

VILLAGE SCHOOL ENROLMENT POLICY

1. Policy Statement

Village School follows the rule of law and the elected government of the day. It follows that Village School is committed to accepting all students regardless of race, religion or culture and providing a child safe environment for all children. As Village School's educational philosophy is underpinned by the concept of liberalism and tolerance, promoting humanitarian concerns such as inclusiveness, equity, and universal rights (including privacy), it also follows that each child has an equal opportunity to enrol at Village School.

1.1 Aims

Village School now offers two kinds of enrolments:

- Full-time places for years prep to six
- Part-time places (3 specified days per week) for part-time prep students only.

2. Enrolment Procedures

Places are usually obtained at Village School after first visiting the school for a guided tour and then filling in an application for enrolment and paying \$125 as an enrolment fee. There may be special cases where an application for enrolment form and the fee is accepted prior to the tour. Parents will also receive an information pack at this time containing information about school fees, the philosophy document and the application for enrolment form.

If a place is not available at the time of application to enrol, the child will be put on a waiting list once the parents have paid the enrolment fee. There is a preference given to siblings with order of acceptance, otherwise places are given out in the same order as the applications were received.

For prep and part-time prep enrolments who enrol early enough, there is a monthly orientation program starting in term 3, where the child attends the school for 45 minutes each month and culminates with a half day attendance in December. There is also a transition period into the school for all preps and part-time preps at the start of the year. They attend from 9:00am until 12:30pm for the first two weeks, then from 9:00am until 1:30pm for the following two weeks, before attending full days. Preps who enrol later in the year will follow the same schedule as the other prep students.

For all new students joining the school, a two-day classroom orientation will be provided. If additional orientation days are needed, arrangements can be made in consultation with the respective class teacher/s and the Principal. Following the orientation, the teacher and/or the principal will engage in a discussion with the parents/carers to determine whether the school is

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the best fit for the student. The initial month of enrolment will be considered an extended orientation period, during which either the school or the parents have the option to opt out of the arrangement. Parents will have the freedom to withdraw their child within the first month without being obligated to provide the customary term's notice. In the event that the school believes the parent has made an inappropriate choice for the child, a refund of the first month's payment will be issued upon withdrawal.

It is generally not policy to accept year six students unless they come from a similar alternative school interstate. Exceptions may be made from time to time at the discretion of the principal.

3. Financial Procedures

Once the decision to enrol has been made the parent will opt for one of two possible fee structures, either to pay the full year's fees upfront or go on an eleven-month payment plan. There are two one off payments required, a \$500 building donation and \$2.50 for membership to the Village School Association. Each year there is a further \$100 included that is a working bee levy. Parents who work two working bees during the year have this refunded.

4. Parent Obligations

Parents will need to fill in the fully completed Acceptance Form signed by both parents where possible and read the school philosophy document. The following mandatory documents are also required prior to the child starting school:

- birth certificate or passport of the child
- Medicare immunisation history statement *or the Medicare immunisation exemption form, signed by a doctor*
- the signed last page of the philosophy document
- any court orders related to the child
- most recent school report or kinder transition report
- specialist reports e.g., psychologists, speech therapists etc.

PLEASE NOTE

Withdrawing your child from enrolment requires one school term's notice in writing or that term's fees in lieu.

5. Communication

Village school aspires for effective and respectful communication to take place between all school community members. We aim to maintain a positive, productive and harmonious

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school environment at all times. The Communication Plan Policy (version 1) outlines clear, positive and fair processes and guidelines which allow issues, concerns, complaints and grievances to be aired and resolved in a timely, effective and respectful manner.

6. Review

This policy will be reviewed by the administration staff annually and ratified by the Board.

RELATED POLICIES

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| Village School Policies | Agreements, Acts & Regulations |
| Privacy Policy | Department of Education "commstoolkit" |
| Communication Plan Policy | |

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