

# Enrolment Policy

Reviewed June 2019

1. Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at Kincoppal-Rose Bay School, entry ELC to Year 12. Applications should be fully completed on the Application form and accompanied by relevant documentation as outlined on the checklist.
2. Students enrolling at the School for the first time in ELC should be three years old by 31 March of the year of commencement or five years old in Kindergarten by 31 March of year of commencement, except with discussion with head of Junior School at interview. Age of entry to Year 7 should be discussed with Admissions staff, prior to submission of Application, on an individual basis.
3. Offers of place are made in writing by the Principal or Deputy Principal following family interview. The School will base any decision about offering a place to a student on a range of factors including:
  - Congruence of values with the School based on the goals of Sacred Heart education. Based on these goals parent/carer(s) express a Statement of Interest on the Application Form and discuss at interview.
    - (i) Family relationship with the School
    - (ii) Attitudes, values and priorities that are compatible with the School's mission and ethos
    - (iii) Sibling of a current or ex-student;
    - (iv) Either of the parents attended the School

## THE STUDENT

- The contribution that the student may make to the School, including the co-curricular activities
- The student's reports from previous schools or prior to school e.g. the NSW Department of Education's Transition to School Statement

## THE SCHOOL

- Ability to meet the special needs or abilities of the student

## OTHER CONSIDERATIONS

- Order of receipt – when the application to enroll is received by the School
4. The School will interview parent/carer(s) and the student before offering a place. Parent/carer(s) and age appropriate students are required to attend a KRB Information Morning at the School prior to interview.
  5. The School has an 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.
  6. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

