

ENROLMENT POLICY

PURPOSE

This policy is to guide staff on the policies and practices to enrol and settle in new students at Kinma Preschool and Primary.

POLICY

Kinma is a school that encourages children to be children, to be curious and motivated learners. The Kinma community thrives on participation by everyone. Parents manage the school through an elected Board and are frequently part of classroom activities. It is important for Kinma to get an understanding of the student's and family's needs and expectations before accepting a request to enrol a student. Kinma is not obliged to enrol every student who seeks enrolment. Kinma reserves the right to decide whether to accept or reject an application for enrolment.

1. Offering a Place

Kinma bases any decision about offering a place for a child on:

- The family's relationship with the school:
 - sibling of a current or ex-student
 - either of the parents attended the school
 - the family holds similar attitudes and values in line with Kinma philosophy
- The student has attended Kinma Preschool
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement from an Early Childhood Service
- Kinma School having the ability to provide adjustments to support any additional needs or abilities of the child
- the order of receipt of the application for enrolment is received by Kinma.

Kinma 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.

Kinma will meet with parent/carer(s) of the student before offering a place.

Following an interview, if a student's enrolment application is successful, Kinma will send an Offer of Enrolment with an enrolment fee invoice to the parents.

Where there is no current vacancy in primary or preschool, an enrolment application may be placed on a waitlist. Progression of any enrolments from the waitlist are entirely at the discretion of the Head of School.

2. Acceptance of Offer of Enrolment

- 2.1 An Offer of Enrolment must be accepted by both parents where appropriate unless Kinma agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 2.2 The acceptance of the offer must be accompanied by an enrolment fee of \$850 for Primary, or \$300 for Preschool. Where a family's child has been enrolled at Kinma preschool prior to readiness for primary, the \$300 preschool enrolment fee paid will be deducted from the primary enrolment fee, i.e. $\$850 - \$300 = \$550$.
- 2.3 If the student does not commence the enrolment, the enrolment fee will not be refunded unless Kinma, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- 2.4 If the parents wish to defer the entry of a student to a different calendar year to the initial request, Kinma will advise whether it is able to agree to this. If it is unable to agree, the student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 2.5 Enrolment is dependent on the school receiving the enrolment fee within 14 days of the invoice date or such shorter time agreed in writing by the School. If the enrolment fee is not received by the due date the enrolment will lapse.> The school will attempt to make the family is aware of this.

Once a student is accepted for enrolment at Kinma, the school has an obligation to that student for their educational and social well-being while at Kinma. Kinma understands and encourages families to be part of the Kinma community.

3. Offering a Place

- 3.1 All enrolments are at the discretion of Kinma and conditional upon Kinma being satisfied in its reasonable discretion that the student's needs can be met by the School. Kinma may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the student's needs cannot be met.
- 3.2 Kinma may require Parents to provide reports and assessments necessary to determine the particular needs of the student.
- 3.3 Competence in English is a pre requisite for enrolment. If the School considers that the English language capabilities of the student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

4. Progress of Student Enrolment

The foundation of a good relationship between families and Kinma begins from their first inquiry. From the point when a decision is made to enrol a new student, Kinma will take into consideration any relevant information provided by the student's family to support the student's orientation.

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.

Should Kinma reasonably consider that the progress of a student is unsatisfactory and that it can no longer meet the Student's needs, it may terminate the enrolment of the Student by giving not less than one term's notice.

5. Fees and Charges

- 5.1 Kinma Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year. Where possible, Kinma will give not less than one (1) term's notice of any change to the Schedule of Fees.
- 5.2 Fees and charges may also be levied for insurance, Environment and Maintenance care, excursions, sport and camps.
- 5.3 Kinma may also incur expenditure for the student's needs on behalf of the parents as it reasonably considers necessary, which may be added to the Parents' school account.
- 5.4 All medical expenses reasonably incurred on behalf of a student must be reimbursed by the Parents.
- 5.5 All fees and charges must be paid on or before the due date set out in the fees notice.
- 5.6 If fees and charges are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from Kinma office.
- 5.7 While an invoice for fees and charges remains outstanding, Kinma may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as, sport, excursions, camps and local, interstate or overseas trips).
- 5.8 If fees and charges are not paid within 60 days of the due date the enrolment of the student's enrolment may be terminated unless Kinma agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being terminated without further notice.

- 5.9 Fees will not be remitted in whole or part if the student is absent due to illness, leave or suspension.
- 5.10 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged unless the School in its reasonable discretion agrees to waive some or all of these fees.

6. Withdrawal of Students

- 6.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parents advise Kinma in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.
- 6.2 Subject to 5.3, if parents wish to withdraw a student from Kinma, notice given must be not less than ten weeks' notice (not including school holidays) to expire at the end of a term.
- 6.3 If Kinma does not give at least one term's notice of an increase in the fees payable by the parent/carer, the parents may withdraw the student from the end of the term in which the notice of the fee increase was given, provided notice of withdrawal is given to the School within 30 days of the date on which the notice of the fee increase was given.
- 6.4 If the required notice of withdrawal of a student is not given the parents must pay a School term's fees plus GST unless the School in its reasonable discretion agrees to waive some or all of these fees.

7. Obligations of Students

Students are required to have high standards of behaviour and:

- a) abide by the Kinma Codes of Conduct as they apply from time-to-time,
- b) behave courteously and considerately to each other and to staff at all times,
- c) not do anything which may bring Kinma into disrepute, including in print and electronic media,
- d) support the goals and values of Kinma,
- e) attend and, if required, participate in the Kinma sports program, important school events determined by the Head of School, and camps and excursions that are an integral part of Kinma curriculum unless otherwise agreed with Parents that they are not participating
- f) attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

8. Obligations of Parents

8.1 Parents:

- a) must accept and abide by the requirements and directions of the School Board and the Head of School relating to the student or students generally and not interfere in any way with conduct, management and administration of the School,
- b) are required to support the goals, values and activities of the School, and
- c) should view School Stream on a regular basis and read the weekly Newsletter.

8.2 Parents must promptly advise Kinma:

- a) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned,
- b) the student will be absent from the School due to ill health or other reason, via text (0474 500 707), School Stream or email (office@kinma.nsw.edu.au),
- c) in writing of any Orders or arrangements that affect the student concerning custody or access, any change to them or any other Orders or arrangements which were relevant to the student's education and welfare, and provide copies of any Orders to Kinma.

8.3 Parents also:

- a) should communicate with students, other parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by Kinma from time-to-time and observe the Parent Code of Conduct,
- b) should use their reasonable endeavours to attend parent-teacher interviews and parent Learning Forums and participate in workshops offered by Kinma which are relevant to the student's education,
- c) must not disseminate inaccurate, misleading or defamatory information on social media in relation to the School, staff, students or other members of Kinma community.

9. Health and Safety

- 9.1 Parents must advise Kinma as soon as reasonably practicable if they become aware of any special needs that the student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs. This includes any medication to be administered to the student, for which the Medication Form must be completed and signed by the parent/carer.
- 9.2 Parents must provide updates if circumstances change or as required by Kinma from time to time.
- 9.3 If the student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery, and transport to hospital) and where a parent is not readily available to authorise such treatment, the Head of School or, in the Head of School's absence, a senior staff member of Kinma, may give the necessary authority for such treatment. The parents indemnify Kinma, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.
- 9.4 Parents must observe School security procedures for the protection of students.
- 9.5 Students are responsible for their personal belongings and Kinma does not accept any responsibility for the loss or damage to those belongings.
- 9.6 The Head of School or the Head of School's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

10. Programs and Activities

- 10.1 Kinma determines the educational and other programs and activities conducted at the School from time to time in its reasonable discretion.
- 10.2 Kinma may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.
- 10.3 The student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Head of School agrees otherwise. Charges may be levied for these activities and will be payable unless the student is unable to attend due to ill health or other good reason which makes it impossible for the student to attend.

11. Reports and Notices

Kinma will distribute academic reports to parents at the end of Term 2 and Term 4. Notices will be sent to the address or addresses notified by the Parents. Where parents do not live together, Kinma will produce a report and notices for both Parents and will be sent to both parents at the address notified by them, unless:

- a) there is an Order of the Court providing reports and notices to be sent to one parent,
- b) there is an agreement between the parents that the reports and notices will be sent to one parent, or
- c) Kinma in its reasonable discretion considers that it is in the best interests of the student that reports and notices should only be sent to one parent.

Leave

If the parent/carer(s) wish to seek leave for the student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Head of School.

If a parent/carer(s) wish to seek leave for the student to be absent from school for an extended period of more than 10 school days they must apply for a '*Certificate of Extended Leave*' by completing an 'Application for Extended Leave' form. Leave will usually only be granted in most extreme circumstances.

12. Suspension & Termination of Enrolment

13.1 Kinma may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:

- a) a serious breach of the School's rules or Student Code of Conduct
- b) where a Parent has breached these Enrolment Conditions
- c) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
- d) where the Head of School or School Board reasonably believes that a mutually beneficial relationship of co-operation and trust between the School and the parents or a parent has broken down to the extent that it adversely impacts on that relationship.

13.2 The School will only exercise its powers under this clause to terminate the enrolment if it has provided the student and their parent(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

13.3 The School may terminate the enrolment of the student if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the student have not been provided to the School or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the School or the student's welfare or both.

13. Court Orders

14.1 The parents must provide accurate information to the School about any arrangement between parents or Court Orders in relation to the Student at the time for applying for enrolment. The parents must immediately notify Kinma of any new arrangements or changes to any previously communicated arrangements.

14.2 The parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

14. Privacy

The parent/guardian(s) acknowledge that they have read Kinma's privacy policy.

15. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the parents in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

16. Definitions

In the terms and conditions:

Parent(s) means the parent/guardian(s) who entered into the contract of enrolment with the School.

School means Kinma School.

Student means the student who is named in the contract of enrolment.

APPENDIX

a. Supporting Documents

- Primary Application Form, Preschool Enrolment Form
- Enrolment Process document
- Fee Policy
- Codes of Conduct
- Medical conditions policy

b. Regulatory Legislation and Considerations

- Children (Education and Care Services National Law Application) Act 2010
- Education and Care Services National Regulations 2011
- National Quality Framework 2011
- National Quality Standards – Quality Areas 6.1.1; 7.3.5
- <https://www.nsw.gov.au/sites/default/files/2023-08/nsw-registered-and-accredited-individual-non-government-schools-manual.pdf>
- Education Act 1990

c. Planning control

- Approved by Head of School

d. Next Scheduled Review

- 2025

e. Version control

| Version | Date Approved | Approved By | Brief Description |
|---------|---------------|---------------------|---|
| 1.0 | 2016 | JC - Manager | |
| 1.1 | 2018 | Manager | Change format |
| 1.2 | 2021 | | Change format |
| 1.3 | 2022 | Manager | Funding changes in preschool |
| 1.4CH | 2023 | | Change 'Manager' to 'Head of School', Supporting Docs |
| 1.5 FB | 2023 | | Including Enrolment considerations |
| 1.6 | 2024 | Education Committee | Integration of AIS Enrolment Policy wording (CH) |