



Enrolment Procedure

When responding to and processing enrolment applications from students with disabilities reference must be made to Section 6.8.4 and 6.8.5 of the Policy and Administration Procedures Manual dealing with aspects of the Disability Discrimination Act (1999).

People involved in the enrolment process should include:

- Principal
- Head of Campus
- Registrar
- Head of Mental Health and Wellbeing
- Student's / child's parents / carers

Other people involved in the enrolment process may also include:

- Relevant teacher(s)
- Student/child
- Other person(s) deemed appropriate.

All those involved in the enrolment process will need to discuss the following matters:

- Student's/child's individual needs
- The existing school resources
- The expectations of the parents/guardians
- The types of funding and resources that may be available

The final decision for the enrolment of a student with high support needs will be made by the Principal, after having due regard to all the circumstances pertaining to the child's enrolment application and the support required for the student.

THE ENROLMENT PROCESS	
1.	Parent/Carer/Caseworker/Student etc. make contact with the registrar regarding enrolment
2.	The registrar speaks to the enquirer and fills in an Enrolment Enquiry form and books in a tour with the Head of Campus
3.	An enrolment application pack is given to the prospective enrolment and they are requested to send the paperwork to the Newcastle office for processing
4.	Once all of the paperwork has been received the Principal will assess the application and decide if an observation needs to occur or if a final enrolment meeting can be booked
5.	A final enrolment is booked where the parent/carers/caseworker and student must attend including the Head of Campus and Principal
6.	Should the enrolment be successful in gaining a position at the school they will be notified by phone and an Individual Plan meeting will be booked with the student's new teacher (this meeting must occur before start date).
7.	Once the IP has been booked a letter of offer will be issued. This includes the start date and details around the enrolment deposit (this must be paid before start date).
8.	Once the letter of offer is signed and the enrolment deposit received the student can then commence at St Philip's Christian College Dynamic Learning

POLICY		REVISIONS	
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