



## Oxford Falls Grammar Enrolment Policy

**Pages:** 2

**Updated:** March 2024 (P. Downey)

**CORE OBJECTIVES:** The Enrolment policy sets the priorities, parameters and expectations by which students are enrolled at Oxford Falls Grammar in accordance with the Vision Statement.

To develop each child's unique qualities, equipping them to enjoy a successful, Christ-centred life.

### **RESPONSIBILITIES:**

- The School Board seeks at all times to ensure that policies and procedures allow the School to enrol students through a fair and equitable process.
- The school's staff seek at all times to deal with enrolment in a fair, just, compassionate and understanding way that enhances the dignity of students and parents and build positive relationships with them.
- The teaching and support staff will ensure that all information related to enrolments remains confidential.
- The Registrar is responsible for the day to day management of enrolments under the supervision of the Head of School.
- The Registrar provides a written report to the Head of School and School Board each month (or as required) concerning enrolments and enrolment trends.
- By accepting an offer of enrolment, parents are agreeing to the terms and conditions contained in the Enrolment Form and to support the school's rules, codes of conduct and policies as they are amended from time to time.
- Parents are required to disclose with full transparency any special needs their children may have, including but not limited to academic/intellectual, social/behavioural, physical needs and school avoidance issues. This includes provision to the school of copies of any assessments, specialist reports, school reports, medical reports and other relevant documentation. Failure to do so may later lead to a child's enrolment being withdrawn.
- In order to maintain a place of enrolment, parents agree to keep school fees and associated accounts up to date.
- The Head of School will consider the factors listed in this policy when making decisions regarding enrolment and has the sole right to offer or refuse enrolment.

### **ENROLMENT CONSIDERATIONS**

The following factors will be considered in determining whether a student will be offered enrolment at Oxford Falls Grammar. However, the relative influence of each factor will depend upon the cohort being considered, the needs of the school at the time, and the needs of individual students and their families at the time;

- whether the family of the student holds a Christian faith or belief which is compatible belief and/or willing to support with the School's Christian ethos;
- whether the student is the child of a Pastor or Minister in a Christian denomination;
- whether they are a sibling of an existing student;
- the chronological order of the enrolment application;
- the desirability of achieving substantive gender equality between boys and girls in enrolments;



- the particular needs and abilities of the student and the contribution the student may make to the School community including specialised enrolment into advanced class groupings;
- provision and evaluation of reports on the student from institutions at which the student was previously enrolled

### **School Readiness**

Whilst there are no fixed “cut-off” dates for entry, students who are younger than compulsory school attendance age will be assessed for their school readiness. Subsequent decisions regarding enrolment will be made in consultation with parents.

Entry into Kindergarten is age five years on or before 31 July. However younger children with birthdays after July 31 may be considered for enrolment after screening and consultation between parents and the school.

### **Note**

The school reserves the right to reject an enrolment application from an individual or family hostile to the Christian Faith, or a family holding doctrinal and/or active and contrary faith positions incompatible with the beliefs and of the school.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the Student and the Parents or Guardians observing all behavioural codes of conduct including those that supports the Christian ethos and values of the School.

### **Procedurally related documentation**

This policy should be read in conjunction with all other school policies and procedures. The enrolment process can be found on the OFG website.

<https://ofg.nsw.edu.au/enrolments/#enrol-process>