



KOROWAL SCHOOL

Korowal School Limited

Enrolment Policy

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1. Document Control

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3.0	25/05/2026	Board and Executive	Updated for International Baccalaureate (IB) Alignment

2. Policy Statement

Korowal School is an independent, co-educational K–12 school operating within the policies of the NSW Education Standards Authority (NESA) and the regulatory framework of the International Baccalaureate® (IB).

We provide inspiring educational experiences within a small school environment, enabling authentic relationships and a strong focus on social and emotional learning. In alignment with the IB Mission Statement, Korowal School aims to develop inquiring, knowledgeable, and caring young people who help to create a better and more peaceful world through intercultural understanding and respect.

Korowal School acknowledges the equal worth of every person and fosters the holistic development of students intellectually, socially, emotionally, physically, and globally to help them reach their full potential as active, lifelong learners.

No person will be discriminated against in enrolment on the grounds of their sex, age, race, religion, ethnicity, disability, sexual orientation, gender identity (including Non-Binary, Transgender, and Transsexual students), or family status. Where vacancies exist, places are offered equitably to local residents, international students, students with varied cultural backgrounds, varied religious beliefs, and students with diverse learning and physical needs.

3. Purpose

The purpose of this policy is to outline a fair, transparent, and holistic enrolment framework that provides prospective students with open access to the challenging and rewarding pathways of the International Baccalaureate curriculum alongside the NSW NESA syllabus. The school seeks to admit students who will thrive in an environment dedicated to global-mindedness, academic integrity, and the development of the IB Learner Profile.

4. Scope

This policy applies to all families, prospective students, faculty, and administrative staff involved in the inquiry, application, assessment, and formal enrolment phases at Korowal School. It establishes the criteria for entry and highlights the school's inclusive approach to education.

5. Related Policies

This policy is related to the School's other core school documents, including:

- *Code of Conduct for Students and Parents*
- *Fees & Privacy Policy*
- *IB Inclusion and Learning Diversity Policy*
- *IB Language Policy*
- *IB Academic Integrity Policy*
- *Gender Equity & International Student Policy*

6. Legislation & Frameworks

This policy complies with the following statutory obligations and international educational standards:

- *Education Act 1990 (NSW) and Education Act 2013 (Cth)*
- *Disability Discrimination Act 1992 (Cth) & Disability Standards for Education 2005*
- *Privacy Act 1988 (Cth)*
- *IB Standards and Practices for Authorisation and Evaluation*

7. Language and Access (IB Requirements)

As a school committed to multilingualism and international-mindedness, the enrolment process includes an informal review of the applicant's linguistic profile.

- **English Language Support:** For students where English is an Additional Language or Dialect (EAL/D), enrolment procedures will determine the level of scaffolding required to ensure full access to the IB curriculum.
- **Mother-Tongue Maintenance:** During enrolment, families are encouraged to share the student's home language profile so the school can support the development and maintenance of their mother tongue alongside the school's primary instructional languages.

8. Principles

Through this policy, Korowal School aims to:

- **Promote Open Access:** Maintain open, fair, and transparent admission procedures that remove systemic barriers to an IB education.
- **Foster Inclusion:** Ensure that students with learning support requirements or disabilities are welcomed and provided with the reasonable adjustments necessary to participate fully in the IB programs.
- **Cultivate Diversity:** Maintain a diverse, balanced student body that enhances intercultural understanding and global citizenship within the classroom.
- **Ensure Educational Alignment:** Communicate the school's core values and the expectations of the IB Learner Profile clearly to prospective families during the enquiry phase.
- **Data Integrity:** Securely manage, store, and retrieve enrolment data, immunisation records, student identities, and visa statuses in accordance with legal requirements.

9. Responsibilities

Korowal School Board	• Ensure the School meets its statutory, legal, and IB regulatory responsibilities. • Review, update, and endorse this policy on a triennial basis. • Set annual tuition fees and allocate resources to support learning diversity and inclusive practices.
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Principal	• Establish, implement, and oversee an enrolment procedure that is open, fair, and compliant with NESA and IB rules. • Serve as the final arbiter for all enrolment admissions and program placements.
IB Coordinator(s)	• Collaborate with the Registrar during the enrolment process to review the learning profiles and language needs of applicants. • Ensure prospective families understand the academic expectations, assessment methods, and core components of the IB curriculum.
Registrar	• Manage the enrolment lifecycle from initial enquiry to formal registration. • Provide families with all necessary policy documentation, including the school's language, inclusion, and academic integrity policies.
Parents / Guardians	• Complete the School's application documentation fully, transparently, and honestly. • Disclose any known learning support needs, medical requirements, or linguistic backgrounds to ensure the school can plan appropriate accommodations from day one. • Partner with the school to support the student's development of the IB Learner Profile and uphold the school's Code of Conduct.

10. Records

All records, applications, correspondence, and assessment notes concerning student enrolment are stored securely within the Sentral Administration system. Historical hard copies are archived safely within protected student files in the central administration office, maintaining strict privacy compliance.