



## ENROLMENT - Policy

Calrossy Anglican School (CAS) is a multi campus, prep to year twelve co-educational school located in Tamworth, NSW. In addition to day students, we provide comfortable boarding facilities for up to 240 secondary students. We are a school of Christian values, supported by the Anglican Diocese of Armidale. Applications may be made at any time by the parent/guardian(s) of students seeking enrolment at CAS. Students enrolling in kindergarten, must be 5 years of age on or before July 31 of the year they intend to commence.

CAS will base any decision about offering a place to a student on the following.

Family Relationship:

- Priority is given to siblings of current students
- Either of the parents attended the school
- Family holds attitudes, values and priorities that are compatible with CAS ethos.

Student:

- The contribution that the student may make to the school including both academic and non-academic activities.
- The student's reports from previous schools.

The School:

- CAS's ability to meet the student's special needs or requirements. As applicable, this may require diagnostic information plus completed programmes to ascertain what level of support the School is able to provide.

Other Considerations:

- Ability to pay fees in full and on time.
- All applications are processed in order of receipt.

CAS has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

The school will meet with the parent/guardian(s) of the student before a place is able to be offered.

Once an offer of enrolment has been accepted, student's enrolment is continuous unless notice in writing is provided to the school by the enrolling parties, or the student's enrolment is cancelled by the school. Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and parent/guardian(s) supporting the school ethos and observing all behavioural codes of conduct, including financial responsibilities and other requirements of CAS as applicable.



## ENROLMENT - Procedures

Before applying for enrolment, parent/guardian(s) should read the following documents:

- Prospectus
- Enrolment Policy
- Current Fees schedule
- Enrolment Terms and Conditions

All are available on the School's website or a hard copy can be provided to you upon request

All applications for Enrolment must be

- on the school's official application form
- signed by the parent/guardian(s)
- accompanied by a non-refundable application fee of \$110 (gst inclusive).

Once received, the application will be considered, based on the school's enrolment policy criteria.

Calrossy Anglican School (CAS) may undertake the following actions as appropriate:

- advise the parent/guardian(s) that it declines to make an offer of enrolment, and/or
- advise the parent/guardian(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available, and/or
- advise the parent/guardian of a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment. An interview will be conducted with parent/guardian(s), at which the parent/guardian(s) expectations and the student's needs will be discussed. Following this meeting, CAS will advise whether it will confirm or withdraw the offer, and/or
- advise the parent/guardian(s) they must attend for an interview following which CAS will decide whether to make an offer of enrolment, and/or
- Other procedures adopted by CAS as a part of the process e.g. meeting with the Principal and Business Manager or their delegates, and/or

If CAS makes an Offer of Enrolment or a Conditional Offer of Enrolment the parent/guardian(s) must sign an acceptance of the offer on the form provided and return it to CAS together with a refundable enrolment fee of \$1,000 per family within 21 days of the date of offer.

If an offer of enrolment is made and accepted, not less than 1 term's notice must be given if the parent/guardian(s) decide not to proceed with the enrolment to give CAS sufficient time to fill that position. If the required notice is not given, one term's fees will be charged.

It is the responsibility of the parent/guardian(s) to inform CAS of any change of address or contact details after an offer (or conditional offer) of enrolment is made.