

Student Enrolment Policy and Procedures

INTRODUCTION

The governing body of a registered individual school must demonstrate that the school has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

PURPOSE AND OBJECTIVES

This Policy and its Procedures outline how the school meets the requirements regarding Enrolment Policies.

SCOPE

This Policy and its Procedures apply to all prospective and current students at the school and their Parent/Guardian(s).

RESPONSIBILITIES

The principal and appointed delegates are responsible for the effective implementation of this policy and procedures.

POLICY

Queenwood is a non-selective, independent, single gender school catering to female students from Kindergarten to Year 12. Applications for enrolment may be made at any time by the Parent/Guardian(s) of students to commence at the school. Students enrolling for Kindergarten will be 5 years of age on or before the 31 March. The School may request to meet with parent/guardian(s) of the student before offering a place.

The School will base any decision about offering a place to an applicant on:

Family relationship with the School:

- the applicant is a sibling of a current Queenwood student or Queenwood alumnae;

- the applicant is a daughter or grand daughter of Queenwood alumnae;
- where the attitudes, values and goals are compatible with the School community.

The applicant:

- where the contribution that the applicant may make to the School, including co-curricular activities or the student's reports from previous schools;
- where English is a second language, the applicant will be required to meet determined English proficiency levels.

The School's:

- ability to meet the special needs or abilities of the student.

Other considerations:

- order of receipt when the application to enrol is received by the School;
- daughter(s) of staff members.

Queenwood keeps a register of enrolments of all children at the School in electronic format.

PROCEDURES

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, date of birth and address
- name and contact phone number for parent(s)/guardian(s)
- enrolment date of enrolment
- leaving date and destination
- for students older than six (6) years, pre-enrolment situation or previous school (where relevant)
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name

- the student's date of birth
- the student's last known address
- the student's last attendance date
- the students' possible destination
- parents'/guardians' full names and contact information
- any known work health and safety risks associated with contacting the parents/guardians or student.
- any information that may help locate the student.

Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

IMPLEMENTATION

The Principal and appointed delegates including the Director of Admissions and Marketing are responsible for the effective implementation of this Policy.

SOURCE OF OBLIGATION

The NSW Registration Manual (B7.1) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the school.

The NSW Registration Manual (B8.2) requires the school to provide a safe and supportive environment by maintaining a student enrolment register.

RELATED POLICIES AND PROCEDURES

Student Attendance Policy and Procedures

Exemption from Attending School

RELATED FORMS AND DOCUMENTS

[Application for Enrolment](#)

The Conditions of Enrolment