

ENROLMENT PROCEDURE

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In general, student places are offered based on the date in which the applications are received, subject to a satisfactory interview with the Principal or the Principal's delegate.

An application for enrolment is by submitting the Application for Enrolment Form along with payment to the School of a non-refundable application fee. The student is then placed on a progressive waiting list in order of lodgment date.

If there is a suitable vacancy the applicant(s) are contacted and asked to supply a recent school report for the student who is the subject of the application; an appointment for an interview with the Principal or Principal's delegate may follow.

After a satisfactory interview a written offer of a place may be made by the School. Written acceptance of the offer by the applicant(s) is valid when the scheduled Acceptance fee is paid to the School by the applicant(s).

Payment of the Acceptance Fee applies only to the first child of the household enrolled at the School and does not apply for the subsequent children of the same household.

The usual points of entry are Kindergarten and Years 7 and 11. However, vacancies do occur at other times and parents are invited to make enquiries about entry to the school for other year levels.

CHANGE OF ADDRESS

It is the sole responsibility of the applicant(s) to inform the school of any change of contact details which may occur after lodging the application with the School. In the absence of such notification, and the event of the school making reasonable attempts to contact the applicant(s), a student's place on either the waiting list or enrolment list may be forfeited.

PRIVACY POLICY

The School is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The School may, from time to time, review and update their Privacy Policy to take into account new laws and technology, changes to the School's operations and practices and to make sure the Policy remains appropriate to the changing school environment.

WITHDRAWAL OF A STUDENT

A full term's notice must be given prior to the withdrawal of a student from the School. In default of such notice, a quarter of the annual tuition fee will be charged in lieu of notice. To avoid fees in lieu being charged, notice of a student's withdrawal must be received by the School, in writing to the Principal, by the first day of the School Term preceding the Term of the student's departure.

CHANGE OF INTENTION

If there is a change of intention and a place at the school is no longer required or sought, it would be appreciated if the applicant(s) could notify the school as soon as possible.

ENROLMENT CHECKLIST

Complete the Application for Enrolment form and attach the following:-

- A copy of your child's Birth Certificate (not an extract).
- A non-refundable Application Fee of \$40 payable to John Septimus Roe Anglican Community School
- If the applicant is not an Australian Citizen or Permanent Resident you will need to provide a copy of the Visa documentation.

Please forward this information to:-

The Enrolments Officer
John Septimus Roe
Anglican Community School
PO Box 41
MIRRABOOKA WA 6941

IMMUNISATION: Parents are required to provide a copy of their child's up-to-date Australian Immunisation Register (AIR) History Statement at the time of enrolment.

For further enquiries regarding enrolment please contact the School Enrolments Officer on (08) 9247 2242.

Further information is also available on the School's website at www.jsracs.wa.edu.au.

Applicants are reminded that the completion of an Application for Enrolment Form in itself does not constitute an offer of enrolment.