



KEMPSEY  
ADVENTIST SCHOOL



# Enrolment Procedures

**NURTURE** FOR TODAY · **LEARNING** FOR TOMORROW · **CHARACTER** FOR ETERNITY.

# 1. Overview

Kempsey Adventist School, a member of the Seventh-day Adventist Schools in NSW is a comprehensive co-educational school providing an education underpinned by the values of the Seventh-day Adventist Church and operating within the policies of the NSW Education Standards Authority.

Kempsey Adventist School is open to students without regard to their ethnic background, sex, or national origin. While no religious test is applied, all students are expected to live in harmony with the school's standards and regulations, show respect for the Word of God and to attend the regular religious classes and activities of the school.

## 2. Enrolment Procedure

At Kempsey Adventist School we accept students into Kindergarten who turn five years of age by the 31<sup>st</sup> March in that year. Students enrolling into Pre-Kindy need to be four when they begin.

### 2.1. Enquiry

Enquiries about enrolments will be handled by the school's enrolment officer. This will include the:

- The provision of application forms, the student handbook and privacy policy
- Information about fees
- Information about enrolment for overseas students
- Information about transport options
- Information about the school uniform
- Optional tour of the school

### 2.2. Formal Application

Parents seeking enrolment for their child at the school will formally commence the process by submitting an Enrolment Application Form to the School office. The Enrolment Form will be accompanied by a \$100 non-refundable enrolment deposit. Parents will need to supply copies of the following documents to support the application:

- Birth Certificate
- Previous School Reports
- NAPLAN results
- Immunisation Certificate
- Medical reports and action plans if applicable
- Legal documents relating to special family circumstances, e.g. AVO
- Passport and visa if applicant or parents are not citizens of Australia
- Photo ID, e.g. Driver's licence

## 2.3. Enrolment interview

When parents apply for admission, the enrolment officer will organise an interview with the relevant Deputy.

The relevant Deputy, as part of the enrolment interview will:

- Discuss the Christian values and nature of the school and how the family can contribute to the school community.
- Check if any family court orders apply to parental access.
- Sight and copy required documents, reports from previous schools, educational, or medical specialists' reports where applicable.

### **For Kindergarten applicants only: -**

- Arrange for the child to come in for the three Orientation Days scheduled in October/November
- Ask Kindergarten specific interview questions to gain more insight into the child's school readiness.

## 2.4. Enrolment Decision and Action

The Deputy Principal will make enquiries at the student's previous school or pre-school if relevant.

The \*Enrolment Committee will determine the outcome of the application and the Enrolment Officer will inform the parent/carer(s) verbally and in writing.

A letter of offer and request for a non-refundable \$100 enrolment fee will be provided to the parent/carer(s).

Upon acceptance of the offer and payment of enrolment fee, the enrolment officer will arrange for a meeting with the Bursar should financial arrangements be required. The enrolment officer will also communicate the date for admission to the parent/carer(s), learning enrichment coordinator, IT and the relevant Stage Dean.

The relevant Stage Dean will receive copies of previous school reports and the Learning-Enrichment pre-admission report if applicable.

All enrolments are ratified at the regular School Executive Committee meetings and reported to the School Advisory Council.

\*Enrolment Committee Members: Principal, Deputy Principals (Primary and Secondary), Enrolment Officer and Stage Dean.

## 3. Student Withdrawal

When a parent/guardian decides to withdraw a student from Kempsey Adventist School, it is necessary for the parent/carer(s) or guardian to officially notify the school's Enrolment Officer who will provide the parent/carer(s) with a de-registration form to complete. Parents must

indicate on the form, the student's expected last day of attendance and the name of the next school that their child will be attending.

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.

All library books, hired text books and equipment borrowed from the school must be returned in good condition.

## 4. Re Enrolment

If a student has previously withdrawn or had their enrolment terminated by the school, application for re-entry may be considered by the executive committee provided a:

1. New application is completed.
2. Positive school report from the student's present school is given.
3. Recommendation from previous school's administration if an Adventist School is submitted.
4. Reaffirmation and signing of the school's Conditions of Enrolment.

The final decision on this enrolment application will be made by the executive committee

## 5. Enrolment Process Flowchart

# The Enrolment Process Flowchart

The school should have in place an enrolment guideline which sets out the criteria it applies in determining whether to accept an application for enrolment. Parents wishing to enrol their child should be made aware of the culture of the school, its educational and other offerings, the terms on which a child is enrolled as a student, and the responsibilities of parents of students at the school.

This should help to avoid disputes and establish a culture of communication and co-operation with parents.

