

# POLICY



## ENROLMENT



**This policy addresses issues in relation to:  
Safe and supportive environment: Student Welfare – 3.6.2  
Attendance – 3.8**

*The School's policies, which are made from time to time, are made pursuant to the registration requirements set out in section 47 of the NSW Education Act and the Board of Studies, Teaching and Educational Standards.*

### PURPOSE

International Football School is a co-educational independent School operating within the policies of the Board of Studies Teaching and Educational Standards (BOSTES). All students at International Football School play either football or tennis. This is a compulsory requirement and must be undertaken satisfactorily.

All students seeking enrolment at IFS and their parents are expected to support the academic and sporting goals of the School.

Students are expected to act consistently with the School's ethos and comply with the School rules and expectations as specified in the IFS Handbook.

### Enrolment PROCEDURE

#### 1. Enquiry Form

Parents are required to fill an "Enquiry Form" online. The School Administration staff will organise a suitable time for students to attend a Trial Day, an academic assessment day. At the Trial Day the following documentation is required:

- Copy of children's Birth Certificate, passport or Australian Citizenship
- 2 most recent school reports
- Copy of children's Immunisation History Statement
- Additional medical reports / health care plans (if applicable)
- Guardianship and Custody Order (if applicable)

**The "Enquiry Form" does not guarantee a place in the school.**

Siblings of children already attending the School who have demonstrated ongoing support for the ethos and values of the School will need to participate in a trial day.

#### 2. A) Trial Day for Students entering Year 3 - 11

All potential students participate in a Trial Day. On this day, students participate in a training session. The purpose of the training session is to assess skills and student's ability to respond to coaching and feedback. Following this session, all students complete an age appropriate PAT TEST for Numeracy and Literacy. Students are also requested to complete a persuasive writing task. Students in Years 5 – 10 also sit an abstract reasoning test.

PAT TESTING: Students who score 3 or below in their Pat Testing are assessed case by case. A meeting with the student's parents/carers is recommended in these instances so an informed decision can be made in terms of offering a student a place at the School.

#### B) Assessment Meeting for Students entering K – 2

All potential Early Stage 1 and Stage 1 students participate in an assessment meeting. During this meeting, students participate in a series of numeracy, literacy and physical assessments. The purpose of the assessment meeting is to assess school readiness, literacy and numeracy skills and student's ability to respond to basic physical literacy coaching and feedback.

As appropriate, the student may complete an age appropriate PAT TEST for Numeracy and Literacy or persuasive writing task.

After the initial assessment meeting, a meeting with the student's parents/carers is recommended.

### **3. Offers and Waiting List**

Parents are notified if their children have been offered a place by the School Enrolment Officer.

If the School cannot make an offer because places are no longer available, applicants are automatically placed on the Waiting List until a position becomes available for the current academic year.

Applicants who do not gain a place may re-apply another "Enquiry Form" for the following year.

### **4. Acceptance of Offer and Enrolment Contract**

On accepting the offer of a place at the School, parents must fill an "Enrolment Contract", which includes the Schools "Terms and Conditions of Trade" (policies are subject to change) and pay the non-refundable "Entrance Fee" tuition.

Failure to reply or accept an offer of place, within the specified time may result in the position being withdrawn. Families are requested to inform the School if they no longer wish to apply for a place or remain on the waiting list.

Please note that if families supply incorrect information on the Enquiry Form or Enrolment Contract, their application may be declined or an offer may be withdrawn.

### **5. Student Medical Records / Health Care Plan**

Parents must inform the School on the Enrolment Contract about their children's medical condition. The School may request additional medical reports, e.g. speech therapist, diabetes, asthma reports etc. to ensure that students are supported in their Health Care Plan and management of prescribed medications (asthma, epilepsy, diabetes etc.).

### **6. Immunisation**

Under the Public Health Act 2010 and the Public Health Regulation 2012, primary school must request and record immunization status of each enrolled child. The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunization status for enrolment at school under the NSW Public Health Act 2010. The Personal Health Record (Blue Book) is not acceptable evidence.

If a student is not immunized, the School may request parents to keep their children home if there is an outbreak of a vaccine-preventable disease in the School.

### **7. School Fees**

- School fees are non-refundable
- Must be paid prior to the beginning of the next School term
- Any extension of payment time must be requested from the Business Manager in writing
- Where there are repeated instances of late payment, the School has the right to require fees to be paid in advance prior to the beginning of the School term. If not so paid, the School may require the student to be withdrawn.

## 8. Continued Enrolment

It is assumed that students at IFS/T will progress from year to year throughout the School, however progression is not automatic nor is continuous enrolment guaranteed by the offer of a place.

Pre-requisites for continued enrolment includes satisfactory:

- Payment of School fees by due date
- Behavior, appearance, uniform, attendance and use of School facilities and resources
- Performance (class work, homework, assessments and football program) in all Key Learning areas
- Restitution: students are required to pay for any items or properties damaged or vandalized (in school or off school grounds). Parents are sent a letter outlining costs or repair. Conditional entry and further probationary consequences, suspension or termination of enrolment may apply

Parents will be notified, if the school believes that a student is not meeting minimum course requirements and it is in the students' best interest to repeat a year.

## 9. Probationary Enrolment, Suspension and Termination of Enrolment

The School reserves the right to terminate an enrolment where the parents have not declared or have withheld know information pertaining to their child.

Failure to meet the above-mentioned expectations or breach of rules may lead to probationary enrolment, suspension or termination of enrolment.

If the school believes a mutually beneficial relationship of trust and co-operation between parents and School has broken down, the School may require the student to be withdrawn.

## 10. Withdrawal from School

One term's notice in writing to the Principal is required before withdrawal of a student from the School. Notice of withdrawal for the following year must be received before the commencement of Term 4.

An Exit form must be completed, giving reasons for exit and notifying the International Football School of the school the student will be enrolled in.

An exit meeting with the Principal/Director of Sport/Business Manager will be offered to the family.

## 11. Parent Information

It is a parent's responsibility to notify the School promptly of a change of address, status or medical condition(s).

### *Related Documents*

*Attendance*

*Safe and Supportive Environment – Child Protection Documents*

*Medical Care*

### **Date of Next Review**

**January 2018** or earlier where amendments in legislation require immediate policy reviews