



TARA
Anglican School for Girls

Enrolment Policy

Our purpose is to be a Christian learning community, characterised by excellence, which encourages and empowers girls to achieve and serve in a dynamic world.

This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.



Relevant Legislation

- Disability Discrimination Act
- Sex Discrimination Act
- Race Discrimination Act
- Anti-Discrimination Act

These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

Enrolment Process

1. Parents enquire about enrolment
2. Enrolments Office sends enrolment information
3. Parents return the application form together with the \$220 non-refundable application fee and a copy of your daughter's birth certificate and current School reports (if applicable).

If your daughter was born outside of Australia but is now a citizen, a copy of the Citizenship Certificate is also required at this time. For temporary or permanent residents of Australia, please also attach a photocopy of your daughter's passport and visa.

4. Girl is placed on the wait list
5. The School undertakes pre-enrolment interviews.
6. The School makes an offer with any conditions of enrolment issued. Alternatively the Principal will contact the parents for further consultation or assessments.
7. Parents accept or decline offer

New Enquiries

Our Enrolments Office will send everyone enquiring about enrolment details of the procedure for enrolment at the School including:

- (a) A prospectus
- (b) A statement about the School fees
- (c) An application form for placement on the wait list

Wait Lists

The Principal, through our Enrolments Office, is responsible for the maintenance of the wait list for entry to the School.

Entrance to the School is normally in Pre-Kindergarten (Tara Early Learning Centre), Kindergarten, Year 3, Year 5, Year 7 Year 9 and Year 10. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the School year depending on circumstances. Names of girls will be entered on the

appropriate wait list when their parents return:

- (a) the application form; and
- (b) a non refundable application fee of \$220;

In addition, overseas students as part of their application are required to provide documentation for all visas so the School can determine whether it can enrol the student either as a girl on a student visa, an eligible visa under recurrent funds, a visa not covered by recurrent funds or if a visa which does not allow enrolment. Overseas students need to provide evidence of their English language proficiency. This testing needs to be completed by a suitably qualified ELICOS provider and meet the requirements of the Department of Immigration Migration Regulations. If the English level is not at the level specified for the visa, the School suggests that the girl undertakes an intensive language course before considering enrolling at the School.

Failure to provide all required information may result in the School declining to enter the girl's name on the appropriate wait list or delaying such entry, and may also result in the School declining or delaying the girl's enrolment.

Assessment

The School will undertake an assessment process at a time decided by the School after a girl's name has been entered on the wait lists. As part of the assessment process, the School may ask the parents to provide more information about the girl.

Any assessments or reports required from non-School personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or her delegate to contact:

- (a) the Principal of the girl's previous School to confirm information pertaining to the girl;
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the girl.

Interview

Approximately 18 to 24 months before the anticipated starting date, the School will invite the parents and the girl on the wait lists to attend an interview at the School. The School will send the parents a pre-interview form when it invites the parents and girl to the interview.

The School may request that parents bring any or all of the following documents to the interview:

- (a) the completed pre-interview form;
- (b) special needs referral form;
- (c) copies of the girl's School reports;
- (d) academic record form;
- (e) the girl's immunisation booklet; and
- (f) copies of relevant documents of any medical, developmental or behavioural condition that may require special educational consideration.

At the interview, among other things, we will:

- (a) discuss the answers in the completed pre-interview form;
- (b) inform the parents of their responsibility to the School in relation to fees and the expectation that the payment method is understood;
- (c) will seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School. This expectation includes full participation of the student in the religious education program of the School.

Inappropriate Behaviours

Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the girl's enrolment at the School is likely to be detrimental to other students, the staff or the School, notwithstanding that the girl be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

Disability

Where a girl has declared educational support needs or a disability or other information has come to light indicating a possible need for educational support services or for some measures or actions to assist the girl to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the girl's needs. This will include consultation with the girl or the girl's parents. In addition, the Principal may:

- (a) require the parents to provide medical, psychological or other reports relevant to the girl's education.
- (b) obtain an independent assessment of the girl.

Where information obtained by the School indicates that the girl has a disability, the Principal will seek to identify the exact nature of the girl's needs and the strategies required to address them.

Having obtained this information, the Principal will determine whether the girl, if enrolled, would require some measures or actions to assist the girl to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the girl's disability. Where the Principal determines that the girl would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular girl is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- (a) the girl's disability;
- (b) the views of the girl or the girl's parents about:
 - i) whether the particular measure or action is reasonable;
 - ii) the extent to which the particular measure or action would ensure that the girl was able to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a girl without the disability;
- (c) the effect of the adjustment on the girl, including the effect on the girl's:
 - i) ability to achieve learning outcomes; and
 - ii) ability to participate in courses or programs; and
 - iii) independence;
- (d) the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
- (e) the costs and benefits of taking the particular measure or action.

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, the Principal will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the girl, the family of the girl, and the School community); and
- (b) the effect of the disability of the girl; and

(c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and

(d) the availability of financial and other assistance to the School.

Where the Principal determines that the enrolment of the girl would require the School to take unreasonable measures or actions to ensure that the girl is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

School Reserves Rights

The School reserves the right not to offer any girl a place at the School or to defer the offer of a place to any girl in its absolute discretion, but particularly when the parents, having been aware of their girl's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their girl.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their girl's needs.

Enrolment Offers

School's Considerations

When considering making offers of a place at the School, the School gives preference to:

- (a) the date of lodgement of the application to go on the wait list
- (b) sisters of students already at the School;
- (c) daughters or granddaughters of Old Girls of the School;
- (d) boarders;
- (e) daughters of ministers of the Anglican Church;
- (f) in Year 7, to students from the Junior School; and
- (g) scholarship recipients.

The School also considers: evidence of a place at a similar independent School elsewhere in Australia if a family relocates from interstate; a student's willingness and ability to contribute to the wider life of the School; evidence of good leadership and good character.

Offers to Australian Residents & Visas with Study Rights

At the satisfactory conclusion of the assessment process, the School may make an offer to the parents to enrol the girl. To accept the offer, the parents must within

fourteen days of receiving it deliver to the School:

- (a) the acceptance of the offer of a place at the School document which includes acceptance by the parents of the then current Conditions of Enrolment. Please note these conditions may be updated as required.
- (b) new student information form
- (c) any special reports (if relevant); and
- (d) the non-refundable enrolment fee. The enrolment fee is additional to tuition and other fees and is non-refundable.

Failure to reply within the required time may result in the position being re-offered where other girls are waiting for entry to the School.

Notice to Withdraw

A full term's notice in writing must be received by the Principal before any student is removed from the School. [For example, to withdraw a student at the completion of term 4, notice must be given in writing no later than the last day of term 3]. If this notice is not provided, a term's fees plus GST is payable in lieu of notice. This amount is a genuine pre-estimate by the School of the loss that it would suffer if we do not provide the required notice. This condition also applies where a student is required to withdraw for non-payment of monies owing.

Offers to Overseas Students

Relevant Legislation: CRICOS, National Standards and the ESOS Act

If the School makes an offer of a place as an overseas student the offer is conditional upon:

- (a) the girl being granted a student visa; and
 - (b) payment of the fees for Overseas Students.
- To accept the offer, the parents must within fourteen days of receiving it deliver to the School:
- (a) the acceptance of the offer of a place at the School document which includes acceptance by the parents of the then current Conditions of Enrolment;
 - (b) new student information (medical) form
 - (c) guardianship agreement form;
 - (d) the guardian declaration – working with children check;
 - (e) copies of the girl's latest reports (including her English report);
 - (f) The accommodation and welfare

documentation if the student is not a boarder; and

(g) payment of:

- (i) non-refundable enrolment fee;
- (ii) tuition fees for first term;
- (iii) refundable bond – tuition;
- (iv) boarding fees for first term;
- (v) refundable bond – boarding; and
- (vi) health cover.

Failure to reply within the required time may result in the position being re-offered where other girls are waiting for entry to the School.

The enrolment fee, refundable bonds and health cover are in addition to tuition and other fees.

After all required payments are received, the School will complete the confirmation of enrolment and accommodation and welfare documents (if under 18) and will send the parents a copy of these documents to apply for the girl's visa. The parents must immediately notify the School when the girl's visa is issued.

If a visa is refused then the School's refund policy will apply. Parents must notify the School that the visa has been refused in order to receive a refund.

The School's refund policy for overseas students on study visas is that refundable bonds, paid in advance, are not applied to School fees payable. This money is refunded when the student leaves the School, less any money owing. If fees remain unpaid at the end of a semester, the student will not be eligible to return to the School at the beginning of the next semester.

Parents must notify the School in writing if family circumstances change and for all changes of name, address, email and telephone number.

At least one semester's (two terms') notice of intended withdrawal must be given in writing to the Principal. In the event that such notice is not given, a full semester's fees will be payable. Similarly, one semester's notice must be given in writing to the Principal if a student wishes to change from boarding to day girl status (to live with parents only). If the student has to leave the School through illness or misadventure the School will refund actual tuition and boarding fees on a pro rata basis and will return the refundable bond minus student expenses.

Refunds will be paid within four weeks of notification to a nominated Australian bank account or by cheque in Australian dollars,

following specific written instructions from the parents of the student.

Offers to Students on Temporary Visas

To accept the offer, the parents must within fourteen days of receiving it deliver to the School:

- (a) the acceptance of the offer of a place at the School document which includes acceptance by the parents of the then current Conditions of Enrolment;
- (b) payment of:
 - (i) non-refundable enrolment fee;
 - (ii) tuition fees for first term;
 - (iii) boarding fees for first term; and
 - (iv) health cover (if applicable).

Failure to reply within the required time may result in the position being re-offered where other girls are waiting for entry to the School.

The enrolment fee and health cover are in addition to tuition and other fees.

Entry at the start of Early Learning Centre & Kindergarten

Both 4 year-olds, and 3 year-olds whose 4th birthday falls on or before 31 May of the proposed year of entry, are eligible to commence in the Early Learning Centre (ELC).

Both 5 year-olds, and 4 year-olds whose 5th birthday falls on or before 31 May of the proposed year of entry, are eligible to commence Kindergarten.

All girls must undertake a readiness for School assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who are assessed as being not yet ready for School, the Principal may require an additional assessment process to be undertaken to determine whether or not the girl has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit or contact the girl's preSchool, early intervention centre or (with the parents agreement) the home, to more accurately assess the learning needs of the girl.

Holding of Class Places

Places at the School will not be held for students who are withdrawn from the School for any longer than one School term and require one terms fees in advance to hold the place, which will be

credited to your account once the student recommences at the School. Longer leave and re-enrolment is at the absolute discretion of the Principal.

Definitions

Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a girl entered on the waiting list or enrolled at the School and, where the girl has only one parent, means that parent.

Disability, in relation to a girl, means:

- (a) total or partial loss of the girl's bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the girl's body; or
 - (f) a disorder or malfunction that results in the girl learning differently from a girl without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a girl's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- and includes a disability that:
- (h) presently exists; or
 - (i) previously existed but no longer exists; or
 - (j) may exist in the future (including because of a genetic predisposition to that disability); or
 - (k) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

CRICOS 02320A

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Please note: The information contained in this document is current as of January 2018 but may have varied by the time of actual enrolment.