Enrolment Policy

Application for Enrolment

All parents/guardians of prospective students of King’s are required to complete an Application for Enrolment form and forward it to the Enrolments Officer together with the following:

• A copy of the applicant’s Birth Certificate or Extract (in the event that the child is to be enrolled under a name different from their registered name, documentary evidence that both parents agree to this, must be provided)
• Two written references, one from the family’s minister/pastor (if you attend church) and one other
• Any current reports and/or assessments related to your child’s needs, e.g. educational testing
• Basic Skills Testing (Years 3, 5, 7 and 9)

Upon receipt of the above, the Enrolment Officer will advise you of the status of your child’s application. When a position is available for a student, an interview with the Principal will be arranged and upon the completion of that interview and acceptance by the Principal, an application fee of $175 per family is payable to secure the position ($75 of this will be deducted from the 1st term’s fees). The position is offered on the basis of the information that is provided at the time of application.

Enrolment is subject to review the year prior to commencement. This review is put in place to ensure your child is given the best possible education from the outset.

Undisclosed information is of course not in your child’s best interest. Enrolments are accepted in cases where the school can provide any reasonable adjustments. Should circumstances change and King’s is unable to cater for specific needs, your deposit would be refunded.

Commencement at King’s requires that the student is 5 years of age by 31st March of the year of commencement.

There are 3 points of entry at King’s, Reception, Year 6 and Year 10. For entry in year levels other than these, there is a waiting list for casual vacancies. Waiting lists are held on all year levels.

Enrolments will be taken on the basis of 75% from church-attending families and 25% from non-church attending families.

Priority is given to:

• Siblings of enrolled students, except in the case where families are no longer co-habiting
• Old Scholar’s children
• Minister’s children
• Staff children
• Family affiliation
• The balance and specific needs of the School

The date of lodging an Enrolment Application will be used as a guide in the priority of enrolment.

It is essential that King’s be advised of any changes to information on this form. Failure to do this could affect your child’s enrolment.

Scholarships are offered at Year 10 and 11 for the senior years. The examination for this is held in June.

Cancellation of an enrolment prior to commencement at King’s must be made in writing to the Enrolment Officer.

**Conditions of Enrolment**

**In these conditions, "parents" means the person/s who sign the Application for Enrolment form and includes a guardian/s.**

1. That the parents will agree to allow the child to share fully in the life and programme of the School.

2. That the parents will support the aims and culture of the School and will also support the School through participation in its wider programmes.

3. That the parents undertake to provide the child with all necessary text books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered. For parents who have difficulty in meeting the stationery/book costs, assistance (means-tested), is available through the Education Department.

4. That the parents undertake to provide the child with the correct uniform approved by the School and to ensure that the child is always sent to School neatly dressed in the required uniform.

5. The parents will supply the School with copies of any parenting orders (including residence orders, contact orders, specific issues orders and child maintenance orders) and any parenting plans (whether registered in the Family Court or not) relating to the child and will promptly notify the School of any changes to such orders or plans. Upon request, a weekly newsletter will be posted to the parent not residing with the child, at a cost of $25 per annum. If an additional report is needed for the parent not residing with the child, please put this request in writing.

6. That the parents accept the right of the School to employ such discipline as it deems wise and expedient for the child and agree to uphold in every way possible the School’s authority and right to administer appropriate discipline in accordance with the policies of the School.

7. That the parents agree that in the event of illness or injury to the child, necessitating urgent hospital or other medical treatment and if the parents are not readily available to authorize such treatment, the parents authorize the school to
give the necessary authority for such treatment.

8 That the parents will give at least one term’s notice of termination of enrolment and failure to do so will mean payment of a term’s fees in lieu of notice irrespective of the date the child leaves during the term. Where two parents enter into the contract of enrolment, notice of termination of the enrolment must be given by both parents.

9 That the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School’s rules and regulations.

10 That all fees are payable by the Friday of the second week of each term. A 5% late payment charge will be made on accounts outstanding past the due date. If more than one party enters into the contract of enrolment, each of them shall be jointly and severally liable for the payment of fees.

11 With regard to the enrolment of students with moderate, severe or profound disabilities: When the nature and degree of disability is made known to the Principal he/she will, in company with Special Education staff, assess the anticipated impact of such an enrolment on the existing resources of the School. Should it be adjudged that such an enrolment would impose unreasonable and undue hardship on the School, the Principal has the power to deny such an enrolment, within the provisions of Section 22 of the Commonwealth Disability Discrimination Act 1992.