



2.9 ENROLMENT POLICY

AUGUST 2010

Rationale

All students enrolling at our school deserve a smooth transition that enables them to become part of our school community with a minimum of disruption and maximum support.

Aims

St. Mary's Coptic Orthodox College aims to provide an efficient comprehensive process of enrolment that satisfies the needs of both students and the school.

Procedure

Admission (the right to enter) is sought by parents/guardians for their children. Enrolment occurs as a consequence of granting admission. Once enrolled, the child attends class, an attendance record is kept, and other enrolment records are established. The enrolment application and subsequent enrolment information is to be entered on SAS.

The enrolment date is the date the student first attends classes at the school. It is expected that students eligible for admission will be enrolled and will attend full-time. Attendance may only be deferred or reduced with the written approval of the College Director.

No student may be admitted to the school without the appropriate enrolment forms. In the majority of cases, the form should be signed by a parent/guardian. Where a student is of post compulsory age and living independently, the form can be completed and signed by the student.

Secondary students may complete parts of the enrolment form and should co-sign it.

A person over fifteen years of age seeking to return to school must make a new application for admission.

Eligibility for admission

While all Christian children are welcome to attend St Mary's Coptic Orthodox College, priority will be given to Coptic Orthodox students and Syriac Orthodox students. If there is a place available, depending on class size, siblings of students already enrolled and other Christian students will then be given priority.

To be eligible for admission a child must be at least five years of age by 30 April of the year in which admission is sought. Normally only Australian citizens or students with specified visas are eligible for admission; other arrangements can be made with the College Director.

Children between six years of age and up to their seventeenth birthday must attend school.

Student placement

The placement of students in primary and secondary should be consistent with the following principles:

- to contain enrolments in the school within the limits of available resources as determined by the school
- wherever practicable, to provide parents/guardians with an opportunity to enroll their child at the same school as that being attended by an older brother or sister

Suggested placement alternatives will be offered by the school if the enrolment is not accepted.

Admission requirements

The enrolment form, which must be signed by the parent/guardian, shall include at least the following information:

1. A completed enrolment form
2. The child's birth certificate
3. The child's baptism certificate
4. A reference from the family's local priest
5. The child's most recent school report if enrolling in classes other than prep
6. An up to date immunisation certificate from the parents' local council
7. Details of medical or other conditions for which the child may need special consideration

Under Victorian privacy laws the school must provide a privacy notice that explains the use of this information with the enrolment form.

If the child is transferring from another school within Australia, there must be a transfer note from the previous school.

Closing Date

Applications for enrolment for the following year close on *1st of September* each year.

Entrance Examination:

All students who are applying for enrolment from year 3 upwards must sit an entrance exam.

The exam alone does not determine acceptance, but rather it is used as an indicator to provide information on what level the child is currently working. These exams will only take place on Friday morning between the hours of 9 am and 11 am for Secondary and 2 pm for Primary..

In classes other than prep, weight will be given to the student's most recent school report.

If necessary, the area coordinator will ring the student's current school to obtain a more detailed oral report on the child's academic progress or behavioural matters. If such a procedure is required; permission will be sought from the parents. If parents do not give permission, then the school reserves the right not to accept the student.

Students will be allocated to classes according to a combination of class size and student need.

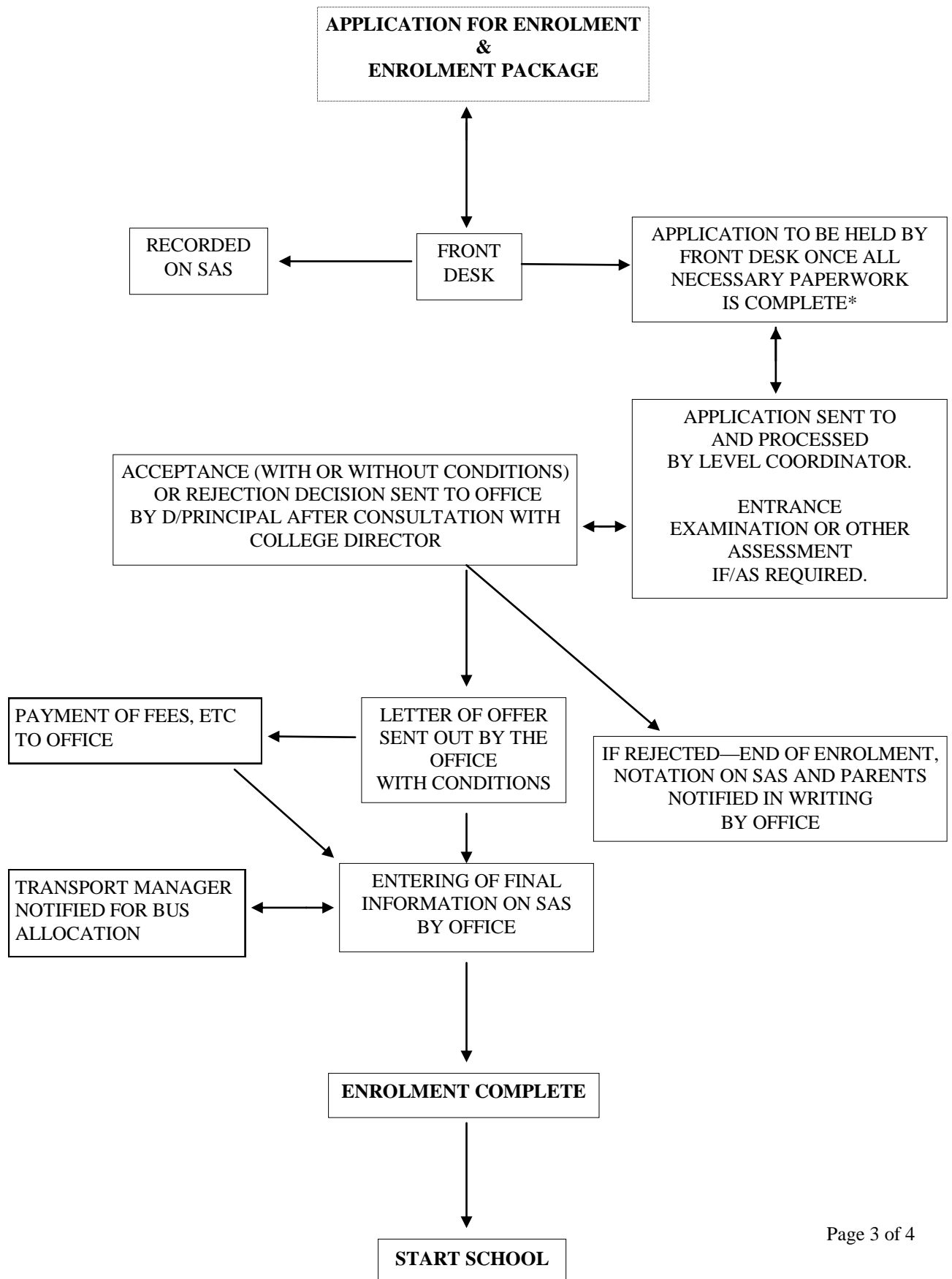
The school reserves the right to refuse enrolment to any student.

Enrolment

Under normal circumstances a student is enrolled in a school when, after admission or transfer, the student's name is listed on the attendance roll or register and the student attends classes at the school. To support the student's admission and transition, the student's enrolment details must be entered on SAS ***prior*** to the student commencing at the school.

The Enrolment Process:

ENROLMENT PROCESS



OTHER MATTERS PERTAINING TO ENROLMENT:

- A non refundable administration fee of \$100 per child is payable on acceptance of place. This fee is separate from school fees.
- The Deputy Principal (Primary or Secondary) will consult with the College Director regarding enrolments outside these parameters.

Document No:	2.9
Date of Acceptance:	AUGUST 2010
Review Date:	August 2012
Major Review Date:	By January, 2013
