



SMALL ENOUGH *TO* CARE.
BIG ENOUGH *TO* CHALLENGE.

ENROLMENT PROCESS OVERVIEW

Clear communication between parents, staff and students is an essential ingredient to building a strong partnership between home and school. This communication begins at the enrolment stage and we ask that you read and understand the following Enrolment Information prior to submitting an Enrolment Application.

1. ENQUIRY

Initial enquiries should be directed to the Registrar for an information pack or to sign up to attend an Open Morning.

2. OPEN MORNING/TOUR

All prospective families are encouraged to visit either the Primary or Secondary School for an Open Morning or Tour.

3. APPLICATION

An Enrolment Application (included in the centre of this document) should be submitted to the Registrar, to secure a position on the School's waiting list. The form must be accompanied by relevant documentation and the Enrolment Application Fee.

4. WAITING LIST

Once this information is received and processed, the child is placed on the waiting list.

5. INTERVIEW

Prospective families and students will be invited to attend an interview with the appropriate Head of School and undertake any appropriate standardised testing.

6. OFFER OF A PLACE

Once it has been determined that a place exists in a year group and any relevant support or enrichment programs, prospective students are formally offered a place. Parents are asked to confirm acceptance of that place by paying the non-refundable Confirmation Fee and signing the Conditions of Enrolment.

7. ORIENTATION

Orientation events are held regularly towards the end of each year prior to entry, or when the opportunity allows for mid-year intakes.

**ARDEN IS A NON-SELECTIVE ANGLICAN SCHOOL
FOR GIRLS AND BOYS, PRE-SCHOOL TO YEAR 12,
PROVIDING AN EDUCATION
UNDERPINNED BY CHRISTIAN VALUES.**





ENROLMENT INFORMATION

ENQUIRY

Prospective families are warmly encouraged to attend an Open Morning at either the Primary School or Secondary School campus. Open Mornings start at 9am, where you will be met by students at the gate and escorted to the School Hall where a presentation from the School Executive will be followed by a tour of the campus, concluding with morning tea. Our Registrar will be available to answer any questions and prospective students are most welcome to attend with their parents.

Smaller tours are also conducted on a semi-regular basis. Please check our website for further details – www.arden.nsw.edu.au

Bookings are essential for all Open Mornings or Tours. To register your attendance, please contact the School on 9484 1146.

APPLICATION

The School accepts Enrolment Applications from families with 2 year old prospective students.

Due to the high demand for places, we strongly advise parents to submit an Enrolment Application for their child well before the desired year of entry.

REFEREES

To support your child's application we ask that you supply contact details of two individuals who are able to provide character references for your family. Ideally, these referees will be able to speak positively and sincerely about your family and your child/children. Suitable individuals could include Ministers of Religion or others who know your family well such as work colleagues, family friends, teachers, sporting coaches or community members.

POINTS OF ENTRY AND WAITING LISTS

Arden's main entry points are Pre-School, Kindergarten, and Year 7.

The School will consider applications for entry to other years when places become available both in class groups and relevant support and enrichment programs.

The School has a limited number of places to offer. After these places are offered and accepted, students who are not offered a place will remain on the waiting list for that particular year group and will be contacted as soon as a place becomes available. If at the end of the year a place is still not available, each family will be given the option to remain on the waiting list for a subsequent vacancy.

Arden reserves the right to offer preferred placement to siblings of students currently attending and to children whose parents, grandparents or siblings have attended the School.

All prospective students, regardless of preferred placement, must complete all steps in the enrolment process before they will be offered a place at the School.

Entry to Year 7 – All existing Arden Primary School students have continuing enrolment into our Secondary School. After those places are confirmed, the above selection criteria apply.

New students are only accepted into Year 12 in exceptional circumstances.

Students entering mid-year will be considered on a case by case basis. A pro-rata charge on Tuition Fees would be made for students entering the School during a term. If a student leaves the School during a term, no refund will be made in respect of the remaining portion of the term.

INTERVIEWS

Enrolment interviews are held 12–24 months prior to entry. The *majority* of enrolment interviews are scheduled with regard to date of application and the *majority* of offers of enrolment are also extended in that order. However, in a small percentage of cases and in an effort to balance the cohort, factors such as academic ability, co-curricular accomplishments, community service orientation and church affiliation may be taken into account.

STANDARDISED TESTING

As part of the interview process, all students are asked to complete some standardised educational testing. This may occur either at the same time as the prospective student interview, or prior to a student starting at the School. Arden is not a selective school and does not make an offer of a place at the school based on the results of this testing. Results are used to assist the School in deciding appropriate classroom placement, and to ensure that individual student needs can be met by current staffing and resource availability.

PRE-SCHOOL AND KINDERGARTEN AGE OF ENTRY

Pre-School

Children are eligible for enrolment once they have turned 3 years of age and are toilet-trained.

Kindergarten

Children need to turn 5 on or before 30th April of the year they enter Kindergarten.

Where there is a request for a variation to this policy, Arden will work in partnership with parents to assess the child's school-readiness through a process of interview, standardised testing and, occasionally, visitation to the child's current pre-school or care facility. The School reserves the right to determine the appropriate year of entry for each child.

TRANSFERRING AN ENROLMENT TO A FUTURE YEAR

The School understands that circumstances can arise out of a family's control that may necessitate transferring a student's enrolment to an alternate year of entry. Written notification requesting a transfer is required and should be submitted to our Registrar promptly to ensure the request can be accommodated.

Where requests for transfer have been approved, the child's name would return to the waiting list for the requested year group, retaining the initial enrolment application date. The student would be required to attend a subsequent enrolment interview prior to a new offer being made. Parents in this circumstance are not required to re-pay the Confirmation Fee.

CONFIRMING AN OFFER OF A PLACE

Once it has been determined that a place exists in a year group and any relevant support or enrichment programs, the prospective student is formally offered a place and parents are asked to confirm acceptance of that place by paying the non-refundable Confirmation Fee and signing the Conditions of Enrolment. Parents have 30 days to accept the offer, sign the Conditions of Enrolment and pay the Confirmation Fee, or if the student is due to start school in less than 30 days, prior to them commencing at Arden. This will secure the child's place at the School. If the fee is not received within 30 days, the School reserves the right to cancel the offer.

ORIENTATION

At Arden transitions are important and we understand that attending a new school can be both exciting and daunting. All new students starting at the beginning of a school year will be invited to attend an orientation session in Term 4, prior to them starting at Arden. The aim of this session is to introduce students to the different areas of the School, to the teachers, and to allow students to begin making new friendships. Students will be involved in various activities throughout the day with the aim of alleviating some of the 'first day' stresses some children can feel. The number of sessions will vary depending upon the age and requirements of the children.

Parents are also invited to attend separate information presentations to enable the whole family a smooth transition to Arden.

SPECIAL NEEDS AND FURTHER INFORMATION

Arden endeavours to provide the most appropriate educational environment possible for all children. Parents are expected to fully disclose any special needs or changes pertaining to the physical, emotional and social wellbeing of their child so that the School can best support each child with the resources available.

Please submit documents explaining these needs in detail, including where applicable, copies of Doctors and/or Specialist Reports/Statements, copies of any educational or psychological testing that has been undertaken, copies of Court Orders or Parenting Plans and any other documentary evidence, along with the Enrolment Application.

Failure to provide all required information may result in the School declining to enter a child's name on the appropriate waiting list or delaying such entry, and may also result in the School declining or delaying a child's enrolment.

SIBLING DISCOUNTS

A concession applies to Tuition Fees where two or more members of the immediate family concurrently attend the School and where no other concession applies, eg. a scholarship.

2nd child	3rd child	4th child	5th and subsequent child
10% discount	30% discount	50% discount	75% discount

Discounts only apply to children Kindergarten to Year 12. Children attending Pre-School do not attract a discount as funding for the Pre-School is treated separately. Students receiving bursary/scholarships will not be eligible for inclusion in the sibling discount program.

CLERGY DISCOUNTS

Special provision may be made for the children of full time, ordained Ministers in certain circumstances. Fees are available on application. Application for a concession should be directed to the Principal.

CONDITIONS OF ENROLMENT

These Conditions are to be agreed to by parents or guardians when they accept an offer of a place for their child at the School.

INTERPRETATION

“Parents” includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the School and, where the child has only one parent, means that parent.

FEES

1. We agree to pay to the School all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to our child as determined by the School Council and as published in the Fee Schedule from time to time.
2. We understand that all fees are payable on the last day of the first week of each term. If we fail to pay an account for fees by the due date, we agree to pay an overdue charge (“Overdue Charge”) equivalent to 1% per month or part thereof, which will be added to the amount outstanding. We understand that the Overdue Charge represents a genuine pre-estimate by the School of the loss that it would suffer if fees were not paid by the due date.
3. We accept that if an account for fees is not paid in full by the end of the term in which they were due for payment, our child’s enrolment may be suspended and the School may subsequently without further notice refuse them entry or terminate his or her enrolment.
4. We understand our child’s enrolment is deemed to be continuous for the span of education years provided by the School. At least one full term’s notice of withdrawal in writing must be given to the Principal before any student is removed. The notice must be given no later than the end of the preceding term. If this notice is not given, we agree to pay a term’s fees in lieu of this notice. We understand this amount is a genuine pre-estimate by the School of the loss that it will suffer if we do not provide the required notice.
5. We agree, if our child is enrolled in the Primary School and is not intending to continue to Year 7 at the School, that we will notify the Principal in writing by 30 June of the year in which the student is in Year 6.
6. We understand that no remission of fees, either in whole or in part, will be made if our child is absent due to illness, leave or suspension.
7. We authorise the School to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such out-of-pocket expenses as the School considers necessary from time to time.
8. We agree to pay all medical and ambulance expenses incurred on behalf of our child.

EXPECTATIONS AND BEHAVIOUR

9. We understand that our acceptance of the School’s offer of a place for our child implies that he or she will complete his or her schooling at the School, unless unforeseen circumstances arise.
10. We acknowledge that once enrolled, students are expected to act consistently with the School’s ethos and comply with the School rules to maintain enrolment. Parents are also expected to be supportive of the School’s ethos. We acknowledge that the School is a Christian community and that behaviours and attitudes based on Christian values are encouraged. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
11. We agree to support the values and to abide by the School’s Standards and Expectations as set out in the appropriate publications such as the Student’s Diary and the Family Information Handbook(s) as published from time to time at the Principal’s discretion. We note that our child must do the same and we agree to encourage him or her in this. We have noted the School’s requirements in relation to discipline, home study, uniform, attendance and leave.
12. We accept that the School may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. All students must participate in and/or attend the following activities, as determined by the Principal:
 - (a) Chapel Services, Christian Studies classes and Assemblies;
 - (b) important School events such as Presentation Night, House Services, and other events as required by the Principal, from time to time;
 - (c) the School sports program including Swimming, Athletics and Cross Country Carnivals;
 - (d) various camps and excursions that occur from time to time as an integral part of the School curriculum.
13. We commit to our child attending School for each and every day an educational experience is offered. We accept that requests for leave from School activities including academic and co-curricular programs, and for early departure at the end of a day or term, and/or late return from breaks, are considered only in the most extreme cases and must be applied for in writing to the Principal.
14. We accept the discipline policy as outlined in the School’s pastoral care policies. We agree to support the administration of the School’s discipline policy. In particular, we accept that the Principal may in his/her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for breaches of rules or discipline or where we have failed to comply with these conditions of enrolment.

15. We understand that the School requires parents to be actively involved in school life through attendance at parent-teacher interviews, Presentation Night and parent forums, participation in courses offered by the School relevant to our child's education and assistance to the School in a voluntary capacity from time to time.
16. We agree that the Principal may, by giving us one term's written notice, exclude our child if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the School has broken down to the extent that it adversely impacts on that relationship.
17. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove our child from the School at the end of a school year where he/she has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in his or her academic work.

HEALTH AND SAFETY

18. We acknowledge that the School seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal, or his nominee, may search our child's bag, locker, mobile phone or other possessions or electronic devices where there are reasonable grounds to do so. The Principal may also carry out computer surveillance which includes using software or equipment to monitor use of computers, the sending or receiving of emails, the accessing of websites and the use of social media.
19. If our child is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in his/her absence, a responsible member of the School staff, to give the necessary authority for such treatment.
20. We understand that the School requires parents to observe School security procedures for the protection of students regarding direct contact with those outside the School during school hours and that we are only to make contact through the School office.
21. We acknowledge that our child's personal property is not insured by the School which does not accept any responsibility for loss.

PRIVACY

22. We acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities. We authorise the School to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of our child's education, health, care, welfare or development. We acknowledge having read the School's Privacy Policy and Standard Collection Notice.
23. We acknowledge that the School requires parents to fully disclose any information pertinent to the student's medical, physical, emotional, social or learning needs – in the form of past school reports; NAPLAN (for years other than Pre-School and Kindergarten); all medical, psychological, speech, occupational therapy or other reports about our child in our possession or control; and other information about him/her which the School considers necessary. Where any disclosed special needs change, or where any special needs arise, we agree to notify the School immediately and to provide the School with any relevant information or reports. We also agree to complete the student's medical form accurately and to provide annual updates. Withholding information of this type may jeopardise an existing enrolment at the School.
24. We understand that on occasion, information such as academic and sporting achievements, student activities, other news and individual or group photos may be published in School publications, on its website and in other marketing and promotional material. We give permission for photographs and videos of our child to be placed in the School's records, displayed from time to time around the School, and published in the school's newsletter, magazine, yearbook, prospectus, web site, media or other marketing material. Parents must advise the School in writing upon enrolment, or any time thereafter, if they do not wish photos of their child to appear in such publications.
25. Where relevant, we agree to provide to the School all current Family Court or other court orders or parenting plans relating to us and our child. We note that the School's Privacy Policy deals with the confidentiality of such information.

GENERAL

26. We agree that the School may change these Conditions provided it gives us at least two term's notice and that the new Conditions take effect from the beginning of a calendar year.
27. We agree to give the School notice of any change in our contact details.

Each of us agrees that our obligations to the School, as set out above, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations.

STANDARD COLLECTION NOTICE

This notice is provided to you to make you aware of the School's collection and handling practise in relation to personal information. The School's Privacy Policy (available on the School's website) should be read in conjunction with this document.

1. The School collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the student and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about students from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a student to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or students may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know, the School from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, student activities and similar news is published in School newsletters and magazines and on our website. Photographs of student activities such as sporting events, school camps and school excursions may be taken for publication in School newsletters and magazines and on our intranet.
12. The School will obtain separate permissions from the students' parent or guardian prior to publication if we would like to include photographs or other identifying information in promotional material for the School or otherwise make it available to the public such as on the internet.
13. With your permission, we may include students' and students' parents' contact details in a class list and School directory.
14. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.
15. If you have questions about this document, or wish to access information held by the School, please contact the Principal.

ENROLMENT APPLICATION CHECKLIST

When submitting an Enrolment Application, please ensure you have attached all of the following documents.

- Enrolment Application form
- Copy of birth certificate or current visa confirming student citizenship or permanent residency status.
NOTE: Arden does not accept applications from international students
- Copies of the student's last two school reports (if existing) and latest NAPLAN results (if existing)
- Copy of an up to date immunisation certificate
- All relevant medical documents, specialist reports and/or court documents
- Details of management plans for any long term medication/allergies/medical conditions
- Payment of Enrolment Application Fee
- Contact details for two referees
- Signatures of both parents are included on the Enrolment Application

No application will be processed unless all the above and any other applicable documentation has been received by the Registrar.

Completed applications for enrolment can be submitted by email to enrolments@arden.nsw.edu.au or mailed to

Registrar
Arden Anglican School
PO Box 23
Beecroft NSW 2119

This information is correct at date of publication, noting the school website should be referenced for updated information.

June, 2016