DARA SCHOOL

ENROLMENT POLICY

ENROLMENT POLICY

1. PURPOSE

The Enrolment Policy sets out the principles and framework governing the basis on which students are admitted to the School. The policy, together with the related documents, should be read and understood by parents and those responsible for implementing the policy.

Dara School is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent. In achieving this standard, the School will ensure comprehensive and accurate information is provided to parents as they enter into an enrolment agreement or contract with the school.

Dara School is committed to maintaining accurate records that comply with the school's legal obligations in relation to school enrolment.

2. SCOPE

This policy applies to the Board of Dara School, the Principal, School staff and all families / caregivers seeking to enrol their child/children in Dara School.

3. POLICY PRINCIPLES

Dara School aims to provide an educational experience for its learners (See Gifted Policy).

The principles of the policy are to:

- Identify children eligible to be enrolled in Dara School,
- Ensure enrolment at the school is fair, transparent and non-discriminatory,
- Explain clearly the basis on which offers are made,
- Specify the information that parents must have when entering into the enrolment contract,
- Set out certain conditions and circumstances of enrolment, such as the use of a "base grade" (age-based enrolment grade),
- Comply with the requirements of Australian Consumer Law, and
- Communicate that early enrolment is at a minimum school age.

4. COMPLIANCE WITH RELEVANT GOVERNMENT LEGISLATION

The Enrolment Policy ensures that the School complies with the requirements of State and Federal laws in relation to The Equal Opportunity Act 1984 (SA) and The Commonwealth Disability Discrimination Act 1992. Dara School will treat all enrolment applications in a fair, balanced and reasonable manner. The school ensures open sharing of information between the School and parents/caregivers of prospective students. The enrolment of a student is subject to a vacancy being available and considers definite places that may have been made in future years.

The Enrolment Policy ensures that the School complies with the requirements of State and Federal laws in relation to early enrolment for children under the age of 6 to school (pre-compulsory school age).

5. ENROLMENT AGREEMENT FORM

The Agreement is a legal contract between the school and the parent with the terms and conditions setting out the rights and responsibilities of each party to the contract.

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 enrolment process or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Co-Principals can terminate the enrolment at any time.

6. AGE-BASED ENROLMENT

Students are enrolled at Dara School according to their age. Dara School aligns itself with the South Australian Government School starting age whereby students may commence Reception in Term 1 when they turn 5 before the 1st of May.

At Dara School, a student's enrolment grade is also known as a student's "base grade". The enrolment grade / base grade is set according to the student's age and applies to all students including those accelerated at previous schools.

While students are nominally enrolled in a base grade, they are then actually enrolled in classes according to their ability. In this context, the base grade provides a single grade level with which to refer to a student for enrolment data purposes whereas the student may be placed across multiple grade levels in their ability placements.

Enrolling students according to their age:

- Provides valuable information in relation to asynchronous development to support the social and emotional needs of the student.
- Allows acceleration to be accurately tracked in regard to academic readiness and achievement.
- Ensures students participate in NAPLAN according to the conditions set out by ACARA and the Test Administration Authority (TAA) which dictates that students sit NAPLAN in years 3, 5, 7 and 9.
- Enables Dara staff to register students for competitions and other contexts in which a single grade level is needed.
- Adheres to Government reporting purposes (See Privacy and Confidentiality Policy).

7. ELIGIBILITY FOR ENROLMENT TO DARA SCHOOL

Students need to meet all the selection criteria (see procedure and flow diagram).

Students can be admitted to Dara at all year levels and at all times during the year, depending on the needs of the student and of the school.

All applications need to be through the process described on the school website. Applications progress through the following:

- Submission of completed documentation
- Payment of application fee (where applicable)
- Interview, including the prospective student, with Dara staff
- Dara may seek further information from current or previous schools, from health care providers or from other relevant sources, in order to assess the needs of the student.
- Dara staff may ask to observe the student in their current learning environment,
- The student will be required to attend a trial day, or days, at Dara
- If a place is offered and accepted, an Enrolment Deposit must be paid.

Not all applications will progress through all of these steps.

The child must be at least four years and six months old by 30 April in the year they start Reception to be able to commence as a mid-year intake Reception student. Mid-year intake Reception students will be enrolled as age base Reception student for 6 terms. Some form of prior attendance at formal education such a kindergarten or pre-school is a pre-requisite for a mid-year Reception enrolment.

The child is formally identified as Gifted, having completed psychological testing with relevant documentation being provided to the school.

Early commencement of school is deemed to be in the best interests of the child socially and emotionally by a psychologist, parents/caregivers and the Dara Enrolment Panel members.

Basic understanding of numeracy and literacy and a desire to learn.

Independent living/schooling skills, including toileting, washing hands, dressing, packing/unpacking school bag, eating and packing away lunch/recess, separating from parent/carer to arrive and remaining at school independently in line with the child's abilities/disabilities.

Dara School accepts enrolment of students with additional needs when the Dara model of teaching and learning is able to meet the student's learning needs. The opinion of the Co-Principals regarding the readiness of the student to engage with the Dara model is an absolute requirement for entry to the school.

All children living in SA must be enrolled in and attending school from the age of 6 years until they turn 16 years of age. This is known as the compulsory school age under the Education and Children's Services Act 2019 (SA). The Dara model is best accessed by full time attendance. Students enrolled at Dara who are not attending full time must have an attendance plan that is submitted to the Association of Independent Schools South Australia (AISSA) with an aim to attend full time. Part-time attendance can only be offered when it is supported by the student's

treating medical professional(s) such as their psychiatrist and/or GP and is regularly reviewed. Families whose children are part-time must accept that their child is unlikely to progress academically at the same rate as full time students and may need support with learning tasks at home.

As students progress through the school years, it becomes increasingly important for families to work with Dara staff to encourage their child to complete learning tasks either in school or out of school.

Completion of an application form and meeting all criteria for enrolment does not guarantee a place will be offered. Enrolment is at the absolute discretion of the Co-Principals and, in addition to meeting the requirement of Giftedness, may also be based on:

- The date the application was completed,
- The consistency of the family's values and priorities with the expressed values of Dara,
- The willingness of the family to work in partnership with Dara,
- The ability of Dara to meet the special needs or abilities of the student,
- The ability and willingness of the student to participate in, and contribute positively to, Dara values, and
- Assessment of the student's personal characteristics and approach to school life as seen in previous school reports, commentary from previous schools, and assessments of the Dara enrolment team.

Continuing enrolment is dependent on the student and the family complying with the enrolment contract and with the codes of conduct or other terms and conditions that are in place at initial enrolment, or that come into place during the terms of the enrolment period, including the payment of fees.

Students are considered to be enrolled until the end of Year 12 unless expressly stated at the time of enrolment, parents are expected to give the required notice for students who leave before the end of Year 12, following Dara's expressed notice periods.

8. ROLES AND RESPONSIBILITIES

8.1 PRINCIPALS

The Co-principals are responsible for:

- Ensuring the implementation of the policy is fair, transparent and non-discriminatory.
- Ensuring the enrolment register and applications are accurately maintained.
- Ensuring the policy is implemented in accordance with commonwealth and state privacy legislation.
- Ensuring that the procedures are implemented so that parents are guided through the enrolment process from enquiry to acceptance.

- Ensuring that procedures are in place to record the basis on which a child does or does not fulfill the admissions criteria together with the school's decision to offer a place or not.
- Ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
    - Proof of child's identity, specifically date of birth and enrolment name.
    - Visa status, where applicable. Dara is not registered on the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and therefore cannot accept students on a student visa or students where international fees would apply in a state school.
- Ensuring that the school reports data relating to the student body to the school community at least once a year.
- Ensuring the philosophy and ethos of the school are supported and maintained throughout the process.

8.2 STAFF MEMBER (S)

- Staff members are responsible for understanding the policy and procedures for enrolment
- Supporting the aims and purposes of the School with regards to enrolments
- Ensuring the philosophy and ethos of the school are supported and maintained throughout the process.

8.3 APPLICATION PANEL

The Application Panel is responsible for:

- Reviewing all applications and providing a recommendation to proceed to interview or not.
- Interviewing applicants or delegating the interviewing of applicants and providing a recommendation for admission or not.
- Meeting with relevant people including the psychologist and/or previous teachers if required to seek further information.
- Organising an appropriate time for a trial day or days.
- Communicate decisions with the Registrar.

8.4 PARENTS

Must provide accurate, complete and up to date information regarding their child/ren in a timely manner. Failure to disclose any relevant information during the application and enrolment process may result in termination of a place for the child at any time

- Apply using the enrolment mechanisms used by Dara School.
- Take responsibility for reading the Enrolment Agreement Form, particularly Dara-specific clauses such as regarding base grade enrolment, and seek clarification if needed.

- Work collaboratively with the School to ensure Personal Education Plans (PEPs) are agreed to in a timely manner via methods requested by the School, ie: in-person meeting followed by email approval.

- Provide support in a united manner in partnership the child's classroom's teacher(s) with regard to their child meeting learning outcomes, including task completion.

- Make sure they exercise proper care and control of their child who is of compulsory school age or compulsory education age to be enrolled in and attend the school in which they are enrolled on every day, and for such parts of every day, that instruction is provided for the child at the school or to participate in an approved learning program (respectively), pursuant to the Education and Children's Services Act 2019 (SA). Where appropriate, make sure their child has received an approved exemption from school.

8.5 REGISTRAR

The Registrar is responsible for the day-to-day operations of the enrolment process, including:

- Communicating information regarding the enrolment process to prospective parents and students,

- Maintaining and updating waiting lists,

- Maintaining application files and tracking information and ensuring this information is available to the application review panel,

- Entering information into the enrolment system accurately and completely and in a timely manner,

- Keeping applicants updated on the process,

- Following up any additional requested information,

- Ensuring application fees and enrolment deposits are paid

- Providing notification of the application result,

- Supplying new enrolments with all necessary forms and onboarding information (i.e., enrolment pack, welcome pack), electronically or otherwise,

- Processing enrolment agreement forms and associated documents,

- Confirming new enrolment data for teaching staff and ensuring new student information is available to support facilitation of the transition program,

- Ensuring all students who have been offered and who have accepted a place are onboarded effectively,

- Ensuring that the Enrolment Policy, enrolment process/admissions procedure, and criteria are readily available to prospective and current families through publication on the school's website and by application to the school office.

9. MONITORING, EVALUATION AND REVIEW

This policy is reviewed by the Dara Leadership every five years. In the first instance, the Principal will update the Enrolment Policy in consultation with other members of the school community.

10. DEFINITIONS AND ABBREVIATIONS

Base Grade	A student's enrolment grade at Dara School based on their age.
Ability Placement	A student's class enrolment levels based on their ability in different subjects or learning areas.
Best interest of the child	Refers to the consideration of the long-term and short-term welfare concerns for a child or young person, such as their academic, social and emotional needs, aspirations and abilities.
The School	Refers to Dara School.
Enrolment	Refers to the process through which a person becomes a student of an education provider.
Parent	For the purposes of this policy, the term 'parent' refers to all persons legally responsible for the child. A person responsible for the child means a person who is the child's biological parent, adoptive parent or other person recognised as a parent if the child was conceived following a fertilisation procedure or under a surrogacy arrangement.

11. RELATED DOCUMENTS

Application Form 12.01
Applications Procedure 12.02
Interview Form 12.03
Enrolment Agreement Form 12.05
Offer of Enrolment Pack Guideline 12.06
Welcome Pack Guideline 12.07
Transition Program Checklist 12.08
Commencement Pack Guideline 12.09
Student Departure Exit Checklist 12.10
Flow diagram 12.11
Teacher Questionnaire Form 12.12
Parent Questionnaire Form 12.13
Intention to Leave / Withdrawal of Enrolment Form 12.16

12. SUPPORTING DOCUMENTS

Gifted Education Policy
Disability Policy
Privacy and Confidentiality Policy

Student Behaviour Management Policy

13. EDUCATION STANDARDS BOARD

This policy supports criterion 1.4 and 3.5 of the Standards for registration and Review of Registration of Schools in South Australia.

Criterion 1.4	The school (or schools that form part of a system) is governed by a body which collectively has the knowledge, skills and experience to effectively govern the school.
Criterion 3.5	The school maintains an up-to-date register of enrolments that records, for each student enrolled, the student's name, date of birth, place of residence, parent or guardian's contact details, start of enrolment and when appropriate end of enrolment.

14. REFERENCES

Educational Act 2013 (Commonwealth) amended 27 March 2020

Sex Discrimination Act 1984 (Commonwealth) amended 17 October 2023

Racial Discrimination Act 1975 (Commonwealth) amended 20 December 2022

Racial Hatred Act 1995 (Commonwealth) amended 15 September 1995

Disability Discrimination Act 1992 (Commonwealth) amended 24 October 2023

Human Rights and Equal Opportunity Act 2002 (Commonwealth) 1986

Title	Enrolment Policy (Early enrolment Policy 36 combined with above policy June 2024)
Policy Reference Number	12
Responsible for Review	School Board and Leadership
Implemented	16 May 2017
Reviewed and updated	25 March 2021
Reviewed and amended	June 2023
Reviewed and amended	June 2024
Reviewed and amended	Aug 2026
Policy due for review	Aug 2029

APPLICATION AND ENROLMENT FLOW CHART

