

ARDEN



Enrolment Policy

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1. Purpose

This policy gives guidance to those within the Arden Anglican School (the School) Community and to those who would join it, concerning enrolment at the School. This policy should be read in conjunction with the School's Enrolment Procedures.

2. Policy Statement

Arden is a non-selective Anglican School within the Diocese of Sydney for girls and boys, Pre-School to Year 12, providing an education underpinned by Christian values.

The School is committed to fulfilling its responsibilities and obligations under the [Education Act 1990](#) and [Anti-Discrimination Act 1977](#) including (without limitation) any associated standards, statutory, regulatory or agency directives and/or guidelines.

This policy complies with Section 3 of the NESA [Registered and Accredited Individual Non-Government School \(NSW\) Manual](#).

3. Application and Scope

Applications for enrolment may be made at any time.

Children, who are Australian Citizens or Permanent Residents, are eligible for enrolment at the School. As Arden is not registered with CRICOS it is not able to enroll overseas Students or anyone studying on a student visa.

Children who have turned 3 years of age may enroll into PreSchool.

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

Early entry to Kindergarten for a 4-year-old, whose 5th birthday falls after 30th April of the proposed year of entry, may be considered. In this circumstance, written application must be made to the School's Principal.

The School will base its decision about offering a place to a student on the following (not listed in any order of priority):

- The Family relationship with the school:
 - sibling of a current or former student;
 - child of a former student;
 - demonstrated attitudes, values and priorities that align with the School's ethos.
- The student:
 - the contribution that the student may make to the School, including sport and co-curricular activities;
 - reports from previous schools or prior to school service e.g. an early childhood educators Transition to School Statement.
- The School:
 - ability to meet the individual needs or abilities of the student, including any students with disability.
- Other considerations
 - order of receipt - when the enrolment application is received by the School.

The School will meet with the Student and their Parent/s before offering enrolment.

The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer enrolment for the student.

Continued enrolment at the School is dependent on the student making satisfactory academic progress and attendance, payment of School invoices being made by the due dates, and adherence to the School's policy and procedure documentation, including any associated codes or guidelines, by both the Student and their Parent/s.

4. Definitions and Terms

CRICOS	Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS)
NESA	NSW Education Standards Authority
Parent	Persons identified (a) on the student's birth certificate as Mother/Father; (b) as legal guardian appointed by a court; or (c) has the legal authority to care for the personal interests, of the Student. Where the Student has only one parent, that Parent.
Student	A child or young person enrolled at the School; including prospectively or formerly.

5. Policy Roles and Responsibilities

This policy will be reviewed every 3 years, unless required earlier.

School Council	The School Council is responsible for reviewing and ratifying this policy on recommendation of the Governance Committee/Principal.
Principal	The Principal is responsible for reviewing and endorsing this policy in line with the review date, or earlier as required. The Principal is responsible for ensuring the policy aligns with relevant legislation and/or School requirements, that it appropriately upholds the School's values and Christian ethos, and is ratified through School Council as appropriate.
Business Manager	Business Manager is responsible for managing and updating the policy as and when required but no later than the confirmed review date. The Business Manager is to update the policy to reflect changes to the School's requirements or legislation/regulations in consultation with the School's Director of Advancement prior to Principal's review and approval.
Director of Advancement	The Director of Advancement is responsible for supporting the Business Manager with the identification of changed School requirements and/or emerging issues to ensure the policy continues to achieve its purpose and remains relevant and current.
Executive	Executive as well as the Director of Advancement are responsible for ensuring that relevant staff understand and adhere to this policy.

6. Principles

While this Policy and conjunct documentation has been prepared as comprehensively as possible, there will inevitably be some situations which are not specifically covered. In such instances, the School reserves the right, at its sole discretion, to decide the appropriate course to take in the circumstance.

7. Additional Information

This policy must be read in conjunction with the additional information as referred to in the table below.

Policies	Privacy
Related Documents	Enrolment Procedures
	Conditions of Enrolment
	Standard Collection Notice
Related References	NESA Registered and Accredited Individual Non-government Schools (NSW) Manual
	The Education Act 1990
	Education Standards Authority Act 2013
	Disability Standards for Education (2005)
	Disability Discrimination Act (DDA) 1992
	Anti-Discrimination Act 1977

8. Getting Help

Contact the School's Registrar at enrolments@arden.nsw.edu.au or +61 2 9484 1146.

Feedback about this Policy should be made by email to the Policy Manager or compliance@arden.nsw.edu.au.

9. Policy Authority

Policy Manager	Business Manager
Policy Type	School Governance
Policy Access	Public
Contact Details	+61 2 9484 1146
	compliance@arden.nsw.edu.au

10. Review Date and Revision History

Approved Date	Approved by	Version	Effective Date	Next Review
T3, 2017	School Council	1	T3, 2017	T3, 2020
4 Aug 2021	School Council	2	4 Aug 2021	T3, 2024
Notes	This version separates Policy from Procedures, as per AIS NSW samples.			