



RATIONALE

This policy has been developed to ensure that Balcombe Grammar School maintains the principle of open access, which operates without regard to academic, physical or social circumstances. BGS is committed to procedural fairness in enrolling and placing students in the school. The policy outlines the criteria by which all students are placed.

OBJECTIVES

- To ensure that the School can provide for the educational needs of its students.
- To maintain a diverse, balanced and beneficial mix of students within the School.
- To maintain an equitable procedure for the placement of students seeking placement.
- To ensure that parents are kept informed at all stages of the enrolment and placement process.

IMPLEMENTATION

- In principle, students are considered for selection in the following order:
 - Children of staff members;
 - Siblings of current students;
 - Siblings of past students;
 - All other students in order of application date;
 - Order of position on the waiting list will not be released to parents.
- Students will be interviewed prior to any offer being made. The outcome of such interviews may affect any offer being made.
- Before making an interview time for any student, the Enrolments Officer is to sight the original enrolment application form to ascertain if there has been any disclosure of learning, behavioural or physical disabilities.
- If there is an indication of any of these disabilities, the Enrolments Officer is to contact the parent/s and request all relevant assessments/reports are supplied to the school prior to interview.
- A short survey is to be given to the parent/s to complete in reception prior to the commencement of the interview which asks for disclosure of any disabilities. This would help to identify disabilities which may have been diagnosed since the enrolment form was completed as some parents submit the form many years prior to commencement.
- The interview will be used to assess:
 - Understanding and willingness by the family to support the School's values and ethos;
 - The School's ability to provide an appropriate program for the student;
 - What the student and family can contribute to the life of the school;
 - The latest school report of a student will be required for all students commencing apart from Foundation;
 - Birth certificates will be required for all Foundation students.
- Students must be 5 years of age by the last day in April of the year they are to commence Foundation.
- If school readiness is in doubt, a child may need to have their enrolment deferred.
- Payment of the enrolment fee does not guarantee placement.
- Confirmation fees are non-refundable.
- At all times, the Principal, in consultation with relevant staff members, will have the authority to use discretion in the final placement offers.

FOLLOWING AN OFFER

- Parents must sign the student information form to certify that they have read and understood the terms and conditions of enrolment.
- Parents must clearly state who is responsible for the payment of fees.
- Transition information for Foundation students will be sought from pre-schools.
- Immunisation certificates will be requested for all Primary students.
- Parents must disclose any special circumstances they believe may affect the education of their child. This information will assist the School to act in the best interests of the student at all times.
- Parents must disclose any physical, medical or learning problems which may require additional attention to be provided for their child.
- An enrolment may be cancelled if parents fail to keep the school notified of their relevant contact details.
- Parents of students wishing to leave the school must give one term's notice in writing otherwise a term's fees are payable.

EVALUATION

- An annual evaluation of the policy and the enrolment procedure should be undertaken to ensure the requirements of the School and prospective students are being met.