



**CVAS**  
Clarence Valley  
ANGLICAN SCHOOL

# Enrolment Policy

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<b>Policy Last Review</b> October 2021	<b>Review Date and Frequency</b> Every two years	<b>Responsible for Review</b> School Executive
<b>Recommended By</b> School Executive	<b>Approved By</b> School Council	<b>Approval Date</b> 26 October 2021

## INTRODUCTION

Clarence Valley Anglican School (“the School”) is a co-educational, Pre-Kinder to Year 12 day school underpinned by the ethos of the Anglican Church and operating within the policies of the NSW Education Standards Authority. The School considers every application for enrolment carefully taking into account the guidelines of appropriate government policy.

Procedure Link: ***Enrolment Procedure***

## POLICY

1. The School will not be academically selective but will cater for boys and girls of all abilities. Preference for enrolment will be given for the following:
  - Children of staff members
  - Commitment to the ethos of the School
  - Communicant member of the Anglican Church of Australia
  - Siblings of current students
  - Family enrolment
  - Date of Interview
2. The School has an Anglican Christian ethos and therefore welcomes applications from students regardless of their ethnic origin, religious beliefs and chosen future career pathway.
3. Children entering Pre-Kinder must be four (4) years of age by 31st July in the year they are entering the programme. However, the School recommends that the children turn four (4) before the 31st March in the year they are entering the programme. Children who commence in the Pre-Kinder programme must be fully toilet trained prior to their commencement at the School.
4. Parents whose children do not proceed to Kindergarten are required to provide one full term's notice of withdrawal from the School in writing, addressed to the Principal, by the first Friday of the term prior to departure, otherwise a full Term's tuition fees will be charged in lieu of notice.
5. Parents who wish their child to enrol in Kindergarten the following year must pay a deposit of \$200 before the end of Term 2 of that year. This deposit will be a payment towards the first year of school fees. If the student is withdrawn from the list, the deposit is forfeited.
6. Children entering Kindergarten must be five (5) years of age by 31st July in the year they are entering the programme. However, the School recommends that the children turn five (5) before the 31st March in the year they are entering Kindergarten.
7. During the enrolment process, the School reserves the right to request additional information or assessment conducted internally or externally to ensure the individual learning needs of students can be fully catered for on enrolment.
8. Application for enrolment will involve an interview between the School, the student and the parent/s or guardian/s prior to offering an enrolment place.

9. Failure to disclose information or the provision of misleading information during the enrolment process may result in a review of the child's enrolment.
10. When the enrolling student requires adjustments to their educational programme the Principal will meet with the parents and other relevant/appropriate health professionals to consult regarding the identified adjustments, and how/if these can be implemented.
11. Where the School can demonstrate that the enrolment will cause unjustifiable hardship in relation to the student and the circumstances of the School, in consultation with the Association of Independent Schools of NSW, the enrolment will not proceed.
12. The School does not hold places for students if the offer of enrolment, the enrolment application fee and accompanying paperwork have not been returned within a 14 day time frame.
13. When accepting a place at the School parents are giving their agreement to the School's programme, philosophy and practice. To this end, students are expected to be fully involved in the life of the School and its curricular and co-curricular activities.
14. One full term's notice of withdrawal of a student from the School is required in writing, addressed to the Principal, by the first Friday of the term prior to departure, otherwise a full term's tuition fees may be charged in lieu of notice. Continuing enrolment from one year to the next is assumed and the full term notice applies.

Requirements for continuing enrolment include: having no outstanding school fees, maintaining acceptable attendance rates and behaving as per the Student Code of Conduct. Any failure to comply with these requirements may result in the student's enrolment being reviewed. Upon review the student's enrolment may be subsequently terminated at the discretion of the Principal.

#### **RELATED DOCUMENTS**

- *Behaviour Support Policy*
- *Current Business Notice*
- *Enrolment Procedure*
- *Gender Diverse, Transgender and Intersex Students Policy*
- *Student Code of Conduct Policy*
- *School Community Code of Conduct Policy*
- *School Community Complaints Policy*