

ENROLMENT POLICY

PURPOSES

A psychologist's report documenting functional skills and recommended strategies for working with the student;

A speech pathologist's report documenting receptive and expressive language skills and any recommendations for programs or technology in the classroom;

Occupational and physiotherapy reports documenting self-help skills and mobility, including assistive technology reports recommending equipment and access audits regarding access to premises;

Medical specialist reports identifying issues which need to be considered by the College;

Vision and hearing reports documenting level of functioning and recommended strategies.

Financial information i.e. income bracket and financial status

In considering an enrolment application, the College will:

invite relevant parties to visit the College to discuss the needs of the student, relevant issues and participate in potential adjustments to address these;

assess, with contributions by relevant parties, the College's physical environment to identify issues and potential solutions;

seek feedback and suggestions from relevant College staff and other external special educators about the possible impact of the adjustments required by the College if the student was enrolled;

seek information about potential government funding assistance and access to other services;

contact the Association of Independent Schools of NSW (AIS) about funding application requirements;

keep the applicant's nominated caregiver informed as to the progress of the application;

prior to acceptance of enrolment, communicate clearly any strategies necessary to meet the student's needs;

provide professional development for staff to permit positive educational, social and psychological outcomes and the elimination of any discriminatory actions or language;

provide a member of staff to monitor the ongoing enrolment of any student requiring enrolment adjustment, and report on this to the College Principal.

Refusal or postponement of enrolment will be made where, in the College Principal's estimation, either the College did not have the capacity to address the student's individual needs or that the student's enrolment is considered, after the consultative process, to be an unjustifiable hardship (see Adjustments). The College Principal will meet with the applicant's nominated caregiver, along with specialist and AIS involvement if required to inform them of this decision. This determination would be made only after identifying and investigating reasonable adjustments that would be required to facilitate the student's access to and participation in the educational opportunities afforded to all students at the College, as well as an analysis for the initial years of the student's schooling and their potential needs in future years. Consideration of the impact of the student's enrolment on other students currently enrolled in the class would also be part of the decision process, which will involve the

College, nominated caregiver and relevant experts working collaboratively to jointly seek solutions that are most likely to produce positive results for all parties. Records will be kept of the process and related decisions.

Following an unfavourable enrolment decision the nominated caregiver is able to make representation using the College's complaint procedures.

Class sizes

Class numbers are limited to the following maximum numbers:

- K to Year 2 - 24 students if composite to a max of 22 per straight class
- Years 3 to 6 - 30 students if composite to a max of 24 per straight class
- Years 7 to 10 - 28 students
- Year 11 to 12 - 28 students

Changes to these class sizes must receive Board approval.

Class maximums in composite classes would take note of the Year of the majority of the children in the composite class and set the class numbers accordingly.

The enrolment of students requiring an adjustment is considered on an individual case basis (see Adjustments). The student's impact on teacher time, facilities, utilisation of resources and specialist staffing may require an adjustment to the class sizes from those set in this Policy.

Enrolment of non-Christadelphian children is to be at the discretion of the College Principal.

Caregivers and the applicant are to be interviewed by the College Principal or appointed officer to outline the ethos of the College and to ascertain their ability and willingness to support this ethos. The College Principal will seek a further interview to be conducted by representatives of the Board for those students seeking to enrol in Year 8 or above, and for students seeking to enrol in lower Years in some instances.

Applicants are placed on the waiting list in order, at the discretion of the College Principal.

PAYMENTS

The College will require payment of:

- a) A non-refundable Enrolment Fee; and
- b) College tuition fees.

CONTRACT TERMS