



KOROWAL SCHOOL
Human-centred education • Kindergarten to HSC

Korowal School Limited

ENROLMENT POLICY

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1.Document Control

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2. Policy Statement

Korowal School is an independent, co-educational K – 12 school operating within the policies of the NSW Education Standards Authority (NESA). We provide inspiring educational experiences within a school that is small, enabling authentic relationships and a strong focus on social and emotional learning.

Korowal School acknowledges the equal worth of every person in all of our relationships and aims to foster the holistic development of students intellectually, socially, emotionally and physically in order to reach their full potential.

Korowal School confirms that no person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual preference or marital status. Where places exist, places are offered to all students, being:

- Australian Residents
- International Students
- Students with Disabilities
- Students with Learning Difficulties
- Students with varied religious beliefs
- Students with varied cultural backgrounds
- All genders including, Non-Binary, Transgender and Trans-sexual Students

Korowal School has practices and strategies in place to support the learning journey of all enrolled students.

3. Purpose

The purpose of this policy is to provide clear and consistent guidelines to prospective families/students wishing to enrol at Korowal School. It also serves to outline guidelines, procedures and documentation required to support the enrolment process at Korowal School.

4. Scope

This policy relates to all employees of Korowal School as well as any students, and their parents/guardians wishing to enrol at Korowal School.

5. Related Policies

This policy is related to the School's other policies including but not limited to:

- *Code of Conduct for Students and Parents*
- *Fees Policy*
- *Privacy Policy*
- *Gender Equity Policy*
- *International Student Policy*

6. Legislation

This policy has been drafted to comply with the following legislation:

- *Education Act 1990 (NSW)*
- *Education Act 2013*
- *Disabilities Discrimination Act 1992*
- *Disability Standard for Education 2005*
- *Privacy Act (1988)*

7. Definitions

For a full list of definitions relevant to the School Policies please refer to the [Definitions Register](#)

8. Principles

Korowal School is committed to maintaining a consistent, fair and transparent enrolment process in accordance with the ethos of the school.

The School adheres to the following principles:

- **Safe and Supportive Environments**
This Policy supports the commitment by The School to create safe and supportive environments for students and staff. A safe environment is one where the risk of significant harm is minimised and students and employees feel safe and secure.
- **Respectful Relationships**
The School values relationships, in which an individual's personal growth can flourish in connection with other people.
- **Enhanced development for Students**
A supportive environment facilitates and enhances the social, academic, physical and emotional development of students, employees and all those involved with the work of the School.
- **Protection of Students**
The School is committed to fostering the wellbeing of students and to protect them from any form of exploitation, abuse or neglect.
- **Culture of Safety**
The School is committed to maintaining practices that create a culture of safety within which students and employees are supported and protected.
- **General Enrolment Principles:**
 - A student is considered to be enrolled when placed on the admissions register.
 - A student can only be enrolled in one school at any given time.
 - Korowal School will enrol students in accordance with the Schools procedures which includes availability of appropriate staff, class capacity and individual needs of students.
 - At the Principles discretion, the Principal or their delegate has the right to determine if flexibility is required within the standard enrolment process due to a student's individual situation or circumstances and/or the circumstances of a class.

9. Responsibilities

9.1 Principal

The principal is responsible for:

- preparing an enrolment policy in consultation with the School Executive
- informing present and prospective members of the school community about provisions available at the school
- working in consultation with the Executive Team to promote enrolments at Korowal
- making decisions related to offers of enrolment based on class capacity, individual needs of students and available support
- ensure that information provided to prospective families is accurate
- ensure that appropriate records are provided by families on enrolment
- managing the school enrolments within the resources provided to the school
- maintaining accurate and complete enrolment data in accordance with current legislation
- reporting enrolment data to the Korowal School Board.

9.2 High/Primary School Coordinator, DP's

The High/Primary School Coordinators, DP's are responsible for:

- working in consultation with the Executive Team to promote enrolments at Korowal
- conducting enrolment processes in accordance with the Schools Policy and Procedures
- managing the enrolment journey of students ensuring that Korowal School has the best possible information to provide a comprehensive and smooth transition for a student
- ensuring that the enrolment process is acted upon in a timely and efficient manner in accordance with the individual needs of students
- raising concerns regarding the enrolment process of a student with the Principal

9.3 Enrolment Registrar (This position is held by the Administration Coordinator)

The Enrolment Registrar is responsible for:

- managing the enquiry process
- ensuring that all enrolment enquiries are acted on in a timely and efficient manner
- providing support to the Executive Team to manage and process potential enrolments
- liaising with families of students engaged within the enrolment process to provide accurate information, arrange appointments as required with various members of staff
- ensuring that records are maintained regarding enquiry and enrolments register
- ensuring that all required documentation is obtained upon enrolment and advising the Executive Team and Principal if issues arise
- reporting enrolment data to the Principal.

9.4 All Staff

Staff of Korowal School are responsible to:

- work in consultation with the Executive Team and Enrolments Registrar to:
 - promote the school
 - provide accurate information to potential students and their families
 - support the transition of students

9.5 Parent/Carers

Parent/Carers of Korowal School are responsible to:

- provide accurate and not misleading information in relation to the individual circumstances throughout the enrolment process and on offer of enrolment.
- work in consultation with the school to support the enrolment process

10. Records

All records regarding enrolment are stored in Sentral Administration system, and hard copies of enrolment papers are stored in student files in the administration office.