



## Enrolment Policy – revised June 2018

### Enrolment Criteria

The Riverina Anglican College is a non-selective, Anglican, co-educational day school for students in Year 7 to Year 12. A copy of a student's most recent School report is obtained, at time of interview, to establish:

- (a) class placement;
- (b) learning support if required; and/or
- (c) extension programs if required.

In the event of any learning difficulties advised by the student's parents, or alluded to in a school report, a Paediatric or Psychometric (i.e. WISC III) report should be requested and advice from the College's Students with Additional Needs (SWANS) staff must be sought prior to enrolment being offered. The recommendations made on any of these reports should be addressed in any offer of enrolment. Students are not offered placement if an academic report is not provided.

All students must attend an interview with the Principal, Head of Year and Registrar prior to enrolment being offered. If the Principal is unavailable, the interview must be conducted with the Deputy Principal – Wellbeing and Pastoral Care.

All families attending an interview are offered the opportunity to tour the College and its grounds.

No student can be interviewed without a parent/guardian present.

A non-refundable Application Fee applies to all students enrolling at The Riverina Anglican College. A maximum of one Registration Fees can be received from a family, provided all children from that family attend the College at the same time.

Families are required to pay the Application Fee prior to the interview.

### Enrolment Procedure

An enrolment cannot proceed without a duly completed Application for Admission Form. The Application for Enrolment Form cannot be processed without the signatures of both parents/guardians. Where a student is residing with only one of his/her natural parents, as a result of separation or divorce, the School requires copies of all documentation pertaining to Parenting Orders, Residence Orders, Contact Orders, Interim Orders or Specific Orders. This requirement also applies to weekend arrangements.

The Enrolment procedure is as follows:

1. Lodgement of Application for Enrolment Form with the Registrar's office.

2. A written invitation to attend an interview with the Principal, Registrar and Head of Year is issued to those students who can be accommodated.
3. A student's immunisation record and or certificate should be viewed at interview.

At the enrolment interview, one of the following documents must be provided in order to finalise the enrolment:

- (a) An **Immunisation History Statement** showing your child's immunisations are up to date (if your child has a medical contraindication for a specific vaccine(s) a Medical Contraindication Form will also be required); or
- (b) A **Medical Contraindication Form** if your child is unable to be immunised with any vaccines due to medical reasons; or
- (c) A **Conscientious Objection Form** (or certified ACIR letter) if your child is unable to be immunised due to religious or philosophical reasons; or
- (d) An **Immunisation History Form** where an immunisation provider has certified that your child is catching up their immunisations.

Immunisation History Statements are provided to each parent/guardian after their child turns 18 months and 4 years of age.

Under the Act, other immunisation records, such as the Blue Book, a letter from a GP or an overseas immunisation record are no longer acceptable.

If parents are unable to provide an immunisation certificate, or one of the alternate documents as specified above, the enrolment cannot proceed until such time as the document is provided to the School.

4. Interview is then conducted, include tour if required.
5. Interviews are held in the year preceding the desired year of entry. As a general guide, students on the waiting lists for enrolment are interviewed during Semester I.
6. Letter of offer forwarded, stating due date of Family Bond (four weeks from date of interview).
7. When the Enrolment Fee and Family Bond is received, enrolment has been confirmed. If a Family Bond is not payable, for example in such instances of multiple siblings, enrolment is confirmed by letter.

**Exceptions:**

- (a) If the Family Bond has not been received by due date, a maximum of two reminder notices are given prior to the enrolment application being cancelled.
- (b) If a student requires special learning support, enrolment cannot proceed without due consultation with Learning Support staff and the parents of the child concerned.

**Enrolment of a Student Already Enrolled at another AHISA School**

Any family seeking enrolment of a child already enrolled at an AHISA-affiliated School, must advise their current school of their notice to withdraw prior to The Riverina Anglican College offering enrolment. An interview can be conducted; however an offer of placement cannot be made without the current school having received notice.

## **Religious Affiliation**

Students are not required to be of the Anglican faith, however if a student is not of the Anglican faith and wishes to proceed with an enrolment, they must be made aware of the Religious ethos and program within the College and advised, prior to the College accepting the Family Bond, that no students are exempt from this program.

## **Withdrawal of a Student – Adequate Notice**

A period of one term's notice is required for any family wishing to withdraw their child. Notice is not required for a student completing Year 12.

Holiday periods do not constitute adequate notice.

Notice of withdrawal is required in writing, to the Principal.

In accordance with the Registration requirements of the College, notice of withdrawal should include advice of the intended plans for the ongoing education of the student. This information, although desirable, is not legally required if a student is over the age of 16 years. The information is recorded on the Registrar's Report.

An exit interview will be carried out with families who withdraw their children prior to completion of Year 12. Preferably, this would be conducted as an interview with either the Principal or the Heads of Year as appropriate.

The School Board, through the Principal, may at any time require the removal from the College, permanently or temporarily, of any pupil if, in their absolute discretion, the Board and the Principal deem such action advisable either in the interest of the pupil or for the good of the School or if the parent or guardian is not complying with the policies and practices of the School. No remission of fees will apply in such cases.

## **Places at School**

Students are placed on the waiting list for the desired year of entry and each application is processed by date of receipt of application.

## **Exclusion/Expulsion Policy**

- A student may be asked by the Principal to withdraw from the College under the following circumstances. Failure of a parent/guardian to withdraw will lead to expulsion.
- Where the student has contravened one of the specified standards of the College leading to expulsion. This includes the possession of illegal drugs or weapons at school, students who injure, harm or threaten other members of the school or wider community or aberrant behaviour that persistently has negative impact on the teaching and learning of others.
- Where fee payments have fallen into arrears by more than 60 days and sufficient opportunity has been allowed to show special circumstances.
- The process leading to a request to withdraw a student would usually include one the following circumstances
- An incident where the specific standards of the College are contravened may in a single act provide grounds for exclusion/expulsion.
- Where students receive 'yellow cards' from staff indicating a specific warning of aberrant behaviour. The student should be counselled with a clear indication of what is acceptable and non-acceptable behaviour. Where the aberrant behaviour is repeated the parents should be consulted and/or interviewed following a written outline of the behaviour expectations. Failure to meet these expectations provides specific grounds for asking the student to withdraw. Failure to withdraw would lead to expulsion.
- Where the aberrant behaviour may have resulted from a physiological or psychiatric disability the Principal, in consultation with staff and /or clinical advice, will review the student's case and determine the likelihood of further behaviour regularly affecting the welfare of others and the likelihood of the good reputation of the College being brought into disrepute.
- Suspension, exclusion and expulsion of a student is at the discretion of the Principal.
- Where an excluded or withdrawn student seeks re-enrolment the enrolment procedure will apply. That is, the student's potential behaviour will be assessed by the Principal in consultation with staff. The Principal is responsible for the final decision.