



Korowal is an independent, co-educational, K-12 school underpinned by a human-centred philosophy and operating within the policies of the NSW Board of Studies.

### **Vision**

We are a recognised leader in providing inspiring educational experiences within a school that is small, enabling authentic relationships and a strong focus on social and emotional learning. Our students, teachers and parents know, understand and care for and about one another.

### **Mission**

To foster the holistic development of students intellectually, socially, emotionally and physically in order to reach their full potential.

To bring out the very best in each child and young adult, cultivating qualities of critical thinking, creativity, empathy, responsible self-awareness and resilience.

To acknowledge the equal worth of every person in all of our relationships.

## **ENROLMENT POLICY**

All enrolment offers are at the discretion of the Principal and will be primarily determined by the date the application is received. Additionally, consideration will be given to the applicant's support for the ethos of the school, as well as the educational, social and emotional needs of all students in a class before an offer of enrolment to a new student proceeds. Priority will, however, be given under the following circumstances:

- where an applicant has a sibling at the School;
- scholarship applications;
- where the applicant is the child of a permanent member of staff of the School;
- where an applicant has been previously enrolled at the School;
- where one parent has completed Year 12 at the School.
- balancing needs within the class and other criteria determined by the School from time to time.

In keeping with our inclusive educational environment, our policy enables us to meet the requirements of the **Disabilities Discrimination Act 1992 and the Disability Standard for Education 2005**. Where there is a special need the Principal must be informed by the applicant and provided with all relevant information. The enrolment process continues consistent with the Act.

It is preferred that children turn 5 before April 30th to enter Kindergarten. In some circumstances, consideration will be given to children whose birthdates fall between 1st May and 30th June.

When children transfer from another system to Korowal and have been in a class ahead of where we would have them, based on age, we will make our decision after sighting the previous school's reports, samples of work and communication with that school.

In all cases, it is important to provide the child's original birth certificate or passport.

## **Permission Requirements**


- By enrolling your child (children) you give permission for your child (children) to attend outings in the charge of a teacher during School days. These outings will include bushwalking, swimming, swimming lessons, as well as other excursions that may extend beyond regular School hours. Permission is also given for child/ren to travel on the School bus or a bus hired by the School.
- In the event of illness or accident, authority is given for any medical, surgical or dental treatment or other procedures that may be required by the child while s/he is under School care.
- Additional charges will occur for attendance of some visiting artists, some sporting activities, theatre performances and other activities that the School may deem appropriate. Some of these outings may be subsidised through School fees.
- Parent/Guardian(s) agree to give Korowal School one (1) term's notice in term time in writing (excluding holidays) of their intention to withdraw the child/ren from the School. It is understood that failure to do so will incur a penalty of one (1) term's fees in lieu of notice. It is understood and accepted that the conditions set out in the attached fees policy sheet will be met.

## **Continued enrolment**

- Students whose fees are unpaid at the end of an academic term may have their enrolment terminated.
- Students or parents who are unable or unwilling to support the School's ethos, policies or procedural guidelines may also lose enrolment.

## **Declaration by Parents**

1. I/We agree to have the above-named pupil entered on the waiting list for Korowal School.
2. I/We understand that the acceptance is subject to interview. I/We also understand that an interview does not constitute the offer of a place.
3. I/We acknowledge joint and several liability for the payment of all School fees and charges in accordance with the Fees Policy.
4. I/We enclose \$100 as an enrolment application fee which I/we understand is not refundable.
5. I/We agree to comply with the policies governing the School and the authority of the Korowal School Council and teachers; I/we understand that this is a condition of continued enrolment. The School reserves the right to update and review these policies at its discretion.
6. I/We have provided all relevant information concerning our child/ren.
7. I/We acknowledge that we have been given a copy of the Enrolment Contract, Code of Conduct for Students and Parents, an abbreviated Fees policy and agree to read and comply with the terms of those policies.
8. I/We acknowledge that we have received a copy of the School's Values, Vision and Mission Statement.

Policy endorsed by KYC	October 2016
Next review	October 2017
Principal's signature: 	

## **Procedural Guidelines for Teachers and Office staff**

1. All applications should be processed within the School's enrolment policy and procedural guidelines.
2. An information folder will be given or mailed to the applicant.
3. There may be an interview with the Principal, Deputy or an appropriate Co-ordinator if the applicant seeks more information about the School prior to an enrolment application being submitted. No suggestion of offer of place is made at this interview.
4. The application form must be completed and the enrolment application fee paid before further steps proceed.
5. Upon receipt of the Application for Enrolment form and fee, a letter of receipt will be sent stating that the child/ren has/have been placed on the waiting list for the class/es applied for and the parent/guardian(s) contacted when a vacancy occurs.
6. If there is a vacancy, the class teacher will arrange an interview for the child/ren with the parent/guardian(s). It is important that the most recent school reports and work samples are brought to the interview, together with any other documentation relevant to the educational needs. Note that interview does not imply automatic offer of a place.
7. Following the interview, the teacher needs to identify any strategies to be put in place to accommodate the applicant before the decision to offer a place is made. The applicant's educational needs must be considered. Where there is an additional need the Principal must be informed and the enrolment process continues consistent with "**Disabilities Discrimination Act 1992 and the Disability Standards for Education 2005.**" Arrangements will be made for an interview to create an adjustment plan, in consultation with the student, parents/guardians and teachers. Guidance is also sought from the AIS Special Education consultants and any professionals that currently assist the student.
8. The class teacher or Coordinator will contact the student's previous school.
9. The applicant will be informed of the decision made by phone or email and an offer of place sent, or not.

All paperwork must be returned to the Office and relevant payments made prior to the student commencing.

**Primary School: Initial Interview with Prospective Primary School Parent/s, which is usually conducted by the Deputy Principal or PS Co-ordinator and includes a guided tour of the School.**

Parents' names:

Child's name & class entry:

Phone number(s):

Email:

Date:

How did you hear about Korowal?	
What are your reasons for considering Korowal?	
Name of child's current school?	
If you proceed with an enrolment application, do you give us permission to contact your child's current school? If permission is not granted, enrolment cannot proceed.	
What are your goals, socially, academically and emotionally for your child? What do you think may help you? What do you think may make it difficult?	
Inform applicants of the ethos and expectations of the School.	
Has your child received additional help in any way at your current school?	
Does your child qualify for special funding for an identified need? If so, could you please give us all relevant documentation that you may have.	
Has your child used the services of a counsellor at his/her present school?	
Does your child make friends easily? Has your child ever been bullied? Has your child ever been accused of bullying?	
Does your child require a health management plan eg for allergies, asthma, diabetes?	
Explain about canteen, no swapping of food, uneaten food to be taken home.	
Confirm School hours and explain transport arrangements.	
Request to see previous school's reports. Comments.	
Anything else we should know about your child?	

Do you have any questions?	
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**Interview with P.S. Class Teacher/s prior to offer of place being made, once enrolment application has been received or when a vacancy occurs.**

Parents' names:

Child's name & class entry:

Phone number(s):

Email:

Date:

Evidence of student's academic work school reports, recent work samples.	
Confirm that information booklet has been received.	
What do you enjoy most about school?	
What do you like to do out of school?	
What do you feel are your areas of strength?	
Is there any aspect of your schooling that you would like help with?	
Do you make friends easily?	
Talk about Morning Circle. Does child play musical instrument?	
Explain about Focus Studies, homework, dress code.	
Any questions?	

**Recommendation to Exec:**

## High School

Parents' names: 2. ....

Student's name:.....

Phone number(s):..... Email:

Date: Class and year of entry:

Name of your previous school?	
How did you hear about Korowal?	
What are your reasons for considering Korowal?	
What are your goals and expectations in relation to your child's schooling?	
(To the student) What are your goals, socially, academically and emotionally? What do you think may help you? What do you think may make it difficult?	
Have you ever received additional help in any way at your current school?	
What do you feel are your areas of strength?	
Which areas or subjects do you find more challenging?	
Outline our values and relationship based learning, responsibility to be an active participant in learning, submitting completed work for feedback, first name basis, dress code, reporting system.	
Explain the way the high school is run- focus studies, vertical organisation of some classes, no streaming except for maths in Yrs 9 and 10, electives, sport, co-curricular, the pathways system, school hours.	
Does your child qualify for special funding for an identified need?	
(To the student) Have you experienced bullying at school or accessed the services of a counsellor? Have you ever been accused of bullying? Do you make friends easily? Relate to peers?	
Does your child require a health management plan- asthma, diabetes, epilepsy etc?	
Have you ever had disciplinary action taken for any behaviours at school, on	

the way to or from school or at any school activities	
Tour of the high school.	
Transport arrangements.	
Communication, website, noticeboard	
Anything else that it would help us to know? Any questions?	
Request to see previous school reports – if not granted cannot proceed with application	

Contact previous School

Recommendations to Executive:

### Primary and High School

Following the interview the teacher needs to identify any strategies which need to be put in place to accommodate the applicant before the decision to offer a place is made. The applicant's educational needs must be considered. Where there is an additional need the Principal must be informed and the enrolment process continues consistent with “**Disabilities Discrimination Act 1992 and the Disability Standards for Education 2005.**” Arrangements will be made for an interview to create an adjustment plan, in consultation with the student, parents/guardians and teachers. Guidance is also sought from the AIS Special Education consultants and any professionals that currently assist the student.

The applicant must be informed of the decision made, in writing.

If a place is offered, it is the class teacher's responsibility to make sure the student has the following:

- Timetable
- Knowledge of dress code and need for protective clothing
- Application for bus/train pass if required
- Computer file and LRC contract (students from years 3 – 12)

#### High school Students:

- Chosen electives (check class sizes)
- Sports and co-curricular choices
- Locker allocation
- Focus studies calendar
- Textbook and equipment list
- These papers can be collected from the Office
- Please explain the importance of checking the School's website, especially the NOTICeBOARD.
- Upon payment of all required monies, a letter of receipt is to be mailed to parent/s and the teacher is to be informed that enrolment will proceed.  
Office confirms start date and student may commence at Korowal.