



**St Michael's**  
Lutheran Primary School

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# ENROLMENT POLICY

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Version	2	
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Review Date	July 25th 2017	
Responsibility	Principal	
Approved by	School Board	Date:

## 1. Scope

St. Michael's Lutheran School offers its program in Christian education to all applicants regardless of ethics, origin, gender, religion or ability or disability provided that:

- a) Through enrolment procedures parents seeking enrolment for their child undertake to support willingly and freely the stated Vision, Mission and Culture of the school.
- b) Adequate space and resources are available.
- c) Parents disclose any information required by the school to facilitate the most appropriate educational pathway for their child.
- d) Students are of an age to participate in Primary School in a F – Year 7 school.

## 2. Priorities

Enrolment priorities will be determined from time to time by the School Council. Where waiting lists exist, the current enrolment priorities are:

- Siblings of currently enrolled students
- Children of active members of a Lutheran congregation
- Children who have become members of a Lutheran congregation through baptism
- Other applications at the discretion of the Principal (such factors could include but are not limited to: other active Christians, date of application, old scholars).

Identification of 'active members' of a Lutheran congregation shall be done in consultation with the appropriate pastor.

## 3. Enrolment of Foundation Students

In line with DECS policy, St Michael's enrol students into a Foundation class if they have turned 5 years old by April 30<sup>th</sup> of the year they are starting school.

Students who fall outside of this cut-off date **may** be considered for enrolment if the following criteria are met:

- We have vacancies available
- A readiness report has been obtained from the kindergarten/ELC Director outlining the social, emotional, physical and academic readiness;
- An in-school assessment has been conducted by the Foundation and Special Ed teacher assessing their readiness to start school.

- Parents agree that progression into Year 1 will only occur if the student is considered ready.

Where parents believe their child is not ready for full time school at the start of their Foundation Year, the school will negotiate an individual transition to school. This transition will incur full fees.

Progress to Year One is subject to a satisfactory assessment of readiness through discussion between the school and parents.

#### 4. Class Size

The class size for Foundation and Year 1 is capped at 25, with all other classes having a maximum of 28. This class size limit may be exceeded from time to time, with approval from School Council.

#### 5. Students with Disabilities

St Michael's welcomes diversity and seeks to cater for students with disabilities. Where a student requires a specific transition program, this will be negotiated. Parents will be required to pay full fees during the transition period to full time enrolment.

#### 6. Notice of Leaving

Families are required to give a full term's written notice prior to leaving the school. Failure to give the appropriate notice may result in a term's fees being paid in Lieu of notice.