



ST. PETER'S
Anglican Primary School

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Enrolment Policy

ENROLMENT POLICY

VERSION CONTROL/CHANGE HISTORY

Version	Change	Author	Date
1.0	Review of Policy	Executive/Staff	May 2014
2.0	Review of Policy	Executive/Staff	July 2014
3.0	Review of Policy	Executive/Staff	December 2014
4.0	Review of Policy	Executive/Staff	February 2017

Next to be reviewed: February 2019

"The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards."

SPECIFIC AIMS

At St Peter's all children are encouraged to:

- Develop an understanding of the Gospel message and the importance of serving God in their lives;
- Develop fully their intellectual, social and physical abilities;
- Think critically and creatively;
- Develop enthusiasm and respect for learning;
- Show respect and courtesy towards others;
- Learn the value of working together for a common good and appreciate the importance of service to others;
- Show initiative and develop qualities of leadership within the School and wider community;
- Care for the physical environment;
- Develop a global perspective and the ability to adapt to change;
- Appreciate the joy of living in a spirit of thankfulness to God.

ENROLMENT POLICY

TERMS OF ENROLMENT

It must be noted that the terms and conditions set out in this document, in the Prospectus and on the Application Form and all associated papers or information sheets, may be amended from time to time by the Head of School, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

AVAILABLE REBATES

Sibling discount is a percentage discount on Tuition Fees for families with multiple students simultaneously enrolled at the Schools.

- First student in the household enrolled at the School is to be charged full Tuition Fees as per the current fee schedule for the current year of schooling attended.
- Second student in the household enrolled at the School is to receive a 10% discount off Tuition Fees.
- Third student in the household enrolled at the School is to receive a 50% discount off Tuition Fees.
- Fourth student in the household enrolled at either School is to receive a 75% discount off Tuition Fees.
- Fifth and subsequent student in the household enrolled at the School are to receive a 100% discount off Tuitions.

Note:

1. "Household" means the residence that student stays overnight at the majority of the year.
2. If an individual is responsible for paying Tuition Fees for students in multiple households they are not entitled to Sibling Discounts under the conditions outlined above, unless this responsibility is as a result of a court judgement ie Family Court Ruling.

TERM DATES

Term dates are published a year in advance. It is expected that only in exceptional circumstances, which are to be addressed to the Head of School in writing, would a student be absent on vacation or travel at times other than the official vacations.

INSURANCE

It is the responsibility of the parent(s) or guardian(s) of each student to provide appropriate insurance cover should a student be injured or taken ill at school. While the School carries comprehensive insurance policies, the responsibility for individual insurance rests with the parent(s) or guardian(s) of each student who attends the School. Insurance of personal property is the responsibility of the parent(s) or guardian(s). The School does not accept responsibility for personal property brought to School.

DISCIPLINE OF PUPILS

The continued enrolment of a student is dependent upon his/her behaviour being in accord with the School Standards and Expectations as amended from time to time. Parents shall withdraw a student upon request of the Head of School. A positive approach to discipline applies in the School, with a series of behaviour management strategies available to staff for misdemeanours by students. We pride ourselves on the few externally imposed discipline measures required in the School. Our students know the standards required and the School's expectations of them. The wearing of the full School uniform appropriate to a given activity is expected of all students.

GENERAL

- (a) Except when the express permission in writing of the Head of School is given, students are not permitted to leave the School at the end of a term until the recognised closing date.
- (b) A note to the class teacher signed by a parent or guardian is required to excuse a student for lateness or absence, or for not preparing work.
- (c) Attendance at School Services and Presentation Evenings are compulsory. Non-attendance must be satisfactorily explained in writing to the Head of School.
- (d) When a student is absent the reason for absence must be outlined in writing by the parent or guardian upon the student's return to the School. Please note:
 - (i) students shall attend School functions as and when required;
 - (ii) all students, unless excused by the Head of School, are required to attend annual Year Camps.

THE CONDITIONS OF ENROLMENT

The conditions of enrolment are as follows:

1. Registration of a student's name is subject to the payment of a non-refundable Application Fee for each student. Payment of this fee allows the student's name to be placed in the registration file in the nominated year, pending the outcome of the interview, the offer of a place at the School and the payment of the Enrolment Fee confirming the intention to take up this place (see condition 4 below).
2. **Once a student is in attendance at the School, at least one term's notice in writing of withdrawal must be given to the Head of School. In default of such notice, a term's fees will - be charged.**
3. a. If the Head of School, or any person deputising for the Head of School, considers that a student is guilty of a serious breach of the rules of the School or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Head of School may exclude the student permanently or temporarily at their absolute discretion.

b. If the Head of School 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 the relationship, then the Head of School may require the parent to remove the student from the School.

No remission of fees will apply in either case.

4. The Rules and Regulations of the School shall be duly observed by a student and parents or guardians.
5. The School provides a supervised Sick Bay where students who are taken ill at school or are injured are accommodated while contact is made with parents or guardians as quickly as possible. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, and the like, and if the parent or guardian is not readily available to authorise such treatment, a responsible person on the School staff is hereby empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent or guardian in so doing. The parents or guardians indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
6. All school fees and charges are due and payable within 30 days of the statement issue date.
7. Families are encouraged to use the fortnightly direct debit payment option.

Interest may be charged on overdue accounts.

Parents should contact the Corporate Services Office in the first instance.

8. Where fees are still outstanding at the end of that term, and satisfactory arrangements for the payment of such fees have not been made, then the student will not be accepted back into the School the following term.

9. Absence from the School during the whole or any part of the term does not remove the obligation to pay that term's fees.
10. The parent(s) will actively support the aims of the School whenever and wherever possible.
11. Attendance of students at Christian Scripture/Biblical Studies lessons, Chapel and Whole School Services and activities conducted at or by the School is a compulsory requirement of enrolment at the School.
12. It is an expectation of the School that parents will attend School Services, Junior Primary or Primary Presentation Evenings and other important School functions.

PROCEDURES FOR ENROLMENT: The normal entry point of the School is Prep

Children entering Prep

Our Prep is a Kindergarten minus program. As such, students entering Prep should meet the criteria for entering Kindergarten, the following year.

Prep is part of our school and as such, by accepting enrolment, the expectation is enrolment will be sustained until the end of Year 6.

Children entering Kindergarten

Children entering Kindergarten must have reached 5 years of age by 30 April in their admission year.

(a) Application for Admission

The Application Form must include the following documents:

- Student's Birth Certificate
- Latest Pre-School/School Report
- Visa documents, if applicable
- NAPLAN results for applications from Years 4 to 6
- Any applicable legal papers, court orders or parenting agreement
- Any additional educational, developmental or medical assessment reports which are relevant to your child's educational needs (where applicable)
- Immunisation Certificate (where applicable)

(b) An Application fee will need to be paid upon submitting an Application for Admission. This fee is located on the St Peter's Anglican Primary School website.

(c) Upon receipt of the above, and if these are deemed satisfactory, an acknowledgement of the Application Form and Application Fee receipt will be provided. We will advise as soon as practicable as to availability of the classes sought. Our main intake point is Prep (Pre-Kindergarten) and Kindergarten, and other classes if and when vacancies occur.

(d) Registrations are generally processed in order of receipt of the Application Fee. Please note enrolment is subject to the outcome of an enrolment interview process which would include a visit to the School (and a determination made in regard to developmental readiness for Prep or Kindergarten). Priority for enrolment is given to siblings of current St Peter's children, children of staff and clergy and children of families who attend St Peter's Church each week. An offer of placement is then

generally communicated to parents according to how long an application has been lodged at the School.

- (e) It is absolutely essential that the School be notified of any change of contact details including residential address and phone number. Failure to do so may result in loss of contact and subsequent lapse of an offer of enrolment.
- (f) If a placement is offered, the School will forward a letter of offer. At this point, an Enrolment Form will need to be completed, including the following:-
 - Passport size photo of the student
 - Any additional educational, developmental or medical assessment reports which are relevant to your child's educational needs (where applicable)
 - Up to date Immunisation Certificate (where applicable)
 - Entrance Questionnaire (supplied by the School) within the Enrolment Form
 - Medical Information and Medial Release Forms (supplied by the School) within the Enrolment Form
- (g) A non-refundable Enrolment Fee will need to be paid upon accepting an offer for enrolment. This fee is located on the St Peter's Anglican Primary School website.

School Term Fees

School fees for the current year are located on the St Peter's Anglican Primary School website.

The School reserves the right to amend the Conditions at any time.

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