



Nurture for today • Learning for tomorrow • Character for eternity

Enrolment Guidelines

Rationale

Kempsey Adventist School operates an open, but selective enrolment policy. Admission to the school is possible irrespective of the applicant's race, colour and nation of origin. The school is operated not only for the members of the Seventh-day Adventist community but also for those in the broader community who are committed to the values and the ethos of the school. Whilst no religious test is applied to applicants, all students are expected to live in harmony with the standards and regulations of the school. They are also expected to share fully in the life and program of the school; including devotional activities and Religious Studies classes.

The Adventist School System in North New South Wales has been established by the Seventh-day Adventist Church in North New South Wales. Kempsey Adventist School is a centre of Christian Education which promotes the balanced development of every student, building a community of faith, which seeks to know, experience and share Jesus Christ and His values.

Kempsey Adventist School community strives for strong partnerships with the church communities it serves. These partnerships will involve the students, principal, pastors, chaplains, parents and school staff. These partnerships must be demonstrated and strengthened by the enrolment procedure and practice. Kempsey Adventist School is open to all who are willing to commit to support the philosophy, mission, values and aims of Adventist education.

Responsibilities

The Board of Directors of Seventh-day Adventist Schools (North NSW) Ltd is responsible for developing, monitoring and evaluating enrolment policies for the schools in its system.

The Principal, in collaboration with the School Council and staff has the responsibility for ensuring that the authentic mission of Adventist education in the community remains the guiding principle in the application of the enrolment policy.

The School Council's role is to ensure that the enrolment policy and procedures are consistently applied by the school's enrolment committee. Ordinarily, the Committee will comprise the Principal, relevant Deputy Principal and a representative of the School Council as members. The Principal will chair the Committee.

Enrolment Policies

- **General Enrolments**

At initial enrolment, all parents must give a firm undertaking that they will accept and support during the period of their child's enrolment the philosophy, mission and ethos of the Adventist school, including the appropriate participation of their children in the religious education programs.

- **Pre-Kindy Enrolments**

In order to commence Pre-Kindy at KAS the child must be four (4) years of age prior to the 31st of March in the year of enrolment.

- **Kindergarten Enrolments**

In order to commence Kindergarten at KAS the child must be five (5) years of age prior to the 31st of March in the year of enrolment.

- **Early Age Enrolment**

The Principal has the discretion to process an early age enrolment (Primary-5 year old by July 1 or accelerated Secondary school entry) if special circumstances exist.

The Principal shall inform the parents that the school will assess the child's readiness and learning after consultation with the school's Learning Enrichment Department.

- **Students with a Disability or "Special Needs"**

The Principal must refer to the Disability Discrimination Act when dealing with the enrolment process of students with disability or "Special Needs".

Students with particular "Special Needs", whether that is severe remedial needs through to physical or behavioural concerns, follow the same enrolment process as all other students. It is important though for families that feel that their child is a "Special Needs" enrolment to share that fact and provide any supporting documentation early in the enrolment process with school administration, and to also be aware of what they hope/expect the school to do for their child, and be able to share that with the school administration. Failure by parents'/guardian's to fully inform Kempsey Adventist School regarding the specific "Special Needs" of their child, may be sufficient grounds for the school either refusing and/or terminating a given child's enrolment, whether or not that refusal or termination occurs within the usual one term's probationary period.

Priority of Access

Enrolments are processed under the following preferential system, Seventh-day Adventists families first; siblings' second and all other enrolments by date of application receipt third. Seventh-day Adventists applicants must have their name on the church roll. Church membership will be verified with the church pastor.

As Kempsey Adventist School places a strong emphasis on character and spiritual development, it is required that each student seeking admission present character & scholastic reports from their *last* school/Principal. Further, each family upon application will need to provide evidence of membership or affiliation with their stated faith and/or denomination, for Seventh-day Adventist families this will require confirmation of church membership, for non-Seventh-day Adventist families confirmation of their church affiliation may be presented in the form of a family mission statement. The request for a

family mission statement may also be made to families not attending a given church. The purpose of such a statement is to inform the school regarding the particular family's values and ethos.

The School Council will consider all applications, and a student *is not considered fully enrolled* until such final approval is given. Families will be notified of their successful enrolment as soon as possible following the next sitting of the School Council. The Council annually considers the eligibility of all students for re-enrolment on the basis of their school record.

Yearly re-enrolment and/or Student Management Acknowledgement forms must be submitted as requested.

All newly enrolled students move through a period of one term's probation. During this time the school and family liaise to ensure that enrolment in the school is proving appropriate. At the successful completion of this period of probation a student is regarded as being a regular enrolment. In the event that there are concerns during this time frame, and following appropriate parental consultation, the school reserves the right to terminate enrolment at or before the end of the probation period.

Priority of access to the school will generally be given on the following basis and subject to the discretion of the Enrolment Committee. (The following hierarchy of priority has been established for the consideration of enrolment applications when enrolment applications exceed available spaces.

Primary Enrolment

- First** Children of practicing members of the SDA Community and children of the School's staff
- Second** Siblings of all current enrolees
- Third** Children attending the school's Pre-Kindy
- Fourth** Other applicants

Secondary Enrolment

- First** Children of practicing members of the SDA Community and children of the School's staff
- Second** Siblings of all current enrolees
- Third** Other applicants

Parent Responsibilities

All parents enrolling their children in Kempsey Adventist School must complete and return the official enrolment form. Such action, however, does not guarantee enrolment in the school.

Applications, irrespective of their priority listing, will only be considered if vacancies still exist.

Parents must be prepared to abide by the provisions specified in the enrolment form especially as regards the support they will give the school in the Adventist education of their children.

The child's parent/guardian must recognize and be prepared to meet their financial responsibilities for the ongoing enrolment of the child.

The child's parent/guardian must advise the Principal of any court order (s) that may exist in regard to the child and provide a copy of the Order(s) for the child's school file.

Enrolment Reporting Requirements

The BOSTES Annual Report, completed by the Principal, requires reviews of enrolment patterns.

It is important that the Principal insists that all details of the enrolment form are completed including the sections where students and parents sign regarding their intended support for maintaining the ethos of the school.

The Enrolment Procedure

1. A parent makes contact with the school and prospectus and application forms made available. *(Marketing)*
2. Contact details secured for future follow-up. *(Marketing)*
3. The Principal and/or Deputy Principal/s interview the parents and child; enrolment forms to be properly completed by the time of interview. *(Registrar/Executive)*
 - Tour of the school *(Marketing and/or Registrar)*
 - Values and ethos of the school, relevant educational perspectives *(Executive)*
 - Any special needs the child may have are to be disclosed by the parent and discussed*. *(Executive)*
 - Academic needs/requirements (subject, extra-curricular preferences etc) *(Executive)*
 - The relevant Deputy Principal to meet both parent and child. *(Executive)*
 - Finance arrangements *(Registrar)*
 - Originals of the two most recent school reports, standardized testing reports, including NAPLAN, any paediatric and/or child psychologist reports, Early Intervention reports and/or evidence of professional support where a diagnosis has been made, to be sighted and copied. *(Registrar)*
4. By appointment the child to sit standardized tests as deemed appropriate by the school. *(Learning Enrichment)*
5. Relevant enquiries at a child's previously enrolled at pre-school and/or school to occur. *(As directed by Executive)*
6. Enrolment Committee to meet on a fortnightly basis to determine the outcome of the application. Registrar to inform prospective family of the outcome of enrolment applications in writing. *(Registrar)*
7. Letter of offer made to applicant and enrolment deposit paid. *(Registrar)*
8. Upon acceptance of offer and payment of deposit, a date for admission communicated to the parent, Learning Enrichment and the relevant Dean. *(Registrar)*
9. Learning Enrichment Dept. and relevant Dean, together with the child's teacher to receive electronic copies of all standardized testing, previous school reports and informed of special needs prior to admission. *(Registrar)*
10. For admission during the school term, the parent and child come to the front office and will be met by the applicable Deputy Principal and/or Dean at which time an induction process will occur. This induction process will reflect the age of the child and the requirements of the particular section of the school they are enrolling into. *(Executive)*
11. For admissions for the following and/or subsequent school years, enrolling children may be required to attend the school's formalised orientation programs. *(Registrar)*
12. All enrolments will be ratified at the regular School Executive Committee meetings and reported to the School Council. *(Executive)*

* Non-disclosure of special needs or test results may lead to the child's enrolment being terminated.

The above procedure order may vary at times according to the operational needs of the school.

The KAS Enrolment Committee meets on a fortnightly basis, at which time applications completed in full may be considered for recommendation to the School Executive Committee for enrolment and reported to the School Council.

Enrolment Committee Members: Principal, Deputy Principals (Primary/Secondary), Staff member (Learning Enrichment) - *Registrar (assistance with enrolment/student data) and Executive Assistant (recording secretary) to attend Enrolment Committee meetings as non-voting attendees.*

Student De-Registration

When a parent/guardian decides to withdraw a student from the School, it is necessary for the parent or guardian to officially notify the Principal, with a copy to the applicable Deputy Principal in writing of the decision, and the expected last day of attendance. One full term's notice is required or fees for one term will be invoiced, except in extenuating circumstances by application to the Principal in writing.

Primary Students

It is expected that all Library books be returned before students de-register and any musical instruments, which may have been borrowed, are similarly returned.

Secondary Students

It is the student's responsibility to obtain and then complete a KAS De-Registration Form from the Deputy Principal and return all hired textbooks and equipment, including the school laptop in good condition. Subject teachers' or coordinators' signatures are recorded as evidence of returned texts.

It is a NSW Government Legislated requirement that all students attend a Registered Education provider until 17 years of age. Parents of all students under 17 years of age are required to declare the school to which student is transferring. Home School students are required to provide the Registration Program number before leaving current school.


Student Re-Enrolment Following School Disciplinary Action

If a student has previously been withdrawn or had enrolment terminated by the School, re-entry may be considered by Enrolment Committee, providing the following are in place:

- new application to enter;
- positive school report from previous school attended, including positive academic performance, behaviour and attendance;
- letter of recommendation from local pastor or significant community member, including church involvement, attendance, attitude (where applicable) and general behaviour;
- recommendation from previous school's administration will be sought by the Principal.

Evaluation

These guidelines will be reviewed as part of a three-year school review cycle.

 Adopted by the SC / / Signed _____ _____ (SC Chairperson) Date for review / /
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