



2.9 ENROLMENT POLICY

JANUARY 2007

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 to provide an efficient comprehensive process of enrolment that satisfies the needs of both students and the school.

Procedure

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 enrol, families must bring the following on Friday mornings:
 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. Immunisation certificate from the parents' local council
- 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.

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

If necessary, the area coordinator or Head of Primary/Head of Secondary 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.

- All children who are being enrolled for prep must turn 5 by 30th April of their prep year.
- Children who turn 5 after 30th April will not be accepted. No assessment or testing will undertaken with children who are younger than the specified cut off date.
- Letters for early entry into kindergarten will not be given.
- All prep enrolments must also follow the enrolment requirements as set out above.
- Parents will be notified by mail whether their child has been accepted for enrolment.
- A non refundable administration fee of \$100 per child is payable on acceptance of place. This fee is separate from school fees.
- The Head of Primary/Head of Secondary will consult with the College Director regarding enrolments outside these parameters.
- Students will be allocated to classes according to a combination of class size and student need.
- With parents permission the student's previous school will be contacted by the co-ordinator.
- The school reserves the right to refuse enrolment to any student.

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