

WILLIAM BRANWHITE CLARKE COLLEGE COUNCIL

Management Policy

Enrolment Policy

Policy	It is the policy of the College to use enrolment criteria to identify students from the register of applications for possible enrolment at the College.
Purpose	William Clarke College keeps a register of enrolments of all students at the College in its database – Synergetic. This is kept in accordance with the NESA requirements.
Relevant Compliance Legislation or Document	Education Act 1990 (NSW) Disability Discrimination Act 1992 (Cth) Disability Standards for Education 2005 (Cth) Health Records and Information Privacy Act 2022 (NSW) Privacy Act 1988 (Cth) Public Health Act 2010 (NSW) The William Clarke College Prospectus
Scope	This policy applies to: - all enrolled students - all prospective students The major points of entry for students are at Preparatory school, Kindergarten, Year 7 and Year 11. Entry into non-intake Year groups is possible if a vacancy arises in that specific Year group, or if there are compelling reasons for the College to offer a place to the student at the discretion of the College.
Definitions	Throughout this policy, unless the context requires otherwise: Parents includes biological parents or legal guardians.
Procedures	The College enrolls students into the main intake years of: 1. Preparatory school – 4-year-olds 2. Kindergarten – 5-year-olds 3. Year 7, and 4. Year 11 We encourage interested families to apply at least 24 months prior to entry for Year 7, with applications for Preparatory, Kindergarten and Year 11 to be submitted 12 months prior to entry. However, prospective families may submit enrolment applications for non-intake years (Year 1-6) and (Year 8-10) at any time during the year. Prior to applying for enrolment, a parent/carer is advised to refer to the College Prospectus and the fee schedule contained on the College's website. All applications for enrolment must be accurately completed by: - Completing the online Application Form which is found on the website - Be signed or digitally acknowledged by both the parent/carer(s), when relevant, - Paying the non-refundable Application Registration fee, as determined in the current College Fee Schedule, and paid to the College - Being accompanied, as applicable by copies of the student's: - birth certificate - relevant Passport or visa - immunisation history from Medicare, and

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	– any documents from a healthcare professional or educational practitioner Once an Application Form has been submitted including all above requirements, it will be processed, and an email will be issued acknowledging the application. All applications are placed on a Registered Student Applications list. Parents' declaration In completing the application form we will ask the parents/carers to declare that to the best of their knowledge they have: • Disclosed any special needs of their child. • Provided a copy of any Parenting or Restraint Order that applies to the prospective student and parents/carers. • Fully completed the application form. If parents/carers withhold information relevant to the registration and enrolment process then the College reserves the right to refuse or terminate the enrolment process on these grounds. <i>Recording of Immunisation Status</i> • Evidence of a child's immunisation status is to be received at enrolment (children can still be enrolled if parents/carers do not provide this information but they will be recorded as unimmunised and may be excluded during a disease outbreak). • A record of each student's immunisation status is maintained. • If a student transfers to another school, we provide a copy of the student's immunisation form to the parent/carer or school upon request. • The College must notify the public health unit if an enrolled student has a vaccine preventable disease, or if the College reasonably believes that an unimmunised enrolled student has come into contact with someone who has a vaccine preventable disease. The College must exclude students at risk of contracting a disease from attending the College on the direction of a public health officer (public health officers will have the authority to direct an unimmunised student whom the officer reasonably believes has been in contact with a case of a vaccine preventable disease to be excluded from the College, regardless of whether there is an outbreak at the College). ENROLMENT PROCESS <i>Students joining the College in Preparatory School</i> • Students applying for Preparatory School must turn four by 31 March of the commencement year. • All relevant applications for the coming year are considered at least 8 months prior to the start of the school year. • An Information Evening is generally held during the year. All families who have been offered a place prior to this evening are invited to this event. • Preparatory School enrolment interviews between selected parents/carers and the Registrar or the Director of Enrolments take place in the year prior to entry.
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- At the same time, the child attends an informal observation/playtime with one of the Preparatory School teachers to assess readiness for Preparatory School including;
 - children being toilet trained unless there is a diagnosed medical condition.
 - children being able to converse in English.
- Offers of a place are made soon after the interviews are completed, or when students have additional needs after follow-up with our Diverse Learning Team. Follow up may involve consultation with family, health professionals or educators. It also may require updated reports, assessments with College staff or a visit to their current educational setting.
- Students enrolled into our Preparatory School continue their enrolment into Kindergarten and from there, into future years at the College.

Students joining the College in Kindergarten

- Students applying for Kindergarten must turn five by 31 March of the year that they are in Kindergarten.
- All relevant applications for the coming year are considered at least 12 months prior to the start of the school year.
- An Information Evening is held during the year.
- Kindergarten enrolment interviews between selected parents/carers and the Registrar or the Director of Enrolments begin in February in the year prior to entry.
- At the same time, the child attends an informal observation/playtime with one of the Primary School teachers to assess readiness for Primary School.
- Offers of a place are made soon after the interviews are completed, or where appropriate after follow-up with our Diverse Learning Team.

Students joining the College in Year 7

- All relevant applications for the intake year are considered at least 18 months prior to the start of the school year for Year 7.
- An Information Evening is held during the year. All families who have been offered a place prior to this evening are invited to attend.
- Interviews begin in the middle of the year when the student is in Year 5 (for Year 7 entry) between selected parents/carers, students and the Registrar or the Director of Enrolments.
- Offers of a place are made soon after the interviews are completed, or where appropriate after follow-up with our Diverse Learning Team.

Students joining the College in Year 11

- All relevant applications for the coming year are considered at least 6–8 months prior to the start of the school year.
- Interviews follow from September the year prior to entry between selected parents/carers, students and the Registrar or the Director of Enrolments including a discussion of subject lines.
- Offers of a place are made soon after interviews are completed, or where appropriate after follow-up with our Diverse Learning Team.

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	<i>Applications to fill a vacancy in non-intake years</i> Applications for other year groups are accepted at any time and placed on the relevant registered student list. If a vacancy occurs, all students on the registered student list for that year are considered. For most years of the College's history, more families have sought enrolment at the College than we have been able to accommodate. Eligible families and students may not be offered a place due to the high demand for a limited number of places available. <i>Deferral of offers</i> If the College offers a student a place for a particular entry point, that offer only applies to that point of entry: it does not apply for a later entry point. <i>Students with disability</i> The College will engage families in a collaborative planning process for applications that indicate specific needs or requirements because of a disability. This will involve a member of the Diverse Learning team and/or a senior staff member participating in the process. The collaborative planning process can include: • Consultation to understand the student's specific needs and requirements at school with the family, health professionals and educators and how the College environment might support those needs (regarding physical access, health issues, personal care needs, communication needs, curriculum access, specialist agencies and emergency procedures). • Collaboration with the above stakeholders on potential solutions and identification of reasonable adjustments that are necessary to meet the student's needs, including the effect of the proposed adjustment on the prospective student, staff members and other students. • Visiting the child's current educational setting for observation and to discuss their needs with their educators. • Requesting the family acquire updates to existing documentation. • Undertaking assessment with a College staff member. • Consideration of whether the proposed reasonable adjustment/s might pose an unjustifiable hardship to the College, including the financial expenditure required to implement the proposed adjustment/s. Whilst this collaborative planning process is in operation, a place of enrolment will be held in reserve. It is recognised that this process can easily take 10 weeks and on occasion up to several months. While in consultation with the family, the College will work to provide: a) Information about the enrolment processes: (i) that addresses the needs of students with disabilities. (ii) is accessible to the student and his or her associates. (iii) is made available in a range of formats depending on the resources and purposes of the provider and within a reasonable timeframe. b) Enrolment procedures are designed so that the student, or an associate of the student, can complete them without undue difficulty; and c) Information about entry requirements, the choice of courses or programs, progression through those courses or programs and the educational settings
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	for those courses or programs is accessible to the student and his or her associates in a way that enables the student, or associates, to make informed choices. Enrolment Criteria We seek to offer places to those who are most likely to benefit from all that we have to offer and those who will contribute the most to the College Community supporting our purpose and virtues. Some of the criteria we take into consideration are: • Parent/carer who is an existing member of staff • Family links with a Christian church • Willingness to be part of a Christ-Centred Community • Sibling(s) at the College • Parent/carer or sibling who is a past student of the College • School reports and test results, and other references. • Co-curricular skills and involvement. • Class sizes. • The ability of the College to provide an ideal learning environment for the student's academic, social, physical, and emotional needs. No single criterion from this list is by itself a final determining factor. The College will determine the weighting of the criteria based on the application and the changing needs of the College from year to year. As parents/carers should be free to choose a school, so the College will select students and families most likely to be well served by the education offered. Decisions taken are the responsibility of the Director of Enrolments and the Head of College. Continued enrolment at the College is dependent upon the student making satisfactory academic progress, attending consistently, the student and the parent/carer(s) observing all behavioural codes of conduct, being fully supportive of the College including in relation to behaviour and discipline issues and other requirements of the College. The offer of a place will be accepted by both parent/carers(s) (when relevant) signing of the Conditions of Enrolment form, and payment of the non-refundable Enrolment Fee. Ceasing enrolment Parent/Carer(s) must provide a term's notice in writing of their intention to cease the enrolment of a student (other than at the completion of Year 12), and also provide the student's next educational destination. Where such notice is not provided, families shall be expected to pay one term's fees in lieu of notice, other than with the express written approval of the Head in exceptional circumstances. Privacy of information supplied All enrolment information parent/carer(s) supply during the enrolment process will be kept confidential and accessed only by those staff with authorized access.
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Delegation & Responsibilities	Responsibilities:	
	Director of Enrolments - assumes overall responsibility for all the operations and responsibilities for the Enrolments department under the delegated authority of the Head of College, including applications, tours, interviews, recommendations. - Assess enrolment applications and decides who to interview, and who to offer a place to.	
	Period of Delegation	indefinite
	Accountability	As above

DOCUMENT STATUS

Document Approver	Head of College
Document Author	Business Manager
Version	7
Date of adoption	1 September 2025
Date for Review	See College Policy Register

PREVIOUS VERSION HISTORY

Version 1	31 August 2018
Version 2	May 2019
Version 3	22 November 2021
Version 4	17 June 2022
Version 5	28 March 2024
Version 6	27 May 2024