

## Enrolment Policy

### Underlying Principles

Immanuel Gawler is a school of the Lutheran Church of Australia and offers F-7 Christian education to all applicants regardless of ethnicity or disability, provided that through an enrolment procedure applicants undertake to:

- support the School's ethos, rules and regulations
- honour fee commitments

Where a student is identified with special needs, enrolment cannot be confirmed without full consideration of the individual needs of the applicant and whether the School can meet those needs. Special needs can be determined as intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment or severe multiple disabilities.

The process for enrolling students with special needs is the same as that for enrolling any student and the family will be required to undertake an enrolment interview with the Principal together with any appropriate staff. This interview will ensure that the School fully understands the particular requirements of the student.

It may be necessary and appropriate for the School to hold discussions with, and receive reports from, school teachers, health professionals and other relevant persons prior to any decision regarding the enrolment of a student with special needs and the determination of a program of support. Any such consultations would only be undertaken with parental knowledge and consent. In addition, parents of any child who has special needs may be required to meet with staff from the Learning Support faculty to discuss how we are able to best cater for their child's needs.

Failure to disclose and provide details of students' special needs may result in the School's inability to accommodate the student and may delay the enrolment process. If a student is identified as having special needs after enrolment at the School or if the student's special needs increase substantially, the Principal, in consultation with parents and on receiving expert assessment, may reassess the enrolment in the light of the needs of the student and the School's normal enrolment criteria. If the outcome of such a review is that the School considers it cannot adequately meet the needs of the student, other options will be discussed with parents and assistance will be given in the identification and evaluation of options. At all times, the School will act in accordance with relevant disability discrimination legislation.

At Immanuel the first year of formal school is called Foundation (in line with the Australian Curriculum).

## Enrolment Procedure

1. Through enrolment procedures parents seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of Immanuel Gawler.
2. Enrolments are subject to adequate space and resources being available.
3. Before an application can be accepted it must be established that the school can meet the needs of the child and the expectations of the parents/caregiving enrolling their child.
4. Enrolment priorities will be determined from time to time by the members of the Immanuel School Council. Current priorities are siblings, children from Zion Lutheran Preschool and members of the Gawler Lutheran Church.
5. The School reserves the right to suspend a student for disciplinary purposes, temporarily or permanent, without refund of fees.
6. The person(s) signing the Enrolment Acceptance agrees to the terms and conditions and assumes responsibility for payment of all fees and associated costs as detailed in the Fee Policy.
7. The School requires copies of all Court Orders relating to the guardianship, custody, residence, parental responsibility, care, control or welfare of the students.
8. The student must comply with any requirements the School may make in respect of dress, general appearance, behaviour and participating in the School's program of activities.
9. Cancellation of an enrolment prior to starting School must be made in writing to the Principal. Where a student leaves the school (to attend another school within the local area) prior to their graduation to secondary school, one full term's notice is required in writing to the Principal. Where less than one term's notice of withdrawal is given in writing to the Principal, one term's school fees may be payable in lieu of notice.
10. If a child is enrolled to start in Foundation but the enrolment is withdrawn during the previous year, the enrolment guarantee will be forfeited.
11. Immanuel Gawler only offers one Foundation enrolment intake starting in term 1 and (in line with Government policy) a student must be 5 before April 30<sup>th</sup> in order to start in that calendar year.



### **Bases of Discretion**

1. From the start of the 2019 school year Immanuel will restructure to become and F-6 school only. This is in line with current Government policy and direction.
2. We are very keen that, if at all possible, all students complete 4 terms of Pre School/ Kindergarten.
3. Some flexibility can be exercised, but the intent of admission in Foundation is based upon the child's readiness for school and/or extenuating circumstances.
4. The child's readiness for school should be the main guide – parents should be made aware of options of starting children later. There is no legal imperative for a student to begin formal schooling until they reach the age of 6.

### **Resources**

1. This policy and associated procedural matters will be found in the Prospectus, and the School's website.