



# INABURRA SCHOOL

## ENROLMENT GUIDELINES FOR PARENTS

This document contains guidelines for enrolling your child at Inaburra School. Please note these guidelines are advisory in nature and the school reserves the right to modify them from time to time.

The Inaburra Enrolment Policy is available from Inaburra on request.

### 1. NEW ENQUIRIES

The Enrolment Officer will respond to enquiries about enrolments at the school, providing relevant brochures and documentation. Regular 'Meet the Principal' mornings are held throughout the year and you are most welcome to attend. These are held 10:00am – 12:00pm and are designed to provide you with an insight into the School. They include a presentation by our Principal, Dr James Pietsch, followed by a school tour. For more information and/or to register for one of these events go to [www.inaburra.nsw.edu.au](http://www.inaburra.nsw.edu.au).

### 2. APPLICATIONS FOR ENROLMENT

To enrol your child at Inaburra School:

- Complete, sign and return (hard copy) the *Enrolment Waiting List Application*.
- Attach a photocopy of your child's Birth Certificate. Please note if your child was born overseas, we will also require a copy of either their Australian Certificate of Citizenship or Australian Passport, or relevant visa.
- Arrange payment of the once off non-refundable \$200 application fee. This can be made online via our website:
  - Go to [www.inaburra.nsw.edu.au](http://www.inaburra.nsw.edu.au)
  - Click on 'Community'/'Fees'/'Pay Your Enrolment Fees Online' and follow the prompts

There is currently high demand for enrolment across both the Junior and Senior Schools. Kindergarten applicants are contacted in the year preceding proposed commencement; Year 7 applicants are contacted two years prior to commencement requesting re-affirmation of interest; and applicants for other grades are contacted as positions arise.

### 3. ENROLMENT PROCESS

#### 3.1 Kindergarten

Applications for enrolment in Kindergarten are dependent upon students having turned 5 years of age by the 31st March of the year of commencement at 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.

- Positions of enrolment, and priority of enrolment, will be based on the same considerations as for Year 7. In addition, enrolment into Kindergarten will also take into account the Kindergarten Readiness Assessment which is conducted here at Inaburra in Term 3 of the Year prior to commencement.

### 3.2 Year 7 Students

The School will contact families of students who desire to start at Inaburra in Year 7 when their child is in Term 4 of Year 4. This contact is to confirm interest in proceeding with the enrolment process. Interviews for Year 7 are then offered in Term 1 of Year 5.

**Invitations for enrolment into Kindergarten or interview for Year 7 will take the following into consideration:**

- demonstrated willingness to share fully in the life of the school, including the devotional activities and religious education
- diagnostic reports including, but not limited to, medical, psychological and learning needs. Reports must be current ie less than 12 months old.
- pre-entry assessment;
- interview;
- reports from previous schools;

Priority of enrolment is based on:

- date of receipt of application AND also;
- siblings of enrolled students (current or former);
- children of former Inaburra students;
- children of staff;
- returning students
- children of the pastors of Menai Baptist Church; and
- the gender balance within each year group as Inaburra is a co-educational school

At the interview for Year 7, parent's will be required to provide the School with:

- The child's two most recent school reports.
- The child's most recent NAPLAN report. Any other information pertaining to the child's specific educational and medical needs including, but not limited to any diagnostic reports for medical, psychological and learning needs. Reports must be current ie less than 12 months old.
- If current orders apply, they must also be provided at this stage.

### 3.3 Vacancies

In the event that a position at Inaburra becomes available in years other than Kindergarten and Year 7, the School may at its discretion, invite a prospective student and their parents to attend an interview with the Principal or his delegate. The process will then be the same as outlined above for Year 7.

### 3.4 Scholarships

Inaburra School offers a range of scholarships for students entering Year 7, Year 9 and Year 11. The scholarships are awarded across the categories: All-rounder, Music, Academic and Indigenous.

For further information regarding our Scholarship Program, please refer to our website:  
[www.inaburra.nsw.edu.au](http://www.inaburra.nsw.edu.au)

#### 4. CONSIDERATIONS IN MAKING AN OFFER OF ENROLMENT

In addition to the considerations listed above, 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.

The Principal reserves the right not to offer any student a place at the School or to defer the offer of a place to any child at his/her 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 Principal may also terminate an enrolment where there are not sufficient resources to support 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 date of receipt of the application for enrolment;
- 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; and
- 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 on 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:

- *Enrolment Acceptance of Offer*
- *Enrolment Conditions*
- *A Current Fee Schedule*
- Other data collection 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 completed copy of the *Enrolment Acceptance of Offer* signed by both parents (as applicable).
- A copy of the *Enrolment Conditions*, signed by both parents (as applicable).
- A completed *Student Data Form*.
- A completed *Data Collection Form*.
- A copy of the Birth Certificate
- A completed Medical Form, and where relevant an Asthma Plan.
- A Standard Collection Notice.
- The enrolment acceptance fee of \$1,000.
- A recent Immunisation History Statement.
- Any relevant legal documents that are pertinent to the name or family situation of the child.
- Signed copies of the *Permission to Publish – Student form*

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