



Enrolment Policy

1. Object

- 1.1 Newington College is a thriving, diverse school that provides students with a holistic education. The College offers high-quality education and an extensive co-curricular program to primary and secondary school students, as well as educating younger children in the Early Learning Centre.
- 1.2 The College offers places to applicants whom the College considers will contribute positively to the College community.
- 1.3 The object of this policy is to provide prospective parents with information about the enrolment process and requirements at the College.

2. Application

- 2.1 This policy applies to the College, its staff and prospective parents and students, for the welfare and benefit of prospective parents, applicants, students and other members of the College community.

3. Definitions

- 3.1 In this policy:

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| applicant | means a prospective student of the College for whom an application of enrolment at the College has been made by their parent(s) and processed by the College. |
| College | means Newington College, as represented by the authorised delegates of the Council. |
| Fee Schedule | means the schedule of fees payable for enrolment at the College, published annually. |
| prospective parent | means one or more parents, guardians or carers of an applicant. |
| staff or staff member | means the College's permanent, temporary and casual teaching and non-teaching staff. |
| student | means a student or child enrolled at the College. |

4. Entry years and eligibility criteria for enrolment

- 4.1 Students may enter the College:
- (a) in the Early Learning Centre, 3 and 4 year old program;

- (b) in the preparatory school in Kindergarten or Year 5, at the Wyvern or Lindfield preparatory campuses; or
 - (c) in the senior school in Years 7 and 11, at the Stanmore senior campus.
- 4.2 Enrolment of students outside of the formal entry years listed in clause 4.1 is possible, pending availability of places.
- 4.3 The College is committed to meeting the individual learning and other needs of its students, including students with disability. Accordingly:
- (a) the College will accept and continue the enrolment of a student if it considers that its resources and facilities can meet the student's support needs, including making reasonable adjustments for the student;
 - (b) the College reserves the right to refuse to enrol an applicant with disability, if the College assesses and determines, in consultation with the applicant's parent(s), that the College is not able to meet the applicant's support needs, even with reasonable adjustments, or if particular reasonable adjustments would impose an unjustifiable hardship on the College; and
 - (c) the College may also review any student's enrolment from time to time and may cancel the enrolment if the College, in its discretion, considers that it can no longer support the student's needs, even with reasonable adjustments, or if particular reasonable adjustments would impose an unjustifiable hardship on the College.

5. Application for enrolment

- 5.1 To apply to enrol their child at the College, prospective parents must make an application for enrolment by completing the process via the College's online enrolment platform which includes:
- (a) the completion and submission of an Application for Enrolment Form; and
 - (b) the payment of a non-refundable and non-transferable application fee (**Application Fee**) (the current amount of the Application Fee is published in the Fee Schedule).
- 5.2 Prospective parents will also be required to provide supporting documentation about their child to complete the Application for Enrolment Form or at other stages of the enrolment process, such as copies of the child's:
- (a) recent school reports (for school aged children);
 - (b) birth certificate and/or passport; and
 - (c) Australian Immunisation History Statement.

This information will be managed by the College in accordance with its [Privacy Policy](#) and obligations under the *Privacy Act 1998* (Cth) and *Health Records and Information Privacy Act 2002* (NSW). The [Privacy Policy](#) is available via the College website.

- 5.3 The College must be fully informed in relation to an applicant's support needs (including but not limited to any medical, physical, learning, or psychological support needs), to provide adequate resources, facilities and support for the applicant should they be enrolled at the College.
- 5.4 Prospective parents must fully and accurately disclose any support needs (including but not limited to any medical, physical, learning, or psychological support needs) where the College requests such information during the enrolment process – this typically occurs once an applicant is invited to participate in enrolment activities and again after an offer of enrolment is made.

- 5.5 Prospective parents are to provide information about an applicant's support needs via the College's online enrolment platform. Where any of these matters change or where any new matters arise after relevant information being provided to the College, prospective parents must notify the College immediately.
- 5.6 If prospective parents fail to disclose or do not fully and accurately disclose any material matter, or provide false or misleading information, during the enrolment process, the College may refuse their application for enrolment, withdraw an offer of enrolment, or terminate the enrolment of their child by giving 14 days' notice.
- 5.7 The College will send a letter of acknowledgement to prospective parents once the application for enrolment has been processed by the College (including the processing of both the Application for Enrolment Form and Application Fee). Acceptance and acknowledgement by the College of an application for enrolment is not a guarantee of enrolment at the College.

6. Enrolment activities

- 6.1 Pending availability of places, prospective parents will receive an invitation from the College for the applicant to participate in enrolment activities. Due to the high demand for places, unfortunately, it is not possible for all applicants to undertake enrolment activities.
- 6.2 For applications for enrolment for a place in the Early Learning Centre or Preparatory School, the College will generally contact prospective parents between 12 to 18 months prior to the date of entry nominated in the Application for Enrolment Form to extend an invitation for the applicant to participate in enrolment activities or notify them that the applicant has been placed on a waitlist. Enrolment activities generally include a visit to the College's campus and an interview with the applicant and their parents.
- 6.3 For applications for enrolment for a place in the Senior School, the College will contact prospective parents approximately two and a half years prior to the date of entry nominated in the Application for Enrolment Form to extend an invitation for the applicant to participate in enrolment activities or notify them that the applicant has been placed on a waitlist. Enrolment activities will generally include the applicant participating in an academic assessment and an interview with the applicant and their parents approximately one year prior to entry.

7. Offer of a place or waitlist

- 7.1 Following completion of the enrolment activities, the College will determine whether there is a place available for the applicant to enrol at the College. There may be more applicants than places available in particular year levels. Acceptance into the College is at the College's discretion.
- 7.2 In determining if there is a place for an applicant to enrol at the College, the College will consider the cohort mix for the applicant's nominated year of entry as well as factors specific to the applicant, including (in no particular order):
- (a) date of application;
 - (b) whether the applicant is a sibling of a current student;
 - (c) Old Newingtonian affiliation;
 - (d) competence in English;
 - (e) school reports reflecting good engagement, effort and behaviour;
 - (f) other information provided that shows the applicant's character and capacity to thrive at the College; and
 - (g) demonstrated alignment with the values and ethos of the College by the applicant and the applicant's family.

- 7.3 Once the College has decided whether to make an offer of enrolment to an applicant, the College will send a letter to prospective parents with either an offer of enrolment or notification that the applicant has been placed on an enrolment waitlist.
- 8. Acceptance of an offer of a place**
- 8.1 To accept an offer of enrolment for a place at the College, prospective parents must complete the online process via the College's online enrolment platform which involves:
- (a) reading and returning a signed copy of the Conditions of Enrolment; and
 - (b) paying an enrolment fee (**Enrolment Fee**) (the current amount of the Enrolment Fee is published in the Fee Schedule).
- 8.2 If the steps outlined in clause 8.1 are not completed within the timeframes required by the College, usually 14 days, then the applicant's offer of enrolment may be forfeited.
- 9. Change of policy**
- 9.1 The College may, at its discretion, vary this policy from time to time without notice.
- 10. Further information**
- 10.1 For further information about the College's enrolment process, please contact the Admissions Team at: admissions@newington.nsw.edu.au.

Notes

Enrolment Policy

Date approved: 15 August 2024

Date amended:

Date commenced:

Related documents: