



## Enrolment Policy – Junior and Senior School

Category	Policy
Intended Audience	All staff, parents, future parents
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## Enrolment Policy – Junior and Senior School

New England Girls' School is a comprehensive K-12 school with Transition classes preceding the Kindergarten class. The school is co-educational from Transition to Year 6 inclusive. From Year 7 to 12 inclusive it is single-sex, for girls.

The school is now a Company Limited by Guarantee and provides education underpinned by religious values and operates within the policies of the NSW BOSTES.

On application, each prospective family receives a School Prospectus including Fee Schedules for Day, Boarding and International students at different levels; Additional Charges Sheet; Equestrian Centre information; Co-curricular offerings; and any other relevant publications. This process is then followed by contact between the Enrolments' Staff and particular families to determine a mutually convenient interview time either at school or during one of the Principal's Tours to specific areas.

All applications are processed in order of receipt following interview with relevant staff, including the Principal. Consideration is given to each applicant's support for the ethos of the School, to siblings already attending the School, and to other criteria determined by the School from time to time. Each application, as far as possible, is considered on its individual merit.

Wherever practicable in the Junior and Senior schools a successful enrolment interview is followed by a formal letter of offer (of placement), an Acceptance of Offer form and the offer of a day's schooling experience before a student commences full-time schooling at St John's or NEGS.

### **Procedure**

- All applications should be processed within the School's Enrolment Policy
- Consider each applicant's supporting statement/interview responses regarding their ability and willingness to support the School's ethos
- Consider each applicant's educational needs. To do this, the School will need to gather information and consult with the parents/family and other relevant persons
- Identify any strategies which need to be put in place to accommodate the applicant before a decision regarding the enrolment is made
- Inform the applicant of the outcome.

While general experience suggests that students can enrol successfully at any given year level and, within reason, at any stage of the academic year, our major intake numbers occur at the beginning of Term 1 at the following levels: Transition; Kindergarten; Years Seven, Nine and Eleven.

Once enrolled, students are expected to act consistently with the school's ethos and comply with the school rules to maintain the enrolment.

Parents are also expected to be supportive of the ethos of the school.