

ST EUPHEMIA COLLEGE

K-12



ENROLMENT

POLICY

2014

1. Introduction

St Euphemia College is a comprehensive coeducational School providing education to approximately 700 students K-12. The School was established in 1989 by the Greek Orthodox Parish and Community of Bankstown and Districts.

The Students who come from various cultural and linguistic backgrounds are encouraged to excel in all their endeavours in a caring, disciplined and safe environment that is responsive to individual needs.

The School pursues the objectives, processes and outcomes of education as stated by the NSW Board of Studies. English is the medium of instruction and courses are offered in all Key Learning Areas of primary and secondary education.

The School is a community of staff, students, parents and caregivers who work collaboratively to foster growth and personal wellbeing where every student is encouraged to 'Strive for Excellence'.

The School's Mission Statement is ...

'That within a dynamic Orthodox Christian framework, a student may strive to achieve academic excellence, a love for learning, social responsibility, spiritual growth and respect for a healthy mind and body'.

2. Policy Statement

All applications for enrolment at St Euphemia College will be processed according to:

- order of receipt
- the applicant's support for the ethos of the School
- siblings already attending the School
- suitability of the applicant.
- outcomes of entrance examinations if deemed necessary by the Principal/Delegated Authority.

Enrolment of Students with Disabilities

Students with disabilities seeking enrolment at St Euphemia College will be treated on the same basis as students without disabilities. Adjustments will need to be made by the School to allow students with disabilities to participate in all aspects of School life. Adjustments will be determined in the context of what is reasonable to meet the prospective student's needs.

Conditional Enrolments

Conditional enrolments may be offered at the discretion of the Principal or Delegated Authority.

Continuing enrolment will be subject to a student's adherence to School rules, relevant policies and payment of School fees.

All Parents and Caregivers of students enrolled at St Euphemia College are expected to be supportive of the ethos of the School.

Exclusion from the School

If the Principal/Delegated Authority, considers that a student has committed a serious breach of the School rules or has otherwise engaged in conduct which is prejudicial to the School, students or staff, the Principal/Delegated Authority may exclude the student permanently or temporarily at their absolute discretion. This exclusion must be ratified by the Board of Governors of the College.

If the Principal/Delegated Authority believes that a mutually beneficial relationship of trust and cooperation between a parent or caregiver and the School has broken down to the extent that it adversely impacts on that relationship, then the Principal/Delegated Authority may require the parent or caregiver to remove the child from the School.

The School will only exercise its powers under these conditions to exclude a student permanently if it has provided the student and the parents or caregivers of the student with details of the conduct which may result in a decision to exclude the student and provided them with a reasonable opportunity to respond.

No remission of fees will apply in relation to any of the above cases.

3. Applicability

This Policy applies to all staff, students, parents and caregivers.

4. Responsibilities of the School

The School is expected to:

- process all applications for enrolment
- ensure the enrolment process does not disadvantage a prospective student with disabilities
- consider each applicant's educational needs
- conduct interviews with prospective applicants. Interviews will be conducted by appropriate staff including the Principal, Director of Primary, Grade/Year Coordinators as necessary.
- gather relevant information and consult with other appropriate people and institutions eg previous school
- inform the applicant of the outcome
- maintain the privacy of all applicants.

Responsibilities of the Students, Parents and Caregivers

Students, Parents and Caregivers are expected to:

- provide truthful information at all stages of the enrolment process
- attend interviews as requested
- work cooperatively with the School to determine his/her educational needs
- make a commitment to support the ethos of the School and follow the 'Rules and Regulations'
- pay School fees one Term in advance.

5. Policy Review

This Policy will be reviewed as required.