

MANAGEMENT PROCEDURES

ENROLMENT POLICY

Definitions

St Margaret's School is defined as St Margaret's Berwick Campus (SMS) and Berwick Grammar School Officer Campus (BGS).

Rationale

St Margaret's School has two open entry non-denominational independent learning areas, one at Berwick and the other at Officer. The progress entry points of student enrolments are clearly outlined in this policy.

Minimum Entry

Objectives

- 1) To provide clear entry points at each campus
- 2) To outline the enrolment process

Pre-Prep: Students may be enrolled at St Margaret's School from Pre-Prep for students aged 3 years of age as at 26 January in the first year of entry.

Primary: To start primary school the child must turn five years of age, or older, by 30 April of the year that they start school.

Students are admitted in strict date order of application for all year levels. Children and grandchildren of old girls and current staff members and siblings of current students are afforded some priority.

Entry points are:

Pre-Prep – Year 6	Co-educational	St Margaret's School
Year 7 – 12	Girls	St Margaret's School
Year 7 – 12	Boys	Berwick Grammar School

Entry into any year group is possible if a vacancy is available in that particular year group, or in the proposed appropriate classes for their subjects, including elective subjects.

If a student has learning difficulties that warrant inclusion in the Individual Differences program, it is also necessary to ensure that there is a vacancy in that program. Priority for Individual Difference enrolment is given to current students, but new students are enrolled as a place becomes vacant.

Procedures

Entry is subject to interview and assessment by the Principal, Vice Principal Head of Junior School, Head of Senior Girls Wellbeing and Head of Senior Boys Wellbeing.

A registration fee (currently \$100) is requested with the completed application form.

Names are placed onto the register upon receipt of the application form. Letters of receipt of the application form are sent to the parent advising them that they are on a waiting list and will be contacted the year prior to enrolment to advise them of placement availability.

Next stage of enrolment process is an interview with the Principal, Head of Junior School or Head of Campus. If successful a *Letter of Offer* will be sent to the parent(s). To secure a place the payment of \$2200 (\$300 Acceptance Fee, \$1800 Foundation Fee, \$100 Alumni Fee) must be paid within one month of receipt of the *Letter of Offer*.

Overseas students applying for the Senior School are required to sit an English and General ability test prior to confirmation of enrolment. The test is conducted by the Australia Education Assessment Services and fees are set, based on their fee policy. Upon receipt of these tests, the enrolment of an overseas student may proceed to the interview and assessment stage, providing the results are of an acceptable standard. AEAS will ascertain the level of extensive English language course the student will be required to undertake prior to enrolling.

The School reserves the right to refuse an enrolment.

Please refer to the terms and conditions on the Application Form for Enrolment.

Withdrawal of Enrolment

A full term's notice, in writing, must be given to the Principal prior to the withdrawal of a student from the School or a full term's fees are payable in lieu of the required notice.

Responsibility for this Policy:

Principal

Policy Location

This Policy is published on the intranet for the school community to access

Policy Review:

Triennially or as circumstances dictate