



Enter to Learn, Go out to Serve

Enrolment Policy and Procedures

Introduction

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 NESMA Manual for the Registration and Accreditation of non-Government Schools.

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

In general, a child can commence Transition if they turn four years of age on or before 1 March or Kindergarten at the beginning of the school year if they turn five on or before 1 March 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 Transition to the beginning of Year 11, with the main entry points being Transition (pre-Kindergarten), 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

	<p>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 to matriculate to university.</p>
<p>Rationale - General Enrolment Criteria</p>	<p>General Enrolment Criteria</p> <p>The final decision regarding enrolment of all students lies with the Headmaster.</p> <p>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).</p> <p>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 will benefit from a Macarthur education and from whom Macarthur will benefit by their enrolment.</p> <p>Students who will best benefit from a Macarthur education will be those whose who will be willing to:</p> <ul style="list-style-type: none"> • 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 enrolment at Macarthur after a period of attending another school, a demonstrated compliance to the above expectations at their previous place of learning will be a minimum prerequisite for entry.

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, a demonstrated compliance to the above expectations at their child's previous place of learning will be a minimum prerequisite for entry.

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

	<p>Letter of Offer for Enrolment (See Enrolment Guidelines and Procedures for a copy of this document).</p>
Priority Enrolments	<p>From time to time the Headmaster will need to determine the priority or suitability of certain enrolments.</p> <p>A priority for enrolment will be given to students in the following ways:</p> <p>First priority (in no particular order) will be given to :</p> <ul style="list-style-type: none">• Siblings of students already attending the School• Children of Christian Clergy and Macarthur Staff• Children of former students• Children with close family and/ or historical connections to the School• A family enrolling multiple children to the School• A family affiliation with the Anglican Church• A family affiliation with another Christian denomination <p>Second priority (in no particular order) will be given to:</p> <ul style="list-style-type: none">• The gender balance within a cohort• Suitability and perceived commitment of students/parents to support the school's ethos and expectations.

	<ul style="list-style-type: none"> • Date of application. <p>In addition, other factors may be considered, such as a student’s past academic or behavioural record, the gender balance within the cohort where enrolment is sought and the perceived commitment of students and/or parents to support the School’s ethos and expectations.</p> <p>A staged approach to the offer process will be enacted whereby successful applicants will be informed of an interview in multiple rounds (typically 2 weeks prior to the end of each term). The Head of Admissions will then keep a Year Group Waiting List and advise those on the list when a vacancy becomes available.</p>
<p>Enrolment of International Students</p>	<p>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 is a CRICOS registered institution and enrolls students from overseas. Macarthur also welcomes short term students from overseas locations.</p>
<p>Enrolment of Students with Disabilities</p>	<p>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.</p>

Any decisions about 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.

In accordance with the Disability Standards for Education 2005 when a parent/ caregiver indicates on the enrolment application that a student has a disability they will be treated on the same basis as a student without a disability.

When a student is identified as having a disability on the Enrolment Application Form the Learning Enrichment Coordinator and relevant Head of School will be advised. Parents/ caregivers will be asked to complete "the 'Consent Form prior to Enrolment'" to gather further information from relevant health professionals and the student's previous educational settings. This may include and is not limited to requesting further documentation, contacting Health Professionals, conducting internal tests such as YARCs and SENA's and visiting the student's current setting.

The Learning Enrichment Coordinator will engage in a collaborative planning process with the parent/ caregiver and student, and relevant professionals to determine the student's educational needs and identify the adjustments required for the student to participate in all areas of school life.

Based on the information gathered during the collaborative planning process the Learning Enrichment Coordinator will make an assessment of the student's needs and the reasonable adjustments that can be made by the School to support the students access to the

curriculum, achieve curriculum outcomes and participation in school life. Parents and carers can use this information to make an informed decision on enrolment.

If the student requires additional services and facilities because of the disability and the provision of these services and facilities by the School would cause unjustifiable hardship, the enrolment may be refused by the Headmaster on that basis.

Referral Process

Should a student appear to have a disability or be diagnosed with a disability subsequent to enrolment, demonstrate academic difficulties or demonstrate non-typical behaviours, the matter is referred to the Learning Enrichment Coordinator and the relevant Head of School.

A Student Referral form is available on the School database for teachers to complete titled T-12 Student Referral. Where appropriate the Head of School should refer the matter to the Dean of Studies or the Dean of Students.

The Learning Enrichment Coordinator will work with parents and carers, conduct internal testing and refer for outside specialist testing where appropriate, to determine the needs of the student and the capacity of the School to provide appropriate individual adjustments for the student. In particular, the School will assess the level of special services or facilities and the learning support required under the Commonwealth Government's Disability Standards for Education 2005.

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	<p>All applications are processed according to the School's Enrolment Policy and the following Guidelines and Procedures.</p> <p>The day-to-day application of this policy and enrolment procedures is carried out by the Deputy Headmaster, the Head of Admissions and other delegated staff.</p> <p>Record Keeping of Enrolment Data Records of enrolment are maintained either electronically or in hard copy for a minimum period of five years.</p> <p>Records of past student files are held in hard copy until they are scanned to an electronic storage facility in the twelve months following their departure.</p> <p>The Process of Enrolment</p> <p>Step 1 - The Enrolment Application The School accepts the enrolment of students from the day following their birth 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.</p>

Families seeking a place for their child at Macarthur complete an Enrolment Application Form. A fee of \$250 is payable per student to lodge an application form. Parents are encouraged to apply as soon as a child is born. The form is available online on the School's website, together with the School's Enrolment Policy and Procedures and Conditions of Enrolment.

Typical documents required at the time of application may include:

- Student's birth certificate
- A copy of the Australian Immunisation Register certificate for their child
- Proof of citizenship (passport or citizenship certificate)
- A copy of any applicable visas

The Enrolment Application Form does not in itself secure a place, but ensure that the child is placed on the enrolment list for their cohort year. The application will be acknowledged by a member of the Admissions team.

Step 2 - Interview

Approximately 12 to 18 months before the anticipated commencement date, parents and guardians will be invited in priority order to an interview by the Head of Admissions. Parents will need to respond to the invitation within 10 working days to keep their priority listings. If a response is not received the application may move to the following round.

A staged approach to the offer process will be enacted whereby successful applicants will be informed of an interview in multiple rounds (typically 2 weeks prior to the end of each term).

The Head of Admissions will then keep a year group Waiting List and advise those on the list when a vacancy becomes available.

Students are interviewed in the company of at least one parent. 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.

Documents required for a typical interview include:

- A copy of a birth certificate
- The Australian Childhood Immunisation Record
- Past school reports (if applicable)
- Past NAPLAN results (if applicable)
- Specialist reports such as paediatrician reports, speech therapist reports etc (If applicable)

- Request for Information Form (requested of a student's existing school)

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.

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'.

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

Step 3 - Offers

On completion of interviews in the designated round, and providing the School is satisfied that the parents and the student can meet the expectations of the General Enrolment Criteria (see above) the School will offer of a place.

If a student is unsuccessful in being offered a place, they will be moved to the next round of the parents may prefer to move the enrolment to a future year group.

Step 4 - Acceptance of offer and Payment of Enrolment Fees

Where an offer is made, parents receive an email with the offer documents. Parents have 7 days to accept the online offer and pay the required fees. To accept an offer the parents are

	<p>required to pay an Enrolment Fee of \$1000 and a Confirmation Fee of \$1500. Both fees are non-refundable.</p> <p>The Confirmation Fee is credited to the student's tuition account when they commence.</p>
<p>English as an additional language or dialect applications</p>	<p>Where a student has not been taught in English as the mode of instruction for at least two years in Australia or another English speaking country, and are seeking enrolment at Macarthur, a condition of enrolment will be:</p> <ul style="list-style-type: none"> • Agree to language or academic testing to measure their child's English proficiency. • Agree to enrol the child in ELICOS courses as requested by the School. • Agree for the child to attend the After School English classes offered at Macarthur (fees apply) <p>Fees associated with both the testing and the associated tutoring will be borne by the parent who will be informed of these expectations and associated costs at the time of application.</p>
<p>International students</p>	<p>Macarthur is registered with CRICOS under the ESOS Act to provide courses to overseas students. Detailed information on the enrolment of international students is contained in the International Student Handbook and the International web pages of the School website.</p>

<p>Enrolment Supervision and Record-Keeping</p>	<p>The day-to-day application of this policy and enrolment procedures is carried out by The Head of Admissions, The Deputy Headmaster and other delegated staff.</p> <p>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.</p> <p>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.</p>
<p>The Process of Enrolment</p>	<p><i>Application for Enrolment</i></p> <p>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 \$250 following their child's birth date. Parents are encouraged to apply for enrolment as soon as their child is born.</p> <p>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 a member of the Enrolment Team.</p>

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

- 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 the 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.

	<p>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.</p> <p><i>International Students</i> In the case of international students:</p> <ol style="list-style-type: none"> 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. <p><i>Students with Disabilities</i> In the case of enrolment of students with disabilities please consult Macarthur’s Disability Policy and Disability Guidelines and Procedures.</p>
<p>Conditions of Enrolment (T-12)</p>	<p>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.</p>

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	<ol style="list-style-type: none">1. Parents agree to pay<ol style="list-style-type: none">a. the applicable Enrolment Fee, Enrolment Confirmation Fee and Capital Contribution by the due date; andb. 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:<ol style="list-style-type: none">a. if they do not pay the fees in full by 15 February they must complete and submit to the Accounts Office a Paysmart™ payment form; andb. if the fees are not paid in full by 15 February 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 withdrawn 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, online learning or overnight trips that form part of the compulsory curriculum of the School.
9. Parents agree to pay all medical and ambulance expenses incurred on behalf of the student.

Expectations and Behaviour

10. 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 are 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.
11. 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.
12. 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.
13. 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:

	<ul style="list-style-type: none"> 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 the 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. <p>14. 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.</p>
<p>Exclusion From the School</p>	<p>15. 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</p>

	<p>or his deputy may exclude the student permanently or temporarily at their absolute discretion.</p> <p>16.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.</p> <p>17.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 (NESA) or has otherwise failed to make satisfactory progress in his or her academic work.</p> <p>18.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 fess will apply in any case of permanent exclusion of a student.</p>
<p>Health, Safety, Welfare and Wellbeing</p>	<p>Parents acknowledge and agree that:</p>

19. 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;

- a. 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
- b. 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 information accurately and provide regular updates to the School via the online Parent Lounge portal.
- d. 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.

20. Parents agree to give the School notice of any change in contact details as soon as practical.

21. 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

	<p>may search the student's bag, locker or other possessions where there are reasonable grounds to do so.</p> <p>22.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.</p> <p>23.The School requires parents to observe School security procedures as they apply from time to time for the protection of students.</p> <p>24.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.</p> <p>25.A student's personal property is not insured by the School and the School does not accept any responsibility for loss.</p>
<p>Privacy</p>	<p>26.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,</p>

	<p>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.</p> <p>27. 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 materials.</p> <p>28. 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.</p>
General	<p>29. The School reserves the right to change these conditions from time to time.</p> <p><i>This policy is reviewed annually. The last textual change to the policy was August 2021</i></p>