

**Rationale**

Tatachilla Lutheran College is a co-educational primary and secondary school administered by the Tatachilla Lutheran College Council under the auspices of the Lutheran Church of Australia. The College's mission is to teach the Love of Christ for a fulfilling life which values self-worth, pursues excellence and serves others. Applications for enrolment are welcomed from all families who undertake to support the College's aims and purposes regardless of their race, ethnic background, gender, academic ability or religion.

**Definition****PRINCIPLES****a) Compliance with relevant Government Legislation**

The Enrolment Policy complies with the requirements of State and Federal laws relating to discrimination and equal opportunity. The relevant laws include the Equal Opportunity Act 1984 (SA) and the Commonwealth Disability Discrimination Act 1992. The College will treat all enrolment applications in a fair, balanced and reasonable manner and encourages open sharing of information between the College and parents of prospective students.

**b) Students with Special Needs**

According to the Ministerial Advisory Committee on Commonwealth Funding, special needs may include intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment, autism or severe multiple disabilities. It also includes students who for medical or other reasons may be a constant source of disruption to the education of other students in the class thereby requiring additional human resources to supervise the child. The College accepts enrolment of students with special needs. However, the Principal may reasonably assess that the College cannot adequately or appropriately cater for a particular student or that the enrolment of a particular student may seriously compromise the education of other students already at the College.

**c) Honesty**

It is an offence under the Crimes Act 1914 to provide materially false or misleading information to a school when making an application for enrolment. If false or misleading statements are made in the enrolment forms or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Principal can terminate the enrolment at any time, or suspend the enrolment until all relevant facts are known.

**d) Fees**

The College charges fees to enrol and attend the school. The College will review all fees annually. No student may commence until all initial fees and charges have been paid. These include the non-refundable application fee, an administration fee, an enrolment deposit and one term's school fees. On acceptance of enrolment at the College parents agree to pay all school fees on time for the duration of their child's schooling at the College, in accordance with the fee schedule.

**RESPONSIBILITIES****a) The Principal**

The Principal is responsible for all decisions regarding the enrolment process and for the communication of information regarding enrolments to the College Council. The Principal is responsible for fulfilling the aims and purposes of the College with regard to enrolments ensuring the philosophy and ethos of the College are supported and maintained throughout the process.

**b) The Enrolment and Marketing Manager**

The **Enrolment and Marketing Manager** assists the Principal in fulfilling the aims and purposes of the College with regard to enrolments.

The **Enrolment and Marketing Manager** is responsible for the day to day operations of the enrolment process including managing the College's waiting lists, and communicating information regarding the enrolment process to prospective parents and students.

**POLICY STATEMENT**

The intention of the College's Enrolment Policy is to offer clear and transparent guidelines to ensure consistent enrolment practices, which reflect the Mission of the College and the values of Lutheran Education Australia. It is the policy of the College to consider all applications for enrolment and to make offers of enrolment based on the criteria and processes set out in this document.

**ENROLMENT PRACTICES**

**a) Enrolment Criteria**

The College will consider all applications for enrolment. Applications are placed on a waiting list in order of receipt of the application. Applications are given priority based on the following criteria:

- i. Siblings of current or past students of the College
- ii. Students currently attending other Lutheran primary or secondary schools (only applicable to Years 7 and 8)
- iii. Children of current Staff or past students of the College
- iv. Practicing members of the Lutheran Church of Australia
- v. Other compassionate/special circumstances which will be individually considered by the Principal
- vi. Consideration may also be given to achieving an optimal gender balance when enrolment decisions are being taken

After the 30<sup>th</sup> June the year preceding enrolment, the above priorities no longer apply to current or future offers in that year.

**b) Exchange Students**

The College welcomes exchange students from recognized exchange program organisations. Applications are considered by the Principal on a case by case basis and approval is dependent upon availability of places.

**c) International Students**

The College has not registered for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). The College is therefore unable by law to enrol full fee paying international students.

**d) Student Withdrawal**

When a student leaves prior to the completion of Year 12, one full term's prior notice is required in writing to the Principal. Where less than one full term's notice of withdrawal is given in writing to the Principal, a penalty fee equivalent to one term's school fees will be payable. This penalty may also be payable where less than one full term's notice of withdrawal is given in writing to the Principal by a family who cancels enrolment after having accepted a place to commence the following year. The decision to issue a penalty is at the discretion of the Principal and Business Manager.

**ENROLMENT PROCESS**

**a) General**

- i. A Registration of Interest Form must be lodged with the required non-refundable Application Fee.
- ii. Tatachilla Lutheran College is a member of the Association of Independent Schools of SA (AISSA) and therefore is bound by the policies of AISSA. It is a policy of AISSA that neither confirmation of acceptance nor a fee confirming such acceptance will be required before 1 March two years preceding entry.
- iii. The main points of entry to Tatachilla Lutheran College are Reception, Years 7 and 8. However, some places in other year levels will also be offered on occasions when places become available. **NB There will only be one intake for Reception classes. Children who turn five, on or before the 30 April will be eligible to commence at the beginning of that year. No special circumstances will be taken into consideration.**
- iv. The offer of enrolment is only valid until the due date specified in the Confirmation of Enrolment letter. If an offer of enrolment is not accepted by the due date the enrolment application will be cancelled, or transferred to a waiting list with an amended date of application.
- v. To accept an offer of enrolment, parents must respond before the due date by completing and signing the relevant enrolment confirmation documentation and securing the place with the full payment of the non refundable administration fee and enrolment deposit. This enrolment deposit is deducted from the first year of tuition fees and charges and becomes non refundable if an offer is accepted and later withdrawn after 30<sup>th</sup> June of the year prior to the commencement of enrolment.
- vii. If the year of entry is fully enrolled and a place cannot be offered the application is transferred to the waiting list for the following year.
- viii. Parents should contact the College to advise any change of address and contact details. Failure to do so may result in the College being unable to make contact and consequently the application may be cancelled

**b) Special Needs**

- i. The process for enrolling students with special needs is the same as that for enrolling any student. In addition, a Psychological Educational Assessment must be sighted by the College prior to an enrolment interview.
- ii. In addition, parents of any child who has special learning needs will 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. To ensure that the College fully understands the particular requirement of a student who may have special needs, it is necessary and appropriate for the College 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 and the determination of a program of support. Any such consultations would only be undertaken with parental knowledge and consent.

- iii. Failure to disclose and provide details of students' special needs may result in the schools inability to accommodate the student.
- iv. If a student is identified as having special needs after enrolment at the College or if the condition of a student deteriorates, the Principal or Principal's delegate, in consultation with parents and on receiving expert assessment, may reassess the enrolment in the light of the needs of the student and the College's normal enrolment criteria. If the outcome of such a review was that the College considered it could not 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 and alternatives.

Related Policies:

- Fees Policy