



Enrolment Policy

1 Rationale

- 1.1 Pymble Ladies' College (the College) is a School of the Uniting Church in Australia. The College aims to provide the best possible educational outcomes for all students regardless of their religious or cultural backgrounds.
- 1.2 The purpose of this policy is to establish a framework for the College to meet its statutory and regulatory obligations.

2 Scope

- 2.1 This policy applies to all prospective and current students of the College, their Parent/Guardian(s) and to all staff involved in the enrolment process.
- 2.2 This policy should be read in conjunction with the *Enrolment Procedure*.

3 Definitions

- 3.1 Nil

4 Policy

- 4.1 The College is a non-selective, independent, single gender school catering to female students from Kindergarten to Year 12.
- 4.2 Applications for enrolment may be made at any time by the Parent/Guardian(s) of students to commence at the College.
- 4.3 Students enrolling at the College for the first time will be 5 years of age on or before the 31 July.
- 4.4 The College will base any decision about offering a place to a student on:
 - Family relationship with the College:
 - sibling of a current or ex-student
 - mother or grandmother attended the school
 - attitudes, values and priorities that are compatible with the College ethos.

- The student:
 - the contribution that the student may make to the College, including co-curricular activities the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement
 - students for whom English is an additional language/dialect will be required to demonstrate their proficiency in English and meet determined proficiency levels.
- The College:
 - ability to meet the special needs or abilities of the student.
- Other considerations
 - order of receipt when the application to enrol is received by the College
 - daughter of Uniting Church clergy members
 - daughter of staff
 - daughter of families on international or interstate transfer from similar schools
 - re-entering students.

4.5 The College will meet with Parent/Guardian(s) of the student before offering a place.

4.6 The College has the 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.

4.7 Continued enrolment at the College is dependent upon the student making satisfactory progress, attending consistently, and the student and the Parent/Guardian(s) observing all behavioural codes of conduct and other requirements of the College, which are applicable from time to time.

Boarding

4.8 Full-time boarding is available to girls from Years 7 to 12.

4.9 Boarders must observe all rules and codes of behaviour applicable to boarders and all requirements relating to leave.

4.10 Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a boarder to a day student or day student to boarder.

4.11 If a student is being withdrawn from the College or wishes to become a day student, not less than 1 term's notice must be given. If the required notice is not given, one terms' boarding fees will be charged.

Overseas Students

4.12 The school is registered to accept students normally resident overseas (Overseas Students) on Subclass 500 Student Visas and will offer a limited number of places for such students.

- 4.13 If an Overseas Student is offered enrolment all government regulations relating to visa conditions, guardianship, private health insurance and other welfare arrangements must be met.
- 4.14 The College must approve any proposed arrangements for the student's living arrangements while in Australia. These arrangements may only be changed with the approval of the College.
- 4.15 The College must be able to conduct home inspections to ensure that the student's living conditions meet government guidelines.
- 4.16 The College is compliant with CRICOS regulations.
- 4.17 This policy is not intended to extend the responsibilities of the College beyond the law.
- 4.18 The College reserves the right to change or modify this policy at any time by notice on the College website.

5 Guidelines

- 5.1 Nil

6 Responsibilities

- 6.1 Council Chairperson
- 6.2 Principal

7 Related Documents

- 7.1 College Enrolment Procedure
- 7.2 Application for Enrolment
- 7.3 Conditions of Enrolment
- 7.4 Anti-Discrimination Policy
- 7.5 Students with Support Needs and Disabilities Policy
- 7.6 Fees Policy

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