



# Lutheran School Wagga Wagga

## ENROLMENT POLICY

### Mission Statement

*To work under God in partnership with parents to provide an inclusive, nurturing and high quality education for every student.*

### 1. Introduction

Lutheran School Wagga Wagga (LSWW) offers a Christian education and broad curriculum, in line with Part 3 of the *Education Act 1990* (NSW), to students from a diverse range of backgrounds.

Lutheran School welcomes applications for enrolment and these may be made at any time by the parents or carers of students to commence at Lutheran School.

### 2. Purpose/scope

The purpose of this policy is to provide an efficient, consistent and fair process of enrolment for all applicants. The policy sets out the basis on which students are enrolled and specifies the information that is required from families on entering an Enrolment Agreement with the School.

The policy applies to all current and future students seeking admission to Lutheran School.

### 3. General

Through enrolment procedures, parents or carers seeking enrolment for their child/ren are expected to support the ethos, culture and policies of the School.

Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a position to any Student.

The holistic development of the student is the School's priority in carrying out its duty of care to the student. As such, the School makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

The School will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors. Each case shall be judged on its own merits including:

- a) the physical number of currently enrolled students (for example, if a year level is deemed full by the Principal)
- b) the resources available to cater for the educational needs of both current and new students
- c) the willingness of the student and the student's family (where applicable) to comply with the School's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- a) relevant information is withheld, or information provided is found to be inaccurate

- b) there is significant change in the circumstances of a family/student which cannot be reasonably accommodated by the School. In these circumstances, all due consultation will take place with the School and family involved.

The School will maintain a waiting list to assist in the prioritising of students for vacancies.

Students enrolling at Lutheran School for Kindergarten will be five years of age on or before 31 March of the year they commence. Students enrolling for other year levels must enrol for a year level based on the 31 March yearly cut-off date or at the Principal's discretion. It is the legal duty of parents or carers to ensure a child enrolls and attends school or is registered for home schooling by the age of 6. The Principal can exercise the Minister's delegation to grant and/or cancel exemptions to this.

#### 4. Priority Order of Enrolment

All applicants must meet with the Principal and submit an Application for Enrolment Form, fully signed and completed to commence the enrolment process.

Enrolment priorities are determined by the School Board of Lutheran School Wagga Wagga. The School will base any decision about offering a place to a student on the conditions listed below:

- the student is a sibling of a current or past-student of the School
- the student/family is a Christian, either as a member of a congregation within the Lutheran Church of Australia or another Christian church
- the student is a child of a current member of School staff
- the student is a child of a parent who attended Lutheran School
- the student is transferring from another Lutheran school
- date the Application for Enrolment form is received
- those families articulating a strong desire for a Christian education, or other important circumstances

Once a student has enrolled at the School, their enrolment is continuous through to Year 6 unless the student is formally withdrawn or removed from the School, or their enrolment is terminated at the discretion of the School.

#### 5. Reasonable Adjustments

Where information obtained by the School indicates a student has a disability or imputed disability, the Principal will consult with the student and their family and/or carers to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the educational program of the School.

The consultative process for applications that indicate specific needs or requirements can include, but not limited to:

- Consultation to understand the student's specific needs and requirements at school with the family, health professionals and educators and how the School environment might support those needs (regarding physical access, health issues, personal care needs, communication needs, curriculum access, specialist agencies and emergency procedures)
- Collaboration with the above stakeholders on potential identification of reasonable adjustments that are necessary to meet the student's needs, including the effect of the proposed adjustment on the prospective student, staff members and other students

- Visiting the child's current educational setting for observation and to discuss their needs with their educators
- Requesting the family acquire updates to existing documentation, including reports from paediatricians and psychologists.

Following consultation, the School will determine what reasonable adjustments are necessary and whether the making of those adjustments would cause unreasonable hardship for the School, (Disability Discrimination Act 1992.)

## 6. Acceptance of Enrolment Offers

When enrolment offers are made, families must accept the offer in writing within two weeks of receipt unless an extension or exemption is made by the Principal. Acceptance of an enrolment offer includes the payment of a \$50 Application Fee and an Enrolment Acceptance Bond of \$400 per student to a maximum of \$800 per family. The Enrolment Acceptance bond is returned to the family upon a student's graduation, or if enrolment is terminated by the parents with notice of at least one full term and ensuring tuition fee payments are up to date. Failure to confirm enrolment within the two weeks of receiving an enrolment offer may result in the revocation of the offer by the School.

Continued enrolment at the School is dependent upon consistent attendance and the student and the parents or carers observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

Families who leave Lutheran School are required to inform the Principal with a term's notice and of the next school the child will be attending. Where the destination of a student below the age of seventeen years of age is unknown, the School is required to inform the NSW Department of Education.

## 7. Privacy

Lutheran School collects personal information that includes a student's name, age and address. The School keeps this information in an Enrolment register. The register also contains the names and telephone numbers of parents and carers, the date of enrolment and the date that students leave the School. This register is a requirement for Registered and Accredited Individual Non-government Schools (NSW). The primary purpose of collecting personal information is to facilitate the completion of enrolment process and during the course of enrolment, to provide for the best interest of students.

The School's Privacy Policy sets out the manner in which the School collects, uses, protects, discloses and provides access to personal information. This policy can be viewed on the School's website.

### **Key Legislation**

NSW Education Act 1990  
Disability Discrimination Act 1992

### **Related Documents**

Enrolment Procedures  
Conditions of Enrolment  
Enrolment Contract Privacy Policy

Title	Enrolment Policy
Author	Lutheran School Wagga Wagga
Approver	School Board
Date of Effect:	May 2025
Next Review Date:	May 2026