



Enter to Learn, Go out to Serve

Enrolment Policy and Procedures

The School's policies, which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the NESA Manual for the Registration and Accreditation of non-Government Schools.

Macarthur Anglican School is an independent, co-educational Christian school, providing an education for school age children from Kindergarten to Year 12. Macarthur also provides a preparatory school experience in its pre-Kindergarten Transition Programme.

A child can start Kindergarten at Macarthur at the beginning of the school year if they turn five on or before 30 April in that year (depending on Macarthur's assessment of the student's readiness). By law, all children must be enrolled in school by their sixth birthday. New enrolments are generally accepted for students from Kindergarten to the beginning of Year 11, with the main entry points being Transition, Kindergarten, Year 5, Year 7 and the beginning of Year 11. Macarthur does not enrol students for the final HSC year, nor does it enrol students who have extensively completed their Preliminary HSC year at another educational institution.

The School's educational programme aims, within a Christian environment, to prepare students for opportunities of life-long learning, including (though not limited to) further education at university and other tertiary institutions. Parents enrolling children at Macarthur should be aware that the school's academic programme and subject offerings in Years 11 and 12 are designed to enable all students the opportunity of matriculation to university.

Rationale

General Enrolment Criteria

The final decision regarding admission of all students lies with the Headmaster.

Apart from a limited number of students awarded an Academic and/or Music Scholarship each year, Macarthur does not select students exclusively on ability (academic or otherwise).

All applications for enrolment are considered according to a number of criteria. The chief general criterion is based on the notion of mutual benefit. Macarthur desires to enrol students who it is perceived will benefit from a Macarthur education and from whom Macarthur perceives will benefit by their enrolment.

Students who will best benefit from a Macarthur education will be those who will be willing to:

- Abide by all the rules of Macarthur Anglican School as they apply from time to time.
- Participate fully in the School's academic programme, including the completion of homework and assessments.
- Participate fully in the Christian education programme, including but not limited to Chapel, Biblical Studies and the School's Outdoor Education Programme.
- Wear the School Uniform in accordance with the uniform policy and comply with the School's dress standards at school and to and from school.
- Participate in the School's diverse co-curricular programme.

For students seeking enrolling in Macarthur after a period of attending another school demonstrated compliance to the above expectations at their previous place of learning will be a minimum pre-requisite in any consideration of enrolment.

Macarthur Anglican School will also benefit from enrolling students with demonstrated compliance in the above areas.

The school will further benefit from students whose parents and families:

- Co-operate and support the School in matters of student discipline, dress and bearing and student participation in the School's academic, co-curricular, and Christian programmes.
- Fulfil their financial obligations to the school by making all payments of fees and associated charges at designated times.

For families seeking enrolment at Macarthur after a period of attending another school demonstrated compliance to the above expectations at their child's previous place of learning will be a minimum pre-requisite in any consideration of such an enrolment.

Parents or Guardians enrolling a student at Macarthur are expected to agree to all the terms outlined in 'The Conditions of Enrolment – Transition to Year 12' which forms part of the Letter of Offer for Enrolment (See Enrolment Guidelines and Procedures for a copy of this document).

Priority Enrolments

From time to time, especially during periods of high enrolment demand, the Headmaster will need to determine the priority or suitability of certain enrolments.

A priority for enrolment will be given to students who are:

- Siblings of students already attending the School
- Children of Christian clergy or Teaching Staff
- Children of former students
- Children with close family and/or historical connections to the School
- A family affiliation with the Anglican Church
- A family affiliation with another Christian denomination and following that:
 - The gender balance within a cohort
 - Suitability and perceived commitment of students/parents to support the school's ethos and expectations.
 - Date of application.

Suitability will be determined on the notion of 'mutual benefit' outlined above.

The date of application will be calculated according to the number of days an application is received after a child's birth date. (ie. If a child's birth date falls on 20 March and their application is received one day later, they will take precedence over a child whose first birthday is the 10 March who submits an application five days later. This allows for students who are born later in the cohort to receive an even chance of securing a place.)

During periods of high enrolment in certain year groups (eg Transition, Kindergarten and Year 7), a staged approach to the offer process may be enacted whereby successful applicants will be informed in multiple tranches (typically 2 weeks prior to the end of each term). The Registrar will then keep a Year Group Waiting List and advise those on the list when a vacancy becomes available.

Enrolment of International Students

As part of the School's international focus, (which includes an emphasis on the teaching of foreign languages and provision of opportunities for students to travel and study abroad), the School also enrolls students from overseas and welcomes exchange students.

Enrolment of Students with Disabilities

Macarthur supports the enrolment of students with a disability and acknowledges and supports the rights of parents and carers to be fully informed and actively participate in key decisions relating to their child's education.

Any decisions about admission, enrolment or participation will be made on the basis that reasonable adjustments will be made where necessary, within the means of the school, so that the student with a disability is treated on the same basis as a student without a disability.

Record Keeping of Enrolment Data

Records of enrolment are maintained either electronically or in hard copy for a minimum period of five years.

Enrolment Guidelines and Procedures

All applications are processed according to the School's Enrolment Policy and the following Guidelines and Procedures.

Enrolment Supervision and Record-Keeping

The day-to-day application of this policy and enrolment procedures is carried out by the Deputy Headmaster, the Registrar, The Head of Student Admissions and Staff Services and other delegated staff.

The School accepts the enrolment of students from the day following their birth date and maintains an electronic database of family and student details prior to the time of commencement. Throughout their time in the school students remain on the electronic database and a hard copy of their critical files are kept in the School's compactus.

Records of past students are also maintained on the database and copies of critical files are stored electronically on online servers. In the first twelve months following a student's departure any hard copy files are transferred to the online server. Thereafter they are filed as archives indefinitely. At the time of writing this policy the school is also in process of archiving historical enrolment documents electronically.

The Process of Enrolment

Application for Enrolment

As the first step, families seeking a place for their child at Macarthur may submit an Application of Enrolment together with an Application Fee of \$350 following their child's birth date. Parents are encouraged to apply for enrolment as soon as their child is born.

An 'Application of Enrolment' does not in itself secure a place, but ensures that the Child is placed on the Enrolment list for their cohort year. The Online Application Form is on the School's website. The Application will be acknowledged by the Registrar.

School Invitation for Interview with Student and Family

Approximately 12-18 months before the anticipated commencement date parents and guardians will be invited, in priority order, via email by the Registrar to an enrolment interview.

Parents and/or guardians will need to respond to the Registrar's invitation within 10 working days to keep their priority listing. At this time they will also be required to submit the following documentation online:

For All Students

- A copy of the child's birth certificate
- A copy of the Australian Immunisation Register for their child
- A copy of proof of citizenship (if born overseas) or
- A copy of the applicable VISA that allows for domestic fee charges

For students who have attended previous schools

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- A Copy of the last two School Reports
- A Copy of NAPLAN Results (if applicable)
- A Copy of Psychometric/Learning Support Reports including Speech Therapy Reports (if applicable)

School Interview with Student and Family

Every student seeking admission is interviewed in the company of at least one parent within 18 months before enrolment. At the interview the following matters are discussed:

- The nature of the academic programme of the School and the academic history of the student (if applicable)
- The Christian philosophy and practice of the School and the family's preparedness for their child(ren) to participate
- The philosophy and practice of the School's co-curricular programme
- Any critical health matters related to the student
- The expected standards of work, discipline and dress and bearing of the student.

- The history of any learning difficulties or disabilities (if applicable).
- The fee structure of the school and the financial expectations of the School.

Consideration is given to each applicant's supporting statements, documentation, references and interview responses regarding their ability and willingness to support the School's ethos and the 'Conditions of Enrolment'.

Each applicant's apparent educational needs are given due consideration. To do this the School will gather documentary information and consult with the parents and other relevant people, view reports and carry out assessments.

The admission process also seeks to identify any strategies that may need to be put in place to accommodate the applicant if the enrolment is made.

The Letter of Offer, Payment of Enrolment Fee and Confirmation Fee

Following the admission process, the School will inform parents in writing of their success or otherwise regarding the offer of a place in a given year. It is NOT possible to defer acceptance of an enrolment place to a later year.

Provided that the School is satisfied that parents and the students can meet the demands of the General Enrolment Criteria (see above) a Letter of Offer of Enrolment will be sent to the family. The Letter of Offer and the associated Enrolment Fee and Confirmation Fee must be accepted and paid within a fortnight of the letter being sent.

English and Additional Language Students

In the case of domestic 'English as Additional Language' students:

Where a student has not been taught in English as the mode of instruction for at least two years and are seeking enrolment at Macarthur, a condition of enrolment will be:

1. Commit to academic testing to measure their child's English proficiency.
2. Commit to enrolling the child in additional EAL tutoring classes as requested by the School.

Fees associated with both the testing and the associated tutoring will be borne by the enrolling parent who will be informed of these expectations and associated costs at the enrolment interview.

International Students

In the case of International students:

1. Macarthur is registered under the ESOS Act to provide courses to overseas students.
2. Detailed information on the enrolment of international students is contained in the International Student Manual.

Students with Disabilities

In the case of enrolment of students with disabilities please consult Macarthur's Disability Policy and Disability Guidelines and Procedures.

This policy is reviewed annually. The last textual change to the policy was May 2020.

Process of Enrolment at Macarthur Anglican School

Application for Enrolment

If parents would like to enrol a child they must first complete an Application of Enrolment after their child's first birthday and pay an Application Fee



Invitation to Enrolment Interview

Approximately 12-18 months before the anticipated commencement date parents and guardians will be invited, in priority order, via email by the Registrar to an enrolment interview. They will have 10 working days to respond and upload their child's documents.

Enrolment Interview

No enrolment will proceed without an interview with the child and at least one parent. On the basis of the School interview a recommendation on enrolment is given to the Headmaster.



Letter of Offer

Following the interview (but not before) a Letter of Offer is sent to the parents of the prospective student. The Conditions of Enrolment are sent with the Letter of Offer



An acceptance of the Letter of Offer must be returned with all parties responsible for the paying of fees having signed the document. The Enrolment Fee and Confirmation Fee should also be paid when the Acceptance is returned.



Student is enrolled and ready to commence their schooling.

Conditions of Enrolment (T-12)

The Terms and Conditions of Enrolment have been developed in order to make as harmonious as possible the joint work of family and School in the education of a child. One of the features of the School's approach is the importance of cooperation and partnership with mutual understanding.

Interpretation

'Parents' include guardians or any other person who has Registered a child for future enrolment or enrolled a child at the School and, where the child has only one parent, means that parent.

Fees

1. Parents agree to pay:
 - a. the applicable Enrolment Fee, Enrolment Confirmation Fee and Capital Contribution by the due date; and
 - b. all the School fees for Tuition, the Student Activity Fee, additional fees for excursions, camps and the supply of goods and services to the student as determined by the School and as advised by the School from time to time.
2. All fees are due upon receipt of the annual school fees invoice sent to parents in January of each year.
3. Parents agree that:
 - a. if they do not pay the fees in full by the end of week two of Summer Term they must complete and submit to the Accounts Office a Paysmart™ payment form; and
 - b. if the fees are not paid in full by the conclusion of week two of Summer Term and parents have not completed and submitted a Paysmart™ payment form by the same date, the fees account will then be overdue.
4. Where fees are paid by the same person a sibling discount applies to the second, third and subsequent children where these students are enrolled at the School at the same time.
5. If an account for fees and/or charges is overdue the student's enrolment may be suspended and the School may subsequently without further notice refuse entry to the student or terminate his/her enrolment until the overdue fees account is paid.

6. Immediate contact should be made with the Business Manager if parents anticipate any difficulty in the payment of fees.
7. A full term's notice in writing must be given to the Headmaster before any student is removed from the School. The notice must be given no later than one week prior to the end of the preceding term. If this notice is not given, parents agree to pay one term's fees plus GST. This amount is a genuine pre-estimate by the School of the loss that it would suffer due to forward planning if parents do not provide the required notice.
8. No remission of fees, either in whole or in part, will be made if the student is absent due to illness, leave or suspension including attendance at camps, excursions or overnight trips that form part of the compulsory curriculum of the School.
9. Parents authorise the School to incur expenditure on their behalf such as for purchases of books, stationery and equipment, and to advance such fares from time to time as the School considers necessary.
10. Parents agree to pay all medical and ambulance expenses incurred on behalf of the student.

Expectations and Behaviour

11. Parents must support the School and understand that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. All communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. Confrontation and criticism in public is to be avoided and parents accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments whether in person, in writing or online.
12. The School encourages parents to be actively involved in the School through attendance at parent-teacher interviews and parent events, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity from time to time.

13. Parents agree to support the values of the School and to abide by the rules of the School as set out in various publications including the School Diary. Students must do the same and parents agree to encourage students in this. The School has specific requirements in relation to discipline, homework, uniform, attendance and leave, which parents must understand and which they must agree to support.
14. The School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Headmaster:
- a. Chapel Services, Biblical Studies and Christian Education Programmes and Assemblies;
 - b. co-curricular activities;
 - c. the School sports and music programmes including required attendance as spectators or audience at events as directed by the School;
 - d. important school events such as end of year prize giving assemblies, Speech and Awards Night and House functions and other events as required by the Headmaster from time to time;
 - e. various camps including the annual Outdoor Education Camp for each year group from Years 3 to 12; and
 - f. excursions, including overnight excursions, that occur from time to time as an integral part of the School curriculum.
15. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a term and/or late return from breaks are considered only in the most extreme cases and must be applied for in writing to the Headmaster.

Exclusion From the School

16. If the Headmaster, or any person deputising for the Headmaster, considers that a student is guilty of a serious breach of the School rules or has otherwise engaged in conduct that is prejudicial to the School or its students or staff, or where the parent or the student have failed to comply with these conditions of enrolment, the Headmaster or his deputy may exclude the student permanently or temporarily at their absolute discretion.
17. If the School Council or the Headmaster believes that a mutually beneficial relationship of trust and co-operation between a parent and

the School has broken down to the extent that it adversely impacts on that relationship, then the School Council or Headmaster may require the parent to remove the student from the School.

18. The Headmaster may, by giving parents reasonable notice, ask that they remove the student from the School at the end of a school year where the student has, in the Headmaster's opinion, failed to meet the requirements of the New South Wales Education Standards Authority (NESAs) or has otherwise failed to make satisfactory progress in his or her academic work.
19. The School will only exercise its powers under clause 16 and 17 to exclude a student permanently if it has provided the student and the parents with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond. No remission of fees will apply in any case of permanent exclusion of a student.

Health, Safety, Welfare and Wellbeing

20. Parents acknowledge and agree that:
 - a. they have supplied to the School all information prior to the enrolment of their child that may impact on the student's full participation in the School's educational, sporting, co-curricular and outdoor education programmes and that they have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which the student has;
 - b. they will notify the School immediately where any disclosed special needs change or where any special needs arise, or there are any changes to the information they have supplied and will on an ongoing basis provide to the School copies of medical reports or developmental assessments, such as reports from paediatricians, psychologists, speech therapists, occupational therapists, or other professionals, pertaining to the student's development; and
 - c. they will complete the student's medical form accurately and provide annual updates to the School.

Failure to supply this information may result in the exclusion of the student from the School where parents have chosen not to disclose such information or sought to mislead the School by not providing all relevant information.

21. Parents agree to give the School notice of any change in contact details as soon as practical including.
22. The School seeks to maintain an environment that is safe for all students and in which learning can take place. Parents agree that to this end the Headmaster or his nominee may search the student's bag, locker or other possessions where there are reasonable grounds to do.
23. If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if parents are not readily available to authorise such treatment, parents authorise the Headmaster or, in his absence, a responsible member of the School staff, to give the necessary authority for such treatment. Parents agree to indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
24. The School requires parents to observe School security procedures as they apply from time to time for the protection of students.
25. If parents wish to collect their children for early departure or speak in person to them they are to report to the Heads of School Office or the Administration Centre.
26. A student's personal property is not insured by the School and the School does not accept any responsibility for loss.

Privacy

27. The School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. Parents authorise the School to use and disclose information in such a manner as the Headmaster may deem appropriate for the purposes of the student's education, health, care, welfare or development. Parents acknowledge they have read the School's Privacy Policy and Standard Collection Notice available for download from the School website.
28. Parents give permission for photographs and videos of the student to be placed in the School's records, displayed from time to time around the School, and published in School publications, on its website, on the School's social media sites, and in other marketing and promotional

material.

29. Where relevant, parents agree to provide to the School all current Family Court or other court orders relating to the School and/or the student. The School's Privacy Policy deals with the confidentiality of such information.

General

30. The School may change these conditions from time to time and that the new conditions take effect from the beginning of a calendar year.