



Enrolment **POLICY**

RATIONALE

Unity College is a Lutheran school, owned and operated by an Association of 16 supporting Lutheran congregations in the Murraylands region. The College has been built upon the outstanding reputation of the Murray Bridge Lutheran Primary School (R-7), which was established in the 1970s. During the period 1997-2001 the extension by one year-level at a time completed the transition process into an R-12 low fee College.

The enrolment policy reflects a commitment to being an inclusive community where all students have the opportunity to hear about God's love and forgiveness. The College is serious about there being a strong Christian focus and aims to model Christian community in action through its daily operations and through the way the staff, students and parents relate to each other. Applications for enrolment are welcomed from all families who undertake to support the College's aims and purpose regardless of their race, ethnic background, gender, academic ability or religion.

PRINCIPLES

COMPLIANCE WITH RELEVANT GOVERNMENT LEGISLATION

The Enrolment Policy of Unity College ensures that it complies with the requirements of state and federal laws relating to discrimination and equal opportunity. The relevant laws include the Equal Opportunities Act 1984 (SA) and the Commonwealth Disability Discrimination Act 1992. Unity College will treat all enrolment applications in a fair, balanced and reasonable manner and encourages open sharing of information between the College and parents of prospective students.

PRIVACY INFORMATION

Unity College is bound by the National Privacy Principles contained in the Commonwealth Privacy Act. The College collects personal information, including sensitive information about prospective students and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter. The College Privacy Policy can be viewed on the College website www.unitycollege.sa.edu.au or obtained from the College on request.

STUDENTS WITH SPECIAL NEEDS

According to the Ministerial Advisory Committee on Commonwealth Funding, special needs may include intellectual impairment, physical impairment, social/emotional difficulty, sensory impairment, autism or severe multiple disabilities. It also includes students who, for medical or other reasons, may be a constant source of disruption to the education of other students in the class, thereby requiring additional human resources to supervise the child. Unity College accepts enrolment of students with special needs. However, the Principal may reasonably assess that the College cannot adequately or appropriately cater for a particular student or that the enrolment of a particular student may seriously compromise the education and or safety of other students already at the College.

HONESTY

It is an offence under the Crimes Act 1900 to provide materially false or misleading information to a school when making an application for enrolment. If false or misleading statements are made in the enrolment forms, or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Principal can terminate the enrolment at any time, or suspend

the enrolment until all relevant facts are known.

FEES

Unity College charges fees to enrol and attend the school. It is the policy of Unity College to review all fees annually. No student may commence until all initial fees and charges have been paid. These include the application fee and the enrolment deposit. On acceptance of enrolment at Unity College, parents agree to pay all school fees for the duration of their child's schooling, in accordance with the fee schedule.

POLICY STATEMENT

The intention of the Unity College Enrolment Policy is to offer clear and transparent guidelines to ensure consistent enrolment practices, which reflect the Mission of Unity College and the values of Lutheran Education Australia. It is the policy of Unity College to consider all applications for enrolment and to make offers of enrolment based on the criteria and processes set out in this document.

ENROLMENT PRACTICES

ENROLMENT CRITERIA

Unity College will consider all applications for enrolment. Applications are placed on a list in order of receipt of the application. However, applications are given priority based on the following criteria:

1. Siblings of current or past students of Unity College (or Murray Bridge Lutheran School).
2. Children whose parents are members of the supporting congregations of the Unity College Association.
3. Children or grandchildren of Old Scholars.
4. Students currently attending other Lutheran primary or secondary schools.
5. Date of enrolment application lodgement.
6. Other compassionate/special circumstances which will be individually considered by the Principal (NB: This includes enrolment of the children of staff members).

EXCHANGE STUDENTS

Unity College welcomes exchange students from recognised exchange program organisations. Applications are considered by the Principal on a case by case basis and approval is dependent upon availability of places.

STUDENT WITHDRAWAL

There is an expectation that parents will give the College one term's notice in writing that their child/ren will not be continuing their enrolment. For students who leave the College without the required notice, one term's fees (excluding

any family/fee discounts and remissions) will be deemed to be due and payable.

RECEPTION ENROLMENT

Unity College welcomes applications to commence Reception from all segments of the community who meet the criteria below. While these criteria are guidelines for acceptance, the final decision on any application is made by the Principal. For the learning benefit of the student, parents are encouraged to seek full Preschool entitlement for their child prior to entering Reception.

Unity College offers two intakes each year for students commencing in Reception:

1. Intake One – Term 1
Students must turn five years of age on or before 1 May to commence at the start of Term 1 in a school year. In most cases, these students will remain in Reception for four School Terms before advancing to Year 1.
2. Intake Two – Term 3
Students must turn five years of age on or before 31 October to commence at the start of Term 3 in a School Year. In most cases these students will remain in Reception for six Terms before advancing to Year 1. A Student whose birthday falls between 1 November and 31 December will commence school at the start of the following year.

CONDITIONS OF ENROLMENT - RECEPTION

1. Enrolment is subject to attendance at an interview with the Principal or Head of Junior School. This interview will involve both the student and parents of the enrolling student.

The interview will help ascertain the student's readiness to begin school.

2. In exceptional circumstances the length of time a child may spend in Reception may be extended or reduced, but any decision to vary the policy will require agreement between the College and the parents/carer/guardians concerned. In all such instances the educational, social and emotional welfare of the child concerned will be considered to be paramount in the decision making process.
3. Should students not be deemed ready to attend school, their enrolment will be deferred until the next intake window.
4. Students entering Reception should be able to sufficiently manage their own toileting.

ENROLMENT PROCESS

1. An Application for Enrolment must be lodged with the required non-refundable administration fee.
2. Unity College is a member of the Association of Independent Schools of SA (AISSA) and therefore is bound by the policies of AISSA. It is a policy of AISSA that neither confirmation of acceptance nor a fee confirming such acceptance will be required before 1 March two years preceding entry.
3. Places for all year levels (subject to availability) are offered on 1 March one year preceding entry in accordance with the AISSA policy. However, places in each Year level can be offered throughout the year when places are or become available.

4. The offer of enrolment is only valid until the due date specified in the letter. If an offer of enrolment is not accepted by the due date the enrolment application could be cancelled, or transferred to a waiting list with an amended date of application.
5. To accept an offer of enrolment, parents must respond before the due date by completing and signing the relevant enrolment confirmation forms and securing the place with the full payment of the required enrolment deposit.
6. If an offer is accepted and later withdrawn prior to commencement, the enrolment deposit will be forfeited.
7. An enrolment may be deferred to a later date, however, applicants need to be aware this may affect their priority ranking as a deferral will be deemed as a new application and dated accordingly.
8. If the year of entry is fully enrolled and a place cannot be offered, the application is transferred to the waiting list for the following year, however, the original date of application will be retained.
9. Parents should contact the College to advise any change of address. Failure to do so may result in the College being unable to make contact and consequently the application may be cancelled.
3. Failure to disclose and provide details of students' special needs may result in the school's inability to accommodate the student and may delay the enrolment process.
4. If a student is identified as having special needs after enrolment at the College or if the condition of a student deteriorates, the Principal, in consultation with parents and on receiving expert assessment, may reassess the enrolment in the light of the needs of the student and the College's normal enrolment criteria. If the outcome of such a review was that the College considered it could not adequately meet the needs of the student, other options will be discussed with parents and assistance will be given in the identification and evaluation of options and alternatives.

SPECIAL NEEDS

1. The process for enrolling students with special needs is the same as that for enrolling any student.
2. In addition, parents of any child who has special learning needs may be required to meet with staff from the Learning Support faculty to discuss how we are able to best cater for their child's needs. To ensure that the College fully understands the particular requirement of a student who may have special needs, it may be necessary and appropriate for the College to hold discussions with, and receive reports from, school teachers, health professionals and other relevant persons prior to any decision regarding the enrolment of a student and the determination of a program of support. Any such consultations would only be undertaken with parental knowledge and consent.



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