

ST EUPHEMIA COLLEGE

K-12



ENROLMENT PROCEDURES

2014

Enrolment Policy – Procedures

Enrolment procedures at St Euphemia College will include the following elements.

1. Enrolment Packs will be distributed as required. The Pack will include:
 - a prospectus
 - an enrolment form (Appendix 1)
 - fee schedule
 - uniform list
 - Primary School Guide (Appendix 3)
 - High School Guide (Appendix 4)
 - Enrolment Rules and Procedures. (Appendix 2)

As such the Pack outlines the ethos of the School, curriculum offerings and behaviour, and responsibilities of parents, caregivers and students enrolled at St Euphemia College.

2. Interviews with the parents or caregivers and prospective students.
3. A letter of Offer of Enrolment will be sent to the parents or caregivers of students.

Note: Where a prospective student does not fulfil all the requirements for enrolment, the Principal/Delegated Authority may consider an Offer of Conditional Enrolment. The Conditional Enrolment will be reviewed regularly (at least once a Term). Possible outcomes of the review include evidence to support the:

- continuation of the Conditional Enrolment
- removal of the Conditional Enrolment
- exclusion of the Student from the School.

ST EUPHEMIA COLLEGE

Strive for Excellence



Greek Orthodox Archdiocese of Australia
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Telephone: 9796 8240 Fax: 9790 7354
Website: www.steuphemia.nsw.edu.au
School Email: office@steuphemia.nsw.edu.au

APPLICATION FOR ENROLMENT

Class for which enrolment is sought: _____ Proposed date of entry: _____

STUDENT INFORMATION

Last Surname: _____

Given Names: _____

Date of Birth: ____ / ____ / ____ Sex: M F

Country of Birth: _____ If not born in Australia, date of arrival: _____

Religious Denomination: _____

Languages spoken at home (other than English): _____

Main language spoken at home: _____

Present Class and School (if applicable): _____

Student Resides with: Both Parents/Caregivers Mother/Caregiver Father/Caregiver
 Other – Please specify: _____

PARENTS OR CAREGIVERS

Father/Caregiver

Mother/Caregiver

Last Name: _____

Last Name: _____

Given Name: _____ Title: _____

Given Name: _____ Title: _____

Home Address: _____

Home Address: _____

Postcode: _____

Postcode: _____

Phone (h): _____ (w): _____

Phone (h): _____ (w): _____

(m) _____ (Fax): _____

(m): _____ (Fax): _____

Email: _____

Email: _____

Country of Birth: _____

Country of Birth: _____

Occupation: _____

Occupation: _____

Employer: _____

Employer: _____

Work Address: _____

Work Address: _____

SIBLINGS - Please circle the child's position in the family: 1 2 3 4 5 6

Other children in family:

Name: _____
College: (Yes/No)

Gender: _____ DOB: _____ Attending/attended the

Name: _____
College: (Yes/No)

Gender: _____ DOB: _____ Attending/attended the

Name: _____
College: (Yes/No)

Gender: _____ DOB: _____ Attending/attended the

MEDICAL INFORMATION

Allergies, asthma, or any other illness:

Medicare Number: _____

Special Notes: _____

Doctor's name: _____ Telephone: _____

MEDICAL TREATMENT

If a student needs urgent hospital or medical treatment of any nature and the School is unable to contact the parent or caregiver after making reasonable efforts, I/we authorise the School to give authority for such treatment. I/We indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatments.

STUDENT BELONGINGS

Students are responsible for their own belongings and the School will not be liable for any loss or damage to these belongings.

SCHOOL PUBLICATIONS

I/We give permission for my child's name, photograph and/or written material to be used for School publicity purposes in print and/or electronic form such as, newsletters, newspapers, School's website, yearbook, prospectus etc.

PRIVACY POLICY

From time to time the School discloses personal information for administrative, educational and medical purposes. I/We give permission for the School to release personal information to other schools (where student transfers occur), government departments and medical practitioners.

DECLARATION

I/We have read and agree to conform to the Rules and Regulations of St Euphemia College. I/We understand that acceptance of this form by St Euphemia College does not constitute enrolment of the student. Enrolment of the student will depend upon a position being available.

Signature of Father/Caregiver

Signature of Mother/Caregiver

Date _____

Date _____

CHECKLIST (Where applicable, please include the following with your application form) *Applicable* *Not Applicable*

Cheque for application fee of \$100.....	<input type="checkbox"/>
Copy of your child's Birth Certificate.....	<input type="checkbox"/>
Copy of your child's latest school report (except Kindergarten).....	<input type="checkbox"/>
Copy of residency/citizenship papers if the child or both parents were born overseas.....	<input type="checkbox"/>
Data Collection Form.....	<input type="checkbox"/>
Copy of your child's Immunisation Certificate.....	<input type="checkbox"/>
Copy of your child's Baptism Certificate	<input type="checkbox"/>

ST EUPHEMIA COLLEGE

Enrolment Rules and Procedures

An applicant's enrolment to the School is determined by compliance to the following rules and procedures.

Admission

- The School reserves the right to determine the commencement year on an individual basis. Used as a guide only, students commencing Kindergarten must be 5 years of age by the 31 of July in the year of admission.
- Application of enrolment must be made on the School's Application for Enrolment Form.
- An interview with parents or caregivers and students will be required prior to enrolment.
- The Application for Enrolment Form must be completed and signed by the parent(s) or the Applicant's legal caregiver(s). This form must be accompanied by original Birth, Baptism and Immunisation Certificates. These documents must be submitted in person to the School Secretaries and photocopies will remain on file.
- All applicants applying for admission to the School may be required to sit for entrance examinations.
- Criteria for selection will include: the order of receipt of the application, previous school reports, the outcome of the entrance examination (if applicable), the enrolments of other siblings at the School and willingness of parents and caregivers to become an active part and support the ethos of the School.
- A Non refundable Application Fee of \$100.00 will be paid with each Application for Enrolment to cover administrative costs. This payment does not guarantee a placement.
- Once an offer is made, the enrolment can be secured by the payment of a Non refundable Registration Fee of \$250. This fee is a one off payment that is in addition to tuition fees.
- All fees must be paid one Term in advance.
- The Board of Governors retain the right to refuse enrolment and its decision in this respect shall be final.
- It is the duty of the parents or caregivers to advise the School of any change of particulars shown on the original Application for Enrolment Form.

Court Orders

- If custody situations arise, the School will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The School will remain impartial with its priority being the welfare of the students in its care. The School will only be bound via documented court orders.

Curriculum

- The School reserves the right to amend its academic and other programs at any time. This may include the discontinuation of teaching subjects or set activities.
- The School reserves the right to make a final decision on courses and level of studies.
- Students must participate in the academic, religious, sporting cultural and other program determined by the School.
- Greek language lessons are compulsory for all students up to and including Year 10.
- All School based excursion/camps are compulsory K-12.

Conduct

- Students are required to abide by rules and regulations of behaviour and discipline as well as special rules as specified by the Principal or Director of Primary.
- Respect for Clergy, teachers, parents, caregivers, visitors and peers is an important requirement of all students.
- Students must act in accordance with directions issued by School staff during lessons or related activities.
- Unlawful and/or immoral activities including gambling, smoking, consumption or distribution of drugs or alcohol will not be tolerated.

Discipline

- Disciplinary measures will be taken for misconduct or breach of rules.
- Breaches of discipline within the classroom may be met with appropriate action by the teachers, Grade/Faculty/Year Coordinators, Principal or Director of Primary as outlined in the School's Student Welfare Policy and Procedures.
- Detention and other means of discipline may be set by the Principal, Director of Primary, class teachers or Grade/Faculty/Year Coordinators.
- The School expressly prohibits the use of corporal punishment as a form of discipline within the School and does not sanction the administering of corporal punishment by non school persons, including parents or caregivers, to enforce discipline at School.

Homework

- All students are expected to complete homework set by the teachers.
- If circumstances prevent a student from completing homework, a written and signed explanation must be provided to the teacher from the parent or caregiver.

Attendance

- Students are to attend the School on all designated School days and compulsory School events.
- A signed note from parents or caregivers or a medical certificate will be required for absences, unless approved leave has been granted by the Principal or Director of Primary.
- The School is not responsible for a student's failure to attend School. Written explanations from the parents or caregivers must be provided on the first day back at School.
- Exemption from attendance eg family holidays, may be granted only if a completed Exemption from Attendance form is submitted to the Principal or Director of Primary in advance. This form is available at the Front Office.
- Students will not be permitted to leave School prior to the final day of each Term except in exceptional circumstances.
- Absences from School for either the whole or part of a Term will not attract discounted fees.

Arrival and Supervision

- All students must arrive punctually in the morning at least 10 minutes prior to the lining up bell.
- Morning supervision commences at 8.15am. Students should not arrive any earlier than 8.15am.
- Students are encouraged to leave the grounds in the afternoon as soon as possible. Supervision ends at 3.30pm. The Front Office will remain open until 4.30pm.

School Uniform and General Appearance

- All students are required to wear School uniform.
- Each item of the uniform must be kept clean, pressed and in good repair.
- Full School uniform must be worn at times to and from the School, excursions, sporting activities or unless otherwise stated.
- The wearing of jewellery, except a necklace with a cross, studs/small hoop earrings or a watch, is not allowed.

General Progress

- Students are expected to work to the best of their abilities to progress to the next year.
- Through contact with teachers eg Parent/Teacher Interviews, parents or caregivers are encouraged to discuss their children's progress regularly.
- Subsequent to discussions with the class teacher, parents or caregivers may arrange to meet with the Principal, Director of Primary, Grade/Year/ Faculty Coordinator, in relation to their children's behaviour and application to their studies.

Sport

- All students are required to participate in sport unless a medical certificate is produced justifying exemption.
- Parental or caregiver consent may be required when participating in certain contact sports.
- Although all care is taken, no responsibility is accepted by the School for accidents during Sport.
- Although School Insurance cover exists, parents and caregivers are advised to insure students appropriately.

Suspension and Expulsion

- Serious offences will be dealt with by suspension or expulsion from the School as deemed appropriate by the Principal or Director of Primary.
- Grounds for suspension or exclusion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the School rules.
- The School will apply the principles of procedural fairness when dealing with all situations involving such offences.
- Similar measures may be taken when the presence of a student becomes prejudicial to the health or moral welfare of other students or when a student becomes a danger to him/herself or to other students.
- Students whose parents or caregivers do not comply with the conditions set out by the School may jeopardise their children's enrolment.
- The Board of Governors may discontinue enrolment and its decision in this respect shall be final.
- If the Principal/Director of Primary 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/ Director of Primary may require the parent or caregiver to remove the child from the School.
- No student will be excluded from the School without approval from the Board of Governors.

Contagious Diseases

- The Principal/Delegated Authority will require any student suffering from an infectious disease to remain at home until he/she is given medical clearance by a medical practitioner.

Traffic

- Parents and caregivers are expected to obey the State Traffic Laws and specified directions issued in relation to traffic in the vicinity of the School.

Illness and Injury

- In the event of an acute illness or injury to a student during School hours, the School will attempt to contact parents, caregivers or an emergency contact person by phone.
- If no contact can be made with the student's parents, caregivers or emergency contacts, then the School will arrange medical treatment.
- The School takes no responsibility for payment of medical, hospital, transport or any fees and expenses that may be incurred.
- Students must submit a written and signed request form their parents or caregivers to leave School during the day. Parents, caregivers or emergency contact people must collect and sign the student out from the Front Office.

Fees

- Payment of fees are payable one Term in advance.
- In addition to school fees, there may be a necessity for other fees being charged such as sport fees etc.
- Absences from School for either the whole or part of a Term will not attract discounted fees.
- The School will refund fees paid in advance, provided that at least 10 weeks notice of intention to leave the School is given in writing to the Principal or Director of Primary.
- For new students commencing during the course of the year, relevant fees must be paid upon approval of enrolment.
- School fees are set by the Board of Governors and are subject to variation without notice.

General

- The School reserves the right to vary these rules from time to time as it deems necessary.
- Parents and caregivers acknowledge and accept that the School may, for advertising and/or marketing purposes reproduce photographs, audio visuals and other information of the students involved in School based activities for the purposes of promoting the School.
- The Board of Directors and the Board of Governors are the decision making bodies of the School. These bodies delegate authority to act on behalf of the Boards to the Principal/Delegated Authority of the School.