

## 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 enroll at Village School.

### 1.1 Aims

Village School now offers two kinds of enrolments:

- Full-time places for years prep to five
- 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 enroll, 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 enroll 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 up to 12:30 pm for the first two weeks, then up to 1:30 pm for the following two weeks, before attending full days.

Preps who enroll later in the year will follow the procedures that students from other levels follow. There will be an initial one or two days visit to the classroom, or other days as negotiated with the class teacher, or teachers if more than one group is visited.

After the visit, the teacher and/or the principal will discuss the experience and determine if the parent feels they have made the right choice. The first month of enrolment is then considered a probation period, where either the school or the parents have the right to opt out of this arrangement. Parents will be able to withdraw their child after the first month without giving the usual term's notice. If the school believes the parent has made the wrong choice for the child it will refund that first month's payment if the child is withdrawn.

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It is generally not policy to accept year five and 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 enroll 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 \$500 building donation and \$2.50 for membership to the Village School Association. Each year there is a further \$100 added on 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, read the school philosophy document and provide the school with the following documents prior to the child starting school.:

- birth certificate or passport of the child- **mandatory**
- Medicare immunization history statement *or the Medicare immunization exemption form, signed by a doctor* - **mandatory**
- the signed last page of the philosophy document – **mandatory**
- any court orders related to the child – **mandatory**
- school/kinder reports where applicable
- 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. Review**

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

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