



## Policy statement

St Columba Anglican School is a comprehensive co-educational K-12 school providing an education underpinned by Anglican values and operating within the policies of the NSW Education Standards Authority (NESA).

Once enrolled, students are expected to act consistently with the School's ethos and comply with the School rules to maintain their enrolment.

Parents also are expected to be supportive of the ethos of the School.

The School abides by:

- Disability Discrimination Act 1992 (Cth) [www.comlaw.gov.au](http://www.comlaw.gov.au)
- Disability Standards for Education 2005(Cth) [www.comlaw.gov.au](http://www.comlaw.gov.au)
- Privacy Act 1988 (Cth) [www.privacy.gov.au](http://www.privacy.gov.au)
- Privacy and Personal Information Protection Act 1998 (Cth) [www.privacy.gov.au](http://www.privacy.gov.au)
- Work Health and Safety Act 2011 (NSW) and the Work Health and Safety Regulations 2011 (NSW) [www.legislation.nsw.gov.au](http://www.legislation.nsw.gov.au)

The School seeks to enrol young people who, in the opinion of the School's senior staff, will gain maximum benefit from the academic program St Columba offers; are willing to contribute to the life of the School by participating as fully as possible in the range of activities available; and whose families both understand and are supportive of the Christian aims of the School. It is crucial that a student's successful participation in the life of the School and the values fostered and expressed by the School across all areas of endeavour, closely match the values fostered and encouraged in their home. Parents should study the Prospectus carefully to understand what our School is, and to assess whether we can offer what they are seeking.

At St Columba Anglican School children can start Kindergarten if they turn five prior to the start of the school year. Students who turn five after the school year commences but prior to 31 July are eligible for enrolment, but would be subject to discussions with the Head of Primary as to the child's school readiness.

St Columba Anglican School offers a diverse educational program, which is strongly supported by a wide range of complementary co-curricular activities.

## Enrolment Procedure

### APPLICATION FORMS

Families are required to forward an Application for Enrolment to the school for each child. An application fee is to accompany the application. (The application fee is not required for Scholarship Applications). Upon receipt of a completed Enrolment Application Form with relevant documentation, all applicants are placed on an Enrolment List with those wishing to enter the School in the same year and same year level. The Application for Enrolment Form is available electronically on the School website under "Enrolment" or by emailing the Enrolments Office on [enrolments@scas.nsw.edu.au](mailto:enrolments@scas.nsw.edu.au) to request a hardcopy or emailed copy.

Enrolment Application Fee: On application, families will be required to pay a non-refundable Enrolment Application fee of \$135. The student's name will then be registered on the Enrolment List. (The application fee is not required for Scholarship Applications).

### ACKNOWLEDGEMENT OF RECEIPT OF APPLICATION

The School acknowledges receipt of the Application Form via email, including copy of the payment receipt. Families are advised that the School will contact them in the 12-18 months prior to enrolment to arrange for enrolment interview should a position become available.

Note: Receipt of an Enrolment Application form by the School does not mean that a place will be offered.

### ENROLMENT APPOINTMENT

Application forms are processed and the family will be contacted to arrange a mutually convenient appointment time with the School Principal or delegated executive member of staff during the 12 to 18 months prior to commencement.

Enrolment appointments are held to ensure parents and caregivers agree to support the ethos and philosophy of the School and make every effort to ensure their child will always act in a way that upholds the School's Code of Conduct and good reputation within the broader community. Should their child behave in a manner that contravenes the Code of Conduct or which brings dishonour to them and the School, their enrolment may be placed in jeopardy. The School may suspend or terminate enrolment at its discretion for failure to comply with the School's policies or other serious breaches of the School's rules and regulations.

Each enrolment appointment will also explain the School's co-curricular, outdoor education and sports programs as well as the School's Uniform Code. The child's interests and educational/medical needs are also discussed.



## OFFER OF A PLACE

At the conclusion of the appointment, the Principal, Head of School or delegated staff member may indicate that a place is available at the School if they judge that the family is supportive of the ethos, codes and programs offered by the school.

A Letter of Offer and Acceptance of Offer contract is provided to the family for acceptance and signatures. Once completed, the family returns all paperwork required along with the Enrolment Acceptance fee which is required to retain a place for the child at the School.

Places are offered on the following criteria, in strict order of priority:

1. Demonstrated understanding of, and support for, the goals of the School in interview with the Principal or representative;
2. Children of employees of St Columba Anglican School or its associated business units
3. Siblings of enrolled students and children of past students;
  - a. The School reserves the right to offer preferred placement to siblings of students already attending the School; to children whose fathers or mothers have attended the School; to students whose family is supportive of the ethos, codes and programs offered by the School.
  - b. The School requires children of former students and siblings of current students, to complete all the normal enrolment formalities. They complete the Enrolment Application and attend an appointment at the School with their parents.
  - c. Children of former students and siblings of current students for whom an application for admission is received prior to their third birthday (for Kindergarten) or three years prior to commencement (for Years 1-12) will be considered before any other applicant is offered a place in that particular year. If these aforementioned students are not enrolled before their third birthday, they will not automatically be granted an interview unless a vacancy is available in the year in which placement is being sought.
  - d. Please note that Families who have accounts in arrears will not be considered for additional enrolments unless the payment has been fully cleared in the year to which they apply.
4. Children of clergy from Anglican and other Christian ministries;
5. Current Columba Cottage Early Learning Centre (CCELC) students. If these aforementioned students are not enrolled before their fourth birthday, they may not automatically be granted an interview unless a vacancy is available in Kindergarten the year in which placement is being sought.
6. Returning students who were offered priority at the time of departure.

## ACCEPTANCE OF ENROLMENT BY FAMILY

The Acceptance of Offer contract is completed by the family and all paperwork required to be returned to the School along with the Enrolment Acceptance fee to retain a place for the child at the School.

Enrolment Acceptance Fee: When a place is offered and accepted, all families will be required to pay a non-transferable nor non-refundable Enrolment Acceptance Fee of \$770 (for each of the first two students in each family). This sum is payable as a single payment on acceptance of a place and prior to the student entering the School. Note: Any variation to this payment procedure will require the approval of the principal or his/her delegate.

## ORIENTATION

During Term 4, students and their parents or caregivers are invited to attend orientation sessions to prepare them for commencement the following year.

## DECLINING AN OFFER OF A PLACE

If any student, including siblings or children of ex-students, undertakes the enrolment process - returns Application Forms, attends the interview and declines an offered place, the application will be cancelled. In these cases a fresh application and application fee is required should you wish to apply for another intake year group. Any priority for a child with ex-student or sibling status is lost with the second application.



## CHANGING DETAILS FOR YOUR CHILD

All correspondence regarding the enrolment of a student should be addressed to the Enrolments officer via email [enrolments@scas.nsw.edu.au](mailto:enrolments@scas.nsw.edu.au)

If you wish to change the intake year your child is listed for, please send written or emailed details including your child's full name, address, and New Year Level and Calendar Year you wish to change to. In order to have the correct address details for prospective students all changes of address must be communicated to the Enrolments Office in writing or via email, clearly stating student's full name, and previous address details as well as new address details.

## FEES STATEMENTS UPON COMMENCEMENT

Fee invoices are issued prior to the commencement of each term and are payable within the first 10 days of term. All fees and charges are reviewed annually.

## LEAVE AND WITHDRAWAL OF STUDENT POLICY

### Leave

Students who plan to be absent from School for two weeks or more must give notice to the Principal in writing. Students will be charged full tuition fees during their absence if they wish to maintain their placement in the School. Current students partaking in an overseas exchange study program must give one term's notice to the Principal in writing. Students will be exempt from paying tuition and course levy fees whilst completing their approved overseas study program.

Enrolled students may be granted leave, at the discretion of the School Principal, for a maximum of two years. Half fees are payable to hold a place. Full fees are payable for any leave less than 12 months. Students will not be charged the Course Levy during the time that they are absent.

### Withdrawal of a student from St Columba Anglican School

The School requires at least one full School term's notice of withdrawal for an enrolled student. Fees in lieu of notice may be applicable if sufficient notice is not received. Forms are available from the School Front Office or via email to [enrolments@scas.nsw.edu.au](mailto:enrolments@scas.nsw.edu.au)

## OVERSEAS STUDENTS

St Columba Anglican School is not registered as an education provider for students holding student visas.

Students whose families have residency are welcome to apply. Any student whose first language is not English must submit an English Proficiency assessment with their application form or before they undertake the normal enrolment process. Overseas students undertaking 6 or 12 month student Exchange programs such as Rotary Exchange are welcome to apply and each application will be examined at the discretion of the School Principal, subject to their visa.

## POLICY/PROCEDURE CHANGES

All organisations, from time to time, initiate policy changes reflecting the needs of the organisations and their clientele at the particular time. At St Columba Anglican School, policy changes are implemented by the School Executive, in consultation with the School Council. At any time, parents are invited to phone our Enrolments Office to ask if the policy has changed. The School reserves the right to alter its enrolment policy to suit prevailing circumstances.

## FREQUENTLY ASKED QUESTIONS REGARDING THE ENROLMENT PROCESS AT ST COLUMBA ANGLICAN SCHOOL

### *Do I have to accept my child's place?*

Yes, if you wish your child to commence in the year that you have been offered.

No, you may choose to have your child's name remain on the waitlist for their grade of entry year for a period of 12 months only.

### *When do I need to confirm my child's place?*

To hold/accept the place once offered, a non-refundable Acceptance Fee is payable within 28 days of the offer being made. The non-refundable Acceptance Fee is currently \$770.



***How do I pay for my place?***

This fee can be paid by cash, cheque or credit card. Details for payment are available on the second page of the Letter of Offer.

***Is my accepted place transferable to another year of entry?***

No. An accepted place secures your child a position in the year of your choice on application and is not able to be transferred.

***Is my Accepted place refundable?***

No, your Acceptance fee is not refundable.

***What happens after I accept my child's place?***

If a place is held in the entry year your child has applied for, St Columba will forward you an invitation to attend the respective Orientation Sessions (for commencement the following year) or will hold an impromptu Orientation should your child be commencing into a recent vacancy.

***What if I am an Alumni or a current family of the School?***

The School requires children of former students or current families to complete all the normal enrolment formalities and attend an appointment at the School with their parent(s). Children of current families or former students, for whom an application for admission is received prior to their third birthday, will automatically be invited to attend an interview and will be considered before any other applicant is offered a place in that particular year. If children of former students are not registered before their third birthday, they will not automatically be granted an interview, unless a vacancy is available in the year in which placement is being sought. Clearly, it is a real advantage for children of former students to be enrolled before they turn three.