



# Enrolment Information

## Enrolment Policy

Calrossy Anglican School incorporates Calrossy Pre-school, Co-educational Primary, Secondary Day and Boarding Boys and Girls.

Calrossy Anglican School provides an education underpinned by Christian values, and operates within the policies of the NSW Board of Studies.

All applicants for Calrossy Anglican School are processed in order of receipt. Current students have right of place as they move through the different levels of the School. Consideration is given to siblings. However, places must be confirmed by the end of term one of the preceding year.

Where students have special needs, the School requires diagnostic information plus completed programmes to ascertain what level of support the School is able to provide.

Once enrolled, students are expected to support the School ethos and comply with School rules to maintain their enrolment.

### Procedures

1. All applications should be processed within the School's enrolment policy.
2. Arrange interview with the Principal or her delegate which may include the Head of Secondary Girls, Head of Secondary Boys, Head of Primary or Authorised Supervisor of Pre-school.
3. Consider each applicant's educational needs. To do this the School will need to gather information and consult with the parents/family and other relevant persons.
4. Identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
5. Inform the applicant of the outcome in writing.

# Standard Collection Notice

1. Calrossy Anglican School collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the School. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the School to provide schooling to the pupil and to enable them to take part in all the activities of the School.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School to discharge its duty of care.
3. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.
4. Health information about pupils is sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. We may ask you to provide medical reports about pupils from time to time.
5. The School from time to time discloses personal and sensitive information to others for administrative and educational purposes, including to facilitate the transfer of a pupil to another school. This includes to other schools, government departments, medical practitioners, and people providing services to the School, including specialist visiting teachers, sports coaches, volunteers and counsellors.
6. Personal information collected from pupils is regularly disclosed to their parents or guardians.
7. The School may store personal information in the 'cloud' which may mean that it resides on servers which are situated outside Australia.
8. The School's Privacy Policy sets out how parents or pupils may seek access to personal information collected about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the pupil, or where pupils have provided information in confidence.
9. The School Privacy Policy also sets out how you may complain about a breach of privacy and how the School will deal with such a complaint.
10. As you may know the School from time to time engages in fundraising activities and relational activities with Calrossy Anglican School Alumni. Information received from you may be used to make an appeal to you. (It may also be disclosed to organisations that assist in the School's fundraising activities and activities related to the Alumni.) We will not disclose your personal information to third parties for their own marketing purposes without your consent.
11. On occasions information such as academic and sporting achievements, pupil activities and similar news is published in School newsletters and magazines and on our website. Photographs of pupil activities such as sporting events, school camps, school performances and school excursions may be taken for publication in School newsletters and magazines and on our intranet, website and Facebook. The School will obtain separate permissions from the pupils' parent or guardian prior to publication if we would like to include photographs or other identifying material in promotional material for the school or otherwise make it available to the public such as on the internet.
12. We may include pupils' and pupils' parents' contact details in a class list and School directory.
13. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose this information to third parties.

# Conditions of Enrolment & Business Notices

## General

1. The completion and signing of the application form, together with a non-refundable \$110 application fee, signifies your acceptance of, and agreement to, the conditions relating to payment of fees and charges and to any other condition or rule which may be implemented by the School Board or its appointed representatives to ensure the orderly conduct of Calrossy Anglican School.
2. Parents agree to provide all medical/educational information relevant to the student's specific needs prior to an enrolment offer being made.
3. Admission to the School is subject to a satisfactory interview with the Principal or delegate, which may include the Head of Secondary Girls, Head of Secondary Boys, Head of Primary or Authorised Supervisor of Pre-School, and at least one parent or guardian and the intending pupil prior to the desired date of commencement.
4. All pupils must wear the official school uniform and conduct themselves in a manner consistent with, and in adherence to, Calrossy Anglican School's Code of Conduct.
5. All pupils will participate in the Christian Studies program, chapel services, sporting activities and other official functions as determined and notified by the Principal or delegate.
6. Parents acknowledge the importance of their involvement in the ongoing education of their child by attending Speech Days and other official school functions.
7. A request by a parent or guardian for leave of absence for a pupil must be made in writing to the Principal well in advance. Such leave will be granted only for medical or other special circumstances. In the case of absence due to infectious illness, accident, etc, the parent or guardian must notify the School.
8. Absence from the School during the whole or any part of a term will not in itself be any foundation for a claim for remission of fees. Only under very exceptional circumstances will the School consider on its merit any special case that may be placed before it by the Principal.
9. Failure to meet any of the conditions listed above would make it difficult for the School to fulfil its obligation to provide the opportunity for education and may necessitate the withdrawal of the student/s at the discretion of the Principal after consultation with the Chairman of the School Board. The School will not be liable to the parent/guardian/student for any loss or damage suffered due to the School exercising its rights under this clause.
10. Enrolment at Calrossy Anglican School is continuous from Prep through to Year 12.
11. By accepting an offer of enrolment you are agreeing to pay school fees by their due date.
12. Once a student is enrolled at the School, at least one full term's notice of withdrawal must be given in writing to the Principal. In default of such notice a full term's fees will normally be charged.

## Enrolment Bond

1. An enrolment bond of \$1,000 is charged by the school and confirms acceptance of the offer of a place in the School. Only one enrolment bond per family is required to be paid.
2. If the enrolment bond is not received by the School within twenty-one (21) days of an offer of enrolment being made, the offer may be withdrawn.
3. The enrolment bond is payable before a student commences.
4. The bond is held by the School and in most circumstances is credited to your financial statement when the last child of your family leaves the School.
5. If a family is approved for bursary assistance, the enrolment bond is forfeited and will be retained by the school to assist the funding of bursaries in future years.
6. Families are required to submit a request in writing, to have the enrolment bond returned to them. If an enrolment bond refund has not be requested within six (6) months of the last student in the family leaving the School it will be considered a donation to either the building fund or the bursary fund.

## Injury/Illness

1. In the event of injury or illness to a student necessitating urgent hospital and/or medical treatment (including injections, blood transfusions, anaesthetics, etc.) and in the absence of the parent or guardian, a responsible person of the School staff is hereby empowered to give authority for treatment without the School or such person incurring any legal liability to the parent or guardian or student in so doing.

## **Fees**

1. The tuition and other fees are reviewed and set by the School Board annually. The fee schedule is available on the Calrossy Anglican School website prior to the commencement of each school year.
2. Fees are due to be paid on the first day of each school term.
3. Penalties will be charged on overdue accounts. Any account with a debit balance at the end of Week 4 in each term will incur a fee of 3% of the outstanding balance which will be added to the school fee account.
4. There are five (5) invoices issued each year from Prep to Year 11 (one prior to each term and one at the completion of the school year). Students in Year 12 are invoiced over three terms instead of four.

## **Payments**

1. Calrossy Anglican School accepts payments via the following methods: direct deposit into the school bank account, BPay, direct debit from a nominated account, cash, cheque, EFTPOS or credit card. All credit card payments incur a 1% processing surcharge.
2. In the event that a payment is dishonoured for any reason the family shall be liable for any dishonour fees incurred by the School.
3. If a family experiences difficulties in meeting their financial commitment to the School, they are to contact the Finance Office as a priority to discuss their options.
4. If an account remains with a balance equal or greater than one term's fees, the matter will be passed on to the School's legal representatives for collection. Any family with an account balance greater than the equivalent of two term's fees will have their children's placement within the school revoked. Students will be eligible to return to school once the debt is cleared.
5. Any costs associated with the collection of the debt (including legal, agency and professional costs) will be added to the families school fee account.

## **Additional Costs**

1. Costs associated with extra-curricular sporting activities, dispensary costs, collection costs incurred with unpaid fees, late fees, non-returned text books, library books or equipment may be added to your school fees account.
2. Non-compulsory activities such as ski trip or overseas tour must be paid in advance and cannot be added to the school fees account. Students with outstanding accounts or who are in receipt of bursary assistance are ineligible to attend.

## **Sibling Discounts**

1. Families enrolled at Calrossy Anglican School are entitled to generous sibling discounts. The eldest child in attendance does not receive a discount but the second child in attendance at the same time will receive a discount of 30% which is applied to the tuition portion of school fees. Third and subsequent children from the same family in attendance at the same time will receive a discount of 50% applied to the tuition portion of fees.

## **Bursary Assistance**

1. Limited assistance is available to help families in genuine and temporary financial need. If you are experiencing financial hardship, please download a bursary application form from the Calrossy Anglican School website and return it to the Finance Office with the required supporting documentation.
2. Any family who receives bursary assistance will forfeit their enrolment bond.
3. Submission of a bursary application does not guarantee that assistance will be provided.
4. Bursary assistance expires at the end of each school year. A new application is required each year in order to be considered for future assistance.

## **Changes to Our Terms and Conditions**

Should any changes be made to the Conditions of Enrolment or Business Notices, parents will be informed through official publications.