



# Lutheran School Wagga Wagga

## ENROLMENT POLICY

### Mission Statement

*To serve in a Christ-centred community, connected with families, nurturing students to grow in a love of learning and flourish in every part of life.*

### 1. Introduction

Lutheran School Wagga Wagga (LSWW) provides a Christian education and a broad curriculum, consistent with Part 3 of the *Education Act 1990* (NSW), to students from diverse 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. This policy outlines the basis on which students are enrolled and specifies the information that is required from families when entering an Enrolment Agreement with the School.

The policy applies to all current and prospective 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 makes every effort to accommodate enrolment requests, it cannot guarantee a position to any Student.

The holistic development of each student are the School's priority in fulfilling its duty of care to the student. As such, the School makes no representation or guarantee 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. Decisions will be based on a range of information and factors. Each case shall be judged on its own merits including:

- a) the number of currently enrolled students (for example, if a year level is deemed full by the Principal)
- b) the resources available to meet the educational needs of both current and prospective 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An enrolment offer may be withdrawn, regardless of the availability of places, in situations where: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 has been withheld, or information provided is found to be inaccurate

- b) there is significant change in the circumstances of the family/student that cannot be reasonably accommodated by the School. In these circumstances, the School will undertake appropriate consultation with the 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 must 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 obligation of parents/carers to ensure that a child is enrolled and attends school, or is registered for home schooling by the age of six. 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 community
- 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 parents, carers, and/or relevant professionals to determine whether the disability may 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 may 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 may support those needs (regarding physical access, health requirements, personal care needs, communication needs, curriculum access, specialist services and emergency procedures)
- Collaboration with the above stakeholders on potential identification of reasonable adjustments required 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, psychologists, or other relevant specialists.

Following consultation, the School will determine what reasonable adjustments are necessary and whether implementing those adjustments would cause unreasonable hardship for the School, in accordance with the 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; however, this timeframe may be adjusted by the school unless an extension is granted by the Principal. Acceptance of an enrolment offer includes:

- Signed Enrolment Terms and Conditions form, including the Parental Code of Conduct
- the payment of a \$50 Application Fee and the payment of an Enrolment Acceptance Bond of \$400 per student to a maximum of \$800 per family.

The Enrolment Acceptance bond is refunded 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 required timeframe 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 maintains this information in an Enrolment register. The register also contains the names and contact details of parents and carers, the date of enrolment and the date on which 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 outlines how the School collects, uses, protects, discloses and provides access to personal information. This policy is available on the School's website.

## Key Legislation

NSW Education Act 1990

Disability Discrimination Act 1992

## Related Documents

Enrolment Procedures

Enrolment Terms and Conditions, including Parental Code of Conduct

- [Enrolment Terms and Conditions.pdf](#)

Privacy Policy

- [Privacy Policy.pdf](#)

Title	Enrolment Policy
Author	Lutheran School Wagga Wagga
Approver	School Board
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