



ENROLMENT PROCEDURE

PURPOSE

The Board of Trustees is responsible, as recognised in its Integration Agreement with the MOE, for providing a relevant and appropriate enrolment policy. This responsibility extends to providing the Principal, staff, and community with an enrolment procedure and to ensure that all relevant MOE requirements are being met.

Rules

- Total roll does not exceed 125 students (Integration Agreement)
- No more than 10% of students can be "non-preferential" (Legal responsibility)
- All prospective students will be screened to determine their preference status
- Class sizes are to be evenly distributed. As a general guide, year group numbers should average around 15 students

Priority for Enrolment

1. Children belonging to Seventh-day Adventist families - "Preference Direct"
2. Those prospective students who already have one or more siblings enrolled
3. Children from the wider Christian Community - "Preference General"
4. "Non-Preference" applicants

It will be assumed that all students (excluding Year 8's) currently enrolled will be enrolled for the next school year.

Intake of New Entrant Students

- New Entrant students will start on or after their 5th Birthday
- New entrant students who commence after the end of Term 1 will be considered Year 0

Procedures for Processing Applications for Enrolment

Applications for Enrolment for:

Year 1-8 students... Received before the End of Term 3
Students starting in Term 1 must be received by the **end of Term 3** in the previous year

Year 0 students... Received before the End of Term 4
Students starting school for the first time after Term 1 must be received by the **end of Term 4** the previous year

Processing Enrolment Applications:

1. Enrolments for our Waitlist open at the Age of 6 months
2. Enrolment applications **close at the end of Term 3 (Year 1-8 students) and the end of Term 4 (Year 0 students)** for the next school year
3. An interview may be arranged between the Principal, Chaplain, and the prospective parent/caregiver to determine preference, identify any special support needed, and the willingness of the student and family to uphold the Special Character aspect of the school
4. After the end of the specified cut-off date, spaces will be allocated according to the priority of enrolment
5. The Principal will inform the parent in writing via email, which caregivers will need to accept or decline within a month

Enrolment Exceptions - Enrolments outside of the selection process may happen if...

1. Students have left the school and there have been spaces become available in that class or year. The preference criteria still apply.
2. The roll for that year or class is not full and there is no waitlist.
3. We have elected to save 5 spaces for emergency "Preference Direct enrolments"
4. Applicants under this criteria will be advised of their status within 1 month

[Enrolment Form Link](#)