



# SATHYA SAI COLLEGE

*"Character Development with Academic Excellence"*

## ENROLMENT POLICY

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## AIMS

*Sathya Sai College seeks to provide quality education in a caring, secure and challenging environment, based on human values and a curriculum that integrates the philosophy of Sathya Sai Educare and uses the pedagogy of Integral Education.*

The Enrolment Policy seeks to:

- Provide information for staff and families regarding enrolment procedures at SSC.
- Promote a fair and equitable approach to enrolment;
- Contribute to a learning environment that:
  - Fosters the holistic development of the child.
  - Enables children to progressively realize their individual potential.
  - Enables each child to realise that the END OF EDUCATION is CHARACTER so that they may become model citizens.

Whilst this policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. The Principal or Deputy Principal has the final decision concerning any enrolment.

**The *Conditions of Enrolment* signed as part of the enrolment application and amended from time to time are legally binding. Initial and continued enrolment depends on the parents' and student's ongoing adherence to these.**

## GENERAL PRINCIPLES

1. Applications for enrolment may be made at any time by the parent/ carer (s) of students to commence at Sathya Sai College.
2. The Enrolment Application Fee of \$40 must be paid before an Enrolment Application is processed by the school.
3. Students enrolling at school for the first time will be five years of age on or before the 31<sup>st</sup> of July of the enrolment year. All children must be in compulsory schooling by their 6th birthday.
4. SSC does not discriminate in relation to **prospective students** in particular by:
  - failing to accept a person's application for admission as a student;
  - the way in which a person's application is processed; or
  - the arrangements made for, or the criteria used in, deciding who should be offered admission as a student;
5. SSC will base any decision about offering a place to a student on, but not limited to:
  - i. The contribution that the student may make to the school, including co-curricular and service activities
  - ii. The student's reports from previous schools or pre-schools
  - iii. The family's relationship with the school and willingness to uphold the values and priorities that are aligned with the school's vision and mission
  - iv. The agreeance of the *Conditions of Enrolment*
  - v. SSC's ability to meet the special needs or abilities of the student
6. SSC complies with State and Commonwealth anti- discrimination legislation and does not

discriminate on the basis of religion, ethnicity, sexual preference or marital status.

7. SSC will conduct an enrolment interview with the student and parents/ carers that may involve diagnostic testing of English and numeracy before offering a place.
8. In considering all prospective enrolments, the School may ask parents to authorise the Principal or her/his delegate to contact:
  - the principal of the student's previous school to confirm information pertaining to the student; and/or
  - any medical or other personnel considered significant for providing information pertaining to the needs of the student.
9. SSC has absolute discretion in determining the weight of each of the factors it takes into account when deciding whether to offer a place for the student.
10. Continued enrolment at SSC is dependent on the student making satisfactory academic progress, attending consistently, and the parent/ carer (s) adhering to all behavioural codes of conduct and other requirements of SSC which are applicable and outlined in the *Conditions of Enrolment*.
11. SSC expects the payment of resource levy, excursion levy, camp charges and other charges to be paid within 60 days from the date of the invoice. Should there be any concern with the payment the parents are expected to meet the Business Manager and make arrangements for a payment plan. The neglect to pay the levy/charges could compromise the continued enrolment of your child/children at SSC.
12. SSC corresponds with families via a parent portal app, email or telephone. It encourages parents/carers to download the parent portal app for ease of communication and expects all parents/carers to be contactable on at least one mode of communication.

## ENROLMENT OF STUDENTS WITH DISABILITIES

This section of the document is guided by the [Disability Standards for Education 2005](#). When there are available places and a student with a disability seeks admission, particular care is taken to ensure that the application is properly considered.

Before accepting an enrolment application for a child with learning/physical disabilities and/or recognised as gifted and talented, the School should clearly state what support the school offers in regard to students with special needs. Parents of children with learning/physical disabilities and/or recognised as gifted and talented may also meet with relevant staff to discuss the available support.

SSC also recognises that it has limited resources and that:

- some students or potential students will, because of a disability, require services or facilities not required by students who do not have that disability; and
- in deciding whether or not to accept an application for enrolment, SSC has a responsibility to other students to assess whether the provision of those services or facilities would impose unjustifiable hardship on SSC as an organization; and
- if that is the case, SSC's responsibility to its students as a whole may justify refusal to enrol a student with a disability; and
- the relevant legislation includes an exemption that permits SSC to refuse enrolment in these circumstances.

The [Disability Standards for Education 2005](#) would be followed in relation to any application for enrolment of a student with a disability.

- If information obtained by the School suggests a history of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, the Principal may decline to proceed any further with the enrolment process notwithstanding that the student satisfies one or more of the criteria for priority enrolment.
- The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly if the parents do not declare any specific educational needs or withhold relevant information.

## CONTINUING ENROLMENT

Once enrolled, students are expected to support the school's ethos and comply with the school rules to maintain enrolment.

## TERMINATION OF ENROLMENT

A student's enrolment may be terminated if:

- the parents or student have not met, or are in breach of, the **Conditions of Enrolment**.
- the School forms the opinion that a student has special needs and:
  - that student's parents have not declared or have withheld known information about those special needs; or
  - the School is unable to meet the child's needs without seriously disadvantaging other students

When the School terminates a student's enrolment, the School must advise the parents in writing.

## POLICY ADMINISTRATION

The policy will be reviewed periodically, or in the event of any information or incident that indicates the need for review, or following any legislative or organisational change.

<b>Enrolment Policy</b>	
<b>Policy Version</b>	Version 2
<b>Date of Formulation</b>	February 2021
<b>Date of last review</b>	November 2022
<b>Date of next review</b>	November 2024
<b>Owner</b>	

<b>Position</b>	
<b>Approved by the Principal</b>	