Admissions Policy

Overview

The Anglican School Googong (the School) is a co-educational, open entry Diocesan school of the Anglican Diocese of Canberra and Goulburn that welcomes applications from students of all backgrounds, cultures and faiths.

The admissions policy enables prospective students and their families to understand the philosophy, ethos, academic and co-curricular aspects of the School and articulates the process for enrolment and admission to the School.

The School's admissions procedures are streamlined and comprehensive, providing for easy exchange of information. Once a family has chosen The Anglican School Googong for their child, the admissions process begins and follows the procedures outlined below.

Policy

The Anglican School Googong welcomes applications from students of all backgrounds, cultures and faiths. The School aims to be an inclusive, diverse and talented community, educating students with a broad range of interests, abilities and aspirations.

The admissions policy reflects the School's core values and places emphasis on providing opportunities for all students within Googong and the broader Queanbeyan/Canberra region.

The main points of entry to the school are:

Year Group	Age Requirements
Kindergarten	Must turn 5 on or before 30th April in year of entry *(Note: for children wishing to enter Kindergarten who are born from May to July the School will assess a child's readiness for Kindergarten at the enrolment interview)*
Year 7	Must turn 12 on or before 31 July in year of entry
Year 11	Must turn 16 on or before 31 July in year of entry

Applications for entry to all year groups are welcome and applicants will be invited for interview as places become available.

The School will make offers to applicants, subject to interviews and assessment, in the following order until all places in each year group are full:

- Siblings of current students by registration date
- Other applicants by registration date

Notwithstanding the principles outlined above, at the discretion of the Principal, places in any year group may be reserved for and offers given to, for example:

- Children of permanent staff of the School
- Children of practising ministers of the Anglican Diocese of Canberra and Goulburn
- Former students returning to the district and new arrivals to the district

The Admissions Process

Step 1: Explore the School

All families are invited to explore the School by visiting the School for an open day or tour, viewing the website and following the School on social media.

Step 2: Enrolment Application

Families should register formally with the School by lodging an online Enrolment Application as early as possible, noting that most offers are made to applicants in order of application date. Please note that an Enrolment Application can only be accepted once a child has been born. Applicants will be placed on the Enrolment List for their requested year of entry in the order in which the School receives their Enrolment Application Form and full payment of the non-refundable Enrolment Application Fee.
The information collected at this point includes:

- Date of application
- Child's First Name
- Child's Last Name
- Gender
- Religion
- Date of Birth
- Citizenship
- Year Level
- Commencement Year
- Parent's First Name
- Parent's Last Name
- Address
- Suburb
- Post Code
- Phone/Mobile
- Relationship to student
- Email

The electronic application automatically transfers the information into the Synergetic, the school's database and remains for at least seven years beyond the duration of the child's schooling years. The front end and back end servers are hosted offsite by the Anglican Diocesan Services and both servers run a product called shadow protect, which operates an image protector. The data is backed up multiple times during the day, and then overnight the back-up data is exported and migrated to an offsite disaster recovery server.

An Enrolment Application does not guarantee the offer of a place but means that the School will seek to contact families in the year prior to their desired year of entry to initiate the next stage of the admissions process. In the instance of an application for a student with physical disabilities the School may seek to contact the family 18 months prior to their desired year of entry to facilitate planning for this application.

Unregistered families seeking to apply immediately prior to entry must still complete an Enrolment Application.

Please note that families can only be contacted using the details provided and whilst the School will seek an update of this information annually, it is the responsibility of families to inform the School of any changes in contact details after registration. The School cannot keep places on the Enrolment List or Waiting Lists if the School is not informed of changes to contact details or if correspondence from the School is unanswered.

Step 3: Application

In the year prior to the registered entry year, the School will seek to contact families to confirm their continued desire to apply for a place and to provide information about the application process, open days and any other relevant events.

Families wishing to continue with their application are asked to return:

- a copy of the prospective student's birth certificate
- a copy of the prospective student's immunisation record from Centrelink
- copies of the prospective student's last two school reports if the student is already in education
- copies of all NAPLAN test reports for prospective students who are already in Year 3 or above at an Australian school
- copies of any medical, psychological, learning support or other reports that may be relevant to the student's educational and other needs.
- a certified copy of the Visa for families who have permanent resident status

On receipt of this information, the information is entered and documents are uploaded to the School's database. Following the receipt of the information, the School will invite applicants for interview and assessment. Please note that if families are unable to supply the required information by the date requested, the application may be delayed or declined.

If incorrect information is supplied an application may be declined or an offer may be withdrawn. Families are requested to let the School know if they no longer wish to apply for a place so that the School does not continue to contact them and so that other families on the Enrolment List can be contacted.

Step 4: Assessment and Interview

The School offers a broad curriculum, focusing at all levels on personal effort. Therefore, through interviews, assessment and analysis of previous reports and NAPLAN results, the School will make an on-balance judgment as to suitability for enrolment.

Applicants for entry to all year levels attend, with their parents, an interview with the Principal or a senior member of the School staff. They may also undertake some aptitude testing. Applicants for entry will be assessed as far as possible in Term One of the year prior to entry.

Step 5: Offers, Acceptance and Wait-listing

If the offer of a place is made, parents will be informed in writing and asked to return a signed Offer and Acceptance Form, which entails acceptance of the School's formal terms and conditions of enrolment, along with the non- refundable Enrolment Fee. Offers not accepted by the specified date may be passed to other applicants.

If the School cannot make an offer because places are no longer available, applicants will automatically be placed on the Waiting List in case spaces become available. Applicants who are waitlisted will be given preference over new applicants until the start of the year for which they applied, after which time it will be assumed that they have taken a place at an alternative School and will not thereafter be contacted unless the parents have indicated otherwise.

Applicants who do not gain a place may request (with no additional registration fee) for their application to be moved to an alternative year, in which case they will be contacted at the appropriate time along with other applicants for that year. Unfortunately, the School is not able to give a running indication of each applicant's place on the Waiting List.

Step 6: Information and Induction Prior to Starting at the School

Once a child's offer of a place has been accepted, the School will contact the family notifying them of the relevant orientation program, parent information sessions, uniform information, stationery requirements and co-curricular activities. The following year's Fee Schedule is usually released in late November and payment options are forwarded to families at this time.

Additional Information for Applicants

Students with Special Support Needs

The School recognises that all students bring skills, talents and diversity of character to its community and welcomes applications from students with a wide range of learning support needs. In so doing, the School seeks to follow the guidelines of the Disability Standards for Education (2005).

The School seeks to work with parents of students with specific learning support needs to determine the students' capacity to access the School's academic and co-curricular program on a comparable basis as other students. It will seek to adjust its policies, practices and facilities as may reasonably be necessary to ensure that students with a disability are treated on the same basis as other students, provided that such adjustment is reasonable and does not impose any unjustifiable hardship on the School. This reinforces the philosophy of the School to be as inclusive as possible.

The School has specialist Learning Support staff who seek to provide appropriate assistance and opportunities to students with specific learning needs. These staff work with students, teachers, parents and counsellors to develop individualised learning plans where necessary and to provide tailored support in areas like organisation and study skills both in and outside of class.

The Learning Support staff and processes provide guidance and support for students to access the curriculum and flourish with a relatively high degree of independence in a mainstream educational environment.

As is the case for all enrolling students, it is a condition of enrolment that the parents of a child with a disability shall make the School fully aware of the disability at the time that the application for enrolment is made. Failure to do so may lead to a withdrawal of a place at the School. Families shall be asked to provide permission for enquiries to be made, in line with relevant privacy provisions, of the student's previous school which will allow the School to assess the child's needs properly.

The School may, during the admission process, be made aware by the parents, or form an independent opinion, that an applicant's disability may require a modification to the School's policies, practices or its facilities. In such circumstances the following process will be instigated.

1. The Principal, shall convene a Committee with the Head of Junior or Senior School and the Learning Support staff, to consider the application and to implement the individual planning process in conjunction with the student (where relevant), parents and other professionals supporting the student
2. Where it is deemed possible, an offer is made and adjustments planned. During their time at the School, students with disabilities and their families are encouraged to discuss any concerns with academic care staff, the learning support staff or the Head of Junior or Senior School.

General Conditions of Enrolment

On accepting the offer of a place at the School, families are required to sign and return a copy of the Offer Acceptance Form which includes the School's formal Conditions of Enrolment, which the School reserves the right to alter at any time. In general terms, it is assumed that students admitted to the School will progress from year to year throughout the School, but progression is not automatic nor is continuous enrolment guaranteed by the offer of a place.

The School reserves the right to discontinue enrolment at any time for reasons, including the following:

- poor conduct constituting serious breach of the School discipline policy
- unwillingness to uphold School policies
- misrepresentation at application, for example, in regard to age or specific learning needs

- substantial lack of effort or change in effort or attitude towards learning
- non-payment or slow payment of fees; and
- breakdown of relations between the School and the family.

Willingness to uphold the School's Core Policies

All students and families must be willing to uphold the School's policies in regard to discipline, attendance, uniform, personal grooming, approach to learning and commitment to co-curricular activity; they must also be willing to respect the School's Anglican foundation and attend all Christian education classes, all School Chapel services and any other School events that include a religious dimension, regardless of their own faith and cultural background.

Students are required to play sport (Year 3 and above) and to participate in School carnivals, house activities and School camps in accordance with the School's Co-curricular Program. Adjustments to these requirements which may be necessary for students with a disability will be made at the time of enrolment. Offers cannot be made to students and families who are unable to uphold these School requirements and enrolment will be discontinued for any who, after accepting an offer, demonstrate an unwillingness to uphold these School requirements.

Academic Progression and Continuation

Progression from any year to the next is subject to students demonstrating a clear record of consistent effort, good conduct, co-curricular commitment and academic progress. Where the School has concerns about a student's ability to progress successfully to the next stage of schooling it would meet with the student's parents. If applicable it would implement the individual planning process before making an on-balance decision regarding progress to the next stage of education or consideration of alternative educational options.

Payment of Fees

Fees may be paid in a number of ways including by fortnightly direct debit and must be paid in accordance with the fee schedule published each year. Parents experiencing difficulty in fee payment should contact the Principal as soon as possible. Enrolment may be discontinued if fees remain unpaid for more than one term without written consent from the School. In such cases, the School may initiate debt recovery. All parties who sign the School's Offer and Acceptance Form are liable for fees and debts to the School. The School also recognises its responsibility to be reasonable in applying penalties.

Intention to Discontinue or Change of Enrolment Status

To discontinue enrolment, parents are required to write to the Principal and give one full term's notice. Families intending to discontinue enrolment are asked to give notice as early as possible to allow applications by other students to proceed. A term's fees will be charged in lieu of notice if less than one term's written notice is given to the Principal. The School does recognise that extenuating circumstances (for instance, unexpected Defence postings) may sometimes arise which prevent the required period of notice being given and it will take this into account when making any determination of penalty payments.

In addition to giving a term's notice, parents withdrawing their children are asked to inform the School of their children's intended new school to assist the School in complying with regulatory and transfer requirements.

When the withdrawing family do not provide advice to the school regarding the destination of the student of mandatory school age, the Enrolments Officer informs the Principal within a week of the student's departure. The Principal uses the advice template to provide email advice to attendance@det.nsw.edu.au within two weeks of being informed of a student's departure with an unknown destination. A copy of the form is saved to the student's file.