

INABURRA SCHOOL POLICY DOCUMENT

ENROLMENT POLICY



INABURRA SCHOOL

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1. DESCRIPTION

Founded by Menai Baptist Church as an outreach to the community, Inaburra is a Christ-centered learning community pursuing excellence in education with every individual known and loved.

Inaburra is a non-selective, co-educational, independent school offering education for students from Kindergarten through to Year 12.

This policy provides the framework by which enrolments are managed across the school. Within the boundaries of this policy, the Principal has discretion to manage enrolments as he/she deems best. This policy should be read in conjunction with the document *Enrolment Conditions*, which forms part of the enrolment contract, and the document *Enrolment Procedure*.

2. PERSONS AFFECTED

- Prospective and current students at Inaburra;
- Prospective and current parents and caregivers; and,
- Inaburra staff who are involved in the enrolment process.

3. POLICY

Inaburra has an open enrolment policy, welcoming applications from families who are seeking the kind of education that Inaburra offers.

The School is committed to fulfilling its obligations under the law in this Enrolment Policy. The School recognises that it is unlawful to discriminate against a person on the grounds of their disability or race by refusing to enroll them at the School.

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 at its discretion, particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or withhold relevant information pertaining to their child.

The Principal reserves the right to vary the application of this policy as determined on an as needs basis. This includes, but is not limited to, the Inaburra Scholarship Program.

Applicants for enrolment in Kindergarten will only be accepted where the applicant will have turned 5 years of age by the 31st of March in the year of commencement at school.

The School will determine whether to offer enrolment based on some or all of the following, depending on year of commencement:

- demonstrated willingness to share fully in the life of the school, including the devotional activities and religious education;
- pre-entry assessment;
- interview;
- reports from previous schools;
- diagnostic reports including, but not limited to, medical, psychological and learning needs.
 - Reports must be current (i.e. less than 12 months old and 2 years for psychometric assessments).

- Our ability to meet the needs and abilities of the student; and,
- receipt date of the initial *Enrolment Waiting List Application* and the non-refundable Enrolment Fee.

Priority of enrolment is based on:

- date of receipt of application;
- siblings of enrolled students (current or former);
- children of former Inaburra students;
- children of staff;
- children of ordained protestant clergy working in a specific church ministry;
- 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.

The Principal has sole discretion in determining whether to offer a position of enrolment.

Continued enrolment at the School is dependent on the student's academic progress, consistent attendance, adherence to behavioural codes of conduct, receipt of tuition fees and any other charges by the due date, as well as any other expectations of the students and their parent/caregiver as set out in the Student Diary, *Code of Conduct – Inaburra Parents and Caregivers*, Handbooks and related School policy documents.

4. RESPONSIBILITIES

4.1 Principal

The Principal is ultimately responsible for all offers of enrolment at Inaburra. This responsibility may be delegated on an as needs basis.

4.2 Head of Junior School and Head of Senior School

The Head of Junior School and the Head of Senior School may have delegated responsibility from the Principal for offers of enrolment in the Junior School and Senior School respectively.

4.3 Registrar

The Registrar is responsible for the management of the enrolments process for students from Kindergarten to Year 12.

5. ADDITIONAL INFORMATION

Related Documents:

- Enrolment Procedure
- Enrolment Conditions
- Enrolment Waiting List Application
- Enrolment Acceptance of Offer
- Enrolment Guidelines for Parents

- Fee Schedule

6. DOCUMENT CONTROL

DOCUMENT INFORMATION

<i>Prepared by</i>	Ken Low
<i>Document owner</i>	James Pietsch
<i>Policy last reviewed</i>	27 April 2023
<i>Policy approved by</i>	ISL
<i>Policy review cycle</i>	Biennial
<i>Date for next review</i>	May 2025

CHANGE HISTORY

<i>Date</i>	<i>Change number</i>	<i>Details and reason for the change</i>
15/4/2011	1	Initial Policy document
21/7/2015	2	Review and minor changes
24/5/2018	3	Removal of auto-updated date
10/4/2019	4	Major review J Pietsch
07/07/2021	5	Point 3. addition of statement re enrolment in Kindergarten 4.2 addition of Head of Senior School, 5. Deletion of definition 6. Changes to list of forms
27/4/2023	6	Change of title, change to non-refundable application fee, new category for priority for enrolment
19/2/2024	7	Minor change. Removal of specified amount (acceptance fee)