

ENROLMENT POLICY

Next review date: January 2020

Last reviewed: February 2018

By: Principal

St Mary's Anglican Girls' School is committed to an open enrolment policy that is consistent with the principles of equal opportunity and anti-discrimination.

Student Intakes

St Mary's Anglican Girls' School enrolls students in Kindergarten and Years 1, 5, 6 and 7. Acceptance of a place in Kindergarten secures a place in Pre-Primary, Year 1 and beyond at St Mary's.

Enrolments outside of these intakes will be considered on an individual basis.

Enrolment Criteria

Students are allocated places via our non-discriminatory enrolment procedure.

We accept enrolments in order of:

- boarders;
- siblings of current students; and
- daughters of Old Girls; and
- date of application.

Final placement is at the Principal's discretion and we reserve the right to offer places outside this list of priorities.

Enrolment Application

The **Application for Enrolment** form is an important document that provides the School with information that will enable it to meet its legal obligations. It is therefore important that information on the enrolment form is complete and accurate. This information may include:

- details of legal provisions for care, welfare and development of the student (including copies of Family Court orders);
- country of residence of the student, and if applicable, the right to reside in Australia;
- emergency contact information;
- details of any disability the student is known to have; and
- details of any medical condition the student is known to have and any procedure to be followed if the condition requires or may require support during the day.

Please note that an application for enrolment at St Mary's does not automatically guarantee placement at the School.

Our enrolment application form is updated annually.

Deferment

Upon offer of a position for a student at the School, applicants may defer to another intake year. However, the student may be wait-listed for that intake year as the available positions for this intake may have been already offered and accepted.

Conditions of Enrolment

Students are enrolled at St Mary's Anglican Girls' School provided the following conditions are all met:

- The regulations and procedures of the school are satisfactorily observed in all respects.
- The student upholds the values, standards and expectations of the School.
- The student gives of her best with her studies.
- The school's terms of payment of all tuition and other educational fees are satisfactorily observed.

Communication

Both parents will receive information regarding their daughter's education, unless a court order is applicable.

The School will use the contact details as provided on the **Application for Enrolment** or any update of these thereafter.

Notice of Withdrawal

For non-boarding students, a full term's notice is to be provided in writing to the Principal before the withdrawal of the student from the School. Without a full term of notice, one term's fees will be payable.

In the event of the withdrawal of a student from the boarding house and from the School during a year, whether the withdrawal is at the parents' or School's instigation, boarding fees must be paid for the remainder of the year and tuition fees must be paid for the ensuing term.

In the event of the withdrawal of a student at the end of a year, written notice must be given to the Principal prior to the commencement of fourth term; otherwise, one term's tuition fees and boarding fees must be paid

Personal Information and Privacy

An enrolment register is maintained showing the details of each enrolled student, and where applicable, the date on which enrolment ceases. These records are retained for at least seven years from the date enrolment ceases.

On an ongoing basis, the School manages the currency of students' enrolment information by requesting that parents/guardians communicate all updates of their daughter's enrolment information as they become aware of the changes. To maintain the privacy and confidentiality of student personal information, St Mary's has implemented comprehensive record keeping systems and procedures. Please refer to our Privacy Policy.

International Students

St Mary's Anglican Girls' School encourages the enrolment of overseas students. They are an important part of our School as they enrich our culture and bring a greater understanding and appreciation of other communities' lives and values.

International students are allocated places via the standard, non-discriminatory enrolment procedure. The maximum number of international students that St Mary's can have enrolled at any one time is specified by the Department of Education. Pre-enrolment information, including the rights and responsibilities of both parties, is outlined in the International Students Brochure, Fees and Charges and Enrolment Application.