



# St Paul Lutheran School

## Enrolment Policy and Procedure

### Preamble

St Paul Lutheran School Inc offers a quality Christian education to all students regardless of ethnic origin, gender, religion, ability or disability, provided that

1. Parents seeking enrolment for their child undertake to freely support the stated mission of the school; and
2. Adequate space and resources are available to meet the needs of the student.

When applying, parents are required to disclose any information relevant to determining the provision of an appropriate educational curriculum and/or suitability of their child for enrolment.

### Criteria

The enrolment criteria will be determined from time to time by St Paul Lutheran School Inc. The current enrolment criteria is:

1. Siblings of currently enrolled students
2. Child of active communicant members of St Paul Lutheran Church
3. Child of active communicant members of other Lutheran Churches
4. Child of families whose parents identify with the mission of the school
5. Special circumstances as deemed by the Principal.

Applications within each of these priority areas will be addressed in order of receipt.

### Reception Intake

In line with current Australian Government guidelines, St Paul adopts a one intake policy for Reception students. This results in a child who turns 5 years of age on or before 30 April being admitted in Term One of the same year. Children who turn 5 years of age in May or beyond are admitted in Term One the following year.

*Living and Learning Together in Christ*

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## **Procedure**

1. Lodgement of 'Enrolment Application' by the child's parent/caregiver
2. Interview of the child's parent by the Principal (or delegate), preferably with the child in attendance. Please note Reception students are interviewed two years prior to the commencement of their primary schooling, usually in Term One.
3. Parents will be notified by letter of acceptance/non acceptance of their child's enrolment
4. Once notified, parents are required to pay a \$500 bond by the nominated due date, which secures and guarantees the enrolment. This bond is refundable only at the conclusion of Year 6
5. If parents do not meet the stipulated due date, their enrolment offer will lapse, however, the application will remain on the school's database.

## **Class Size**

The optimal class size at St Paul is 28 children. In situations where this may increase it will be done at the discretion of the Principal, taking into consideration a range of factors including:

- Needs of existing students.
- Overall numbers in the school.
- Experience of the teachers involved and available resources.
- Needs of students seeking enrolment.

## **Notice of Withdrawal**

Students who leave prior to the end of Year Six are required to give a full terms notice. Failure to provide this notification will result in an additional full term's fees being charged.

A 'full term' is defined as from the first day of the school term to the last day of the same term.