 3. **An invitation to attend these sessions will be issued to all students seeking Kindergarten enrolment and does not constitute an offer of enrolment at Inaburra.** These sessions take place concurrently in Term 3 of the year preceding commencement at Inaburra.

During the student sessions, *Student Portfolios* will be compiled for each prospective student. In order to assist the creation of these portfolios, parents are required to provide a recent photograph of their child and any recent medical or professional reports that may have a bearing on the child’s

educational and schooling needs. It is vital for the wellbeing of students that their individual needs, diagnoses and conditions are disclosed to the school at this point in the process.

When issuing an offer of a position in Kindergarten, the School will take into account the following considerations:

- Existing connections with Inaburra, including siblings of currently enrolled students, children of currently employed staff and children of ex-Inaburra students.
- The date of receipt of the application for enrolment.
- The gender balance of the cohort and the whole school.

Families of students who do not gain the offer of a Kindergarten position are at liberty to leave their child's name on a list awaiting casual vacancies.

ii. Year 7

Inaburra School offers a small number of academic, music and all rounder scholarships for students entering Year 7. Information about these scholarships is available from the Inaburra website www.inaburra.nsw.edu.au.

The School will contact Year 7 applicants late in Year 5 requesting reaffirmation of interest and invite a prospective student and his/her parent/s to attend an interview at the School with the Principal or his delegate. At the interview, the parent/s will be required to provide the School with:

- The child's most recent two school reports.
- The child's most recent NAPLAN report.
- Any other information pertaining to the child's specific educational and medical needs.

At the interview the School will:

- inform the parents of their responsibility to the School in relation to fees and will ascertain their ability to afford the current fees;
- seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School;
- provide information to the parents regarding the School's anti-bullying policy and the School's expectations with reference to parental involvement in the School community.

iii. Casual vacancies

In the event that a place at Inaburra becomes available other than via the usual intakes, the School may, at its discretion, invite a prospective student and his/her parent/s to attend an interview at the School with the Principal or his delegate. The prospective student and parent/s will be provided with the opportunity for a tour of the school at the same time. At the interview, the parent/s will be required to provide the School with:

- The child's most recent two school reports.
- The child's most recent NAPLAN report (for students in Years 4 and above).
- Any other information pertaining to the child's specific educational and medical needs.
- At the interview the School will:
 - inform the parents of their responsibility to the School in relation to fees and will ascertain their ability to afford the current fees;
 - seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School;
 - provide information to the parents regarding the School's anti-bullying policy and the School's expectations with reference to parental involvement in the School community.

4. Considerations in Making an Offer of Enrolment

When considering making an offer of enrolment, the Principal or his delegate may give priority to:

- Siblings of currently enrolled students.
- Children of currently employed staff.
- Children of ex-Inaburra students.

The Principal or his delegate may also take into account:

- The date of receipt of the application for enrolment.
- The gender balance of the cohort and the overall school body.
- The academic balance of the cohort.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or his 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.

Inaburra 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 to withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a child's needs and where the parents have not declared or have withheld known information pertaining to their child's needs.

5. Enrolment of Students with Disability

Where information obtained by the School indicates that the child has a disability, the Principal or his delegate will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal 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 programs 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 Principal determines that the child would require some such measures or actions, the Principal 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 Principal 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 programs 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 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 Principal 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.

Where the Principal 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 programs, 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 Principal may decline the offer of a position or defer the offer.

6. Offers of Enrolment

In the event that the Principal decides to offer a place for enrolment, this will be formally indicated to the prospective family in a letter from the Principal. This letter will be accompanied by:

- An *Offer of Enrolment at Inaburra* Form.
- The *Terms and Conditions of Enrolment*.
- A Current Fee Schedule.
- A number of other *data and permission* Forms required by the School.

The offer will be considered to have been accepted when the following documents have been returned to the School:

- A signed copy of the Offer of Enrolment at Inaburra Form signed by both parents (as applicable).
- A signed copy of the Terms and Conditions of Enrolment, signed by both parents (as applicable).
- A completed Student Data Form.
- A completed Data Collection Form.
- The enrolment acceptance fee of \$1000.
- An Immunisation Certificate.
- Any relevant legal documents that are pertinent to the name or family situation of the child.
- Signed copies of: the Media Release Form and the Parental Support Form.

If payment and all the required documents are not returned to the School within three weeks of the date of offer, the offer will be deemed to have lapsed and the place may be offered to another student.