



ENROLMENT POLICY

2014



ENROLMENT POLICY

The Scots School is a comprehensive co-educational Kindergarten to Year 12 school providing an education underpinned by Christian values and operating within the policies of the NSW Board of Studies and in compliance with the following Acts:-

Disability Discrimination Act 1992 (Commonwealth)
Racial Discrimination Act 1975 (Commonwealth)
Sex Discrimination Act 1984 (Commonwealth)
Anti-discrimination Act 1977 (New South Wales)
Other legislation as applicable in specific circumstances

All applications are processed in order of receipt and consideration is given to the family's support for the ethos of the school, siblings already attending the school and other criteria determined by the school from time to time. Once enrolled, students (and their parents/guardians) are expected to support the school's ethos and comply with the school rules to maintain the enrolment.

Procedures

1. All applications should be processed within the school's enrolment policy.
2. Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the school's ethos.
3. Consider each applicant's educational needs and parent's/guardian's special requirements. To do this, the school will need to gather information and consult with the parents/family and other relevant persons.
4. Identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. Inform the applicant of the outcome.

School Register

The School will maintain a register of enrolments in both paper and electronic form that includes the following information on each student:

1. name, age and address
2. the name, address and contact telephone number of parent(s)/guardian(s)
3. date of enrolment and, where appropriate, the date of leaving the school and the student's destination
4. for students older than six (6) years, previous school or pre-enrolment situation
5. where the destination of a student below seventeen (17) years of age is unknown, evidence will be kept that a Department of Education and Training officer with home school liaison



responsibilities has been notified of the student's name, age, last known address and other information that may assist officer such as any know occupational health and safety risks associated with contacting the parents and student

6. the Register of Enrolment is retained for a period of seven years preceding the current date

Attendance Register

The School will maintain an attendance register – this register is retained for seven years preceding the current date.

Privacy

The collection, storage and use of the above information will be in accordance with the School Privacy Policy.

Enrolment forms attached:-

Day/Border

Overseas