Enrolment policy and procedure

(web version)

Relevant Legislation / Related information	• Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023 – B7 • Education Act 1990 (NSW) • Disability Standards for Education 2005 (Cth.)
Related documents (Including but not limited to)	• Privacy policy and procedure • Records management policy and procedure • Attendance Policy and procedure • Parent code of conduct • Student code of conduct
Authorisation **Implementation**	Principal / Business Manager
Date of Approval	18 December 2025
Review Cycle	Biennial
Feedback	Feedback on this policy can be emailed to the Principal
Accessible	Board ☐ Staff ☒ Website ☒ Parent ☒

Overview

The Anglican School Googong 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.

Scope

The enrolment 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 School for their child, the admissions process begins and follows the procedures outlined below.

Definitions

Medical Emergency –an acute injury or illness that poses an immediate and serious risk to the student's life, health or well-being.

Parent - the parent/legal guardian/carer(s) who entered into the contract of enrolment with the School. This can include a foster parent and stepparent.

Student - the student who is named in the contract of enrolment

Policy

Anglican Schools established and maintained by the Diocese strive to be authentically Anglican and faithful to the church. Its traditions and teachings. The Anglican school is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by authentic teachings and values of the Anglican Church.

The School is open to all who are willing to commit to support the philosophy, values and aims of the School. The Anglican School Googong (TASG) (the School) 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.

This policy reflects the School's core values and places emphasis on providing opportunities for all students within Googong and the broader Queanbeyan and Canberra regions.

The main points of entry to the School are:

Year Group	Age Requirements
Kindergarten	Consideration must be given to a child's readiness for Kindergarten. In NSW, Children must be in Kindergarten by their 6th birthday. The general rule is that a child must turn 5 on or before July 31st in the year of entry. However, parents should consider, and the School assess readiness for Kindergarten, when a child is born between May and July
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.

After interview, the School will base any decision about offering a place to a student on:

Relationship with the School:

- sibling of a current or ex-student;
- either of the parents attended the School
- they hold attitudes, values and priorities that are compatible with the School's ethos
- a parent/guardian is a permanent employee of the School
- a parent/guardian is a church worker within Anglican Diocese of Canberra and Goulburn

The student:

- the contribution that the student may make to the School, including the co-curricular activities
- the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's *Transition to School Statement*

The School:

- ability to meet the special needs or abilities of the student

Other considerations

- order of receipt- when the application to enroll is received by the School
- Children of Defence personnel being posted to the area

The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student. Completion and return of enrolment information does not guarantee enrolment in the School.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress and abiding by the *Enrolment terms and conditions*.

Parents must be prepared to abide by the provisions specified in the *Enrolment Terms and Conditions*.

Procedure

Step 1: Explore the School

All families are invited to explore the School by visiting an open day or by pre-arranged tour, view the website and follow 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.

Please note that an *Enrolment Application* can only be accepted once a child has been born.

Applicants will be placed on the *Enrolment Register* 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 photo ID
- Parent's First Name
- Parent's Last Name

- Parent DoB
- Address
- Suburb
- Post Code
- Phone/Mobile
- Relationship to student
- Work and home Email
- Photo of the student
- NESA number if in years 10-12

The electronic application information is entered into Synergetic, the School's database, in accordance with the School's *Privacy* and *Records management policies,* see also *Standard Collection Notice (appendix 5)*.

An *Enrolment application* does not guarantee an 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 any disability the School may seek to contact the family 18 months prior to their desired year of entry to facilitate planning for this application.

No student's name is removed from the waiting lists without written permission from both parents / legal guardians and under court decision.

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 register* 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 (families who have permanent resident status and temporary student visas)
- a recent photo of the student (for internal purposes only)
- other school forms (MYCEETA Data, Direct Debit)

On receipt of this information, it is entered into Synergetic and documents are uploaded to the 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 *waiting list* can be contacted.

Step 4: Assessment and interview

Applicants for entry to all year levels attend, with their parent/s, an interview with the Principal or a senior member of the School staff. They may also undertake some aptitude testing or other assessment, to determine school readiness and/or particular learning needs. Applicants for entry will be assessed, as far as possible, in Semester 1 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 Confirmation fee*, which holds the place for the student. 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. 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 support needs

The School recognises that all students bring skills, talents and diversity to its community and welcomes applications from students with a wide range of 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 support needs to determine the student's 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.

The School has specialist staff who 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 specialist staff 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 from 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 discuss the relevant Head of School and the 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 the appropriate staff.

Early entry enrolments – mobility or Gifted and Talented

TASG accepts applications for early entry enrolments in ELC, primary and secondary schools for mobile and gifted and talented students. When making or considering applications for early enrolment, it is important to consider a student's ability to manage socially and emotionally in the year cohort for which they are applying.

Process for early entry

Parents must inform the School if they are applying for early enrolment and provide supporting documents evidencing the basis for early enrolment (outlined below). Applications for early enrolment are reviewed with the respective Head of School and enrichment personnel. The principal will communicate the outcome of the application to parents.

Eligibility requirements – Gifted and Talented

To be considered for early age enrolment a student must be:

- For ELCs – 3 years old by 30 April in the year of enrolment.
- For Kindergarten – in the ACT, 4 years old by 30 April of the year of enrolment, and in NSW, 4 years old by 31 July of the year of enrolment.
- Identified as gifted through a psychological assessment, and
- Achieve a 'Very Superior' rating across all assessments in cognitive functioning and have documented supportive evidence from any relevant educators and/or professionals which supports the child's advanced development.

Parents must provide evidence of psychological assessment and attach it to the enrolment application.

Eligibility requirements – Mobility

To be considered for early age enrolment for mobility parents must provide the following evidence with the enrolment application for the respective Head of School and enrichment personnel consideration:

- The starting age for compulsory education in the public education system of the jurisdiction the student has attended or will attend in 3 years, and
- Proof of attendance in another education systems (if relevant), or
- Proof of short-term tenure in the ACT or NSW (e.g. visa, employment contract of three years or less).

Enrolment terms and conditions

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 *Enrolment terms and conditions (Appendix 2)*.

Students are encouraged to participate in the *Co-curricular program* and to participate in School carnivals, house activities and school camps. Adjustments to these expectations, 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 the *Enrolment terms and conditions.* The enrolment will be discontinued for any who, after accepting an offer, demonstrate an unwillingness to abide by these requirements.

The attention of parents is drawn to the fact that acceptance of their child into an Anglican Early Learning Centre (ELC) does not confer an automatic entitlement into the primary school. Enrolment in the primary school is a new process and requires completion and submission of a new enrolment application.

Acceptance into the primary school does confer an automatic entitlement into the secondary school.

Enrolment applications after the due date will only be considered if vacancies exist.

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

See *Fees and payment schedule* - Appendix 4 and *Enrolment terms and conditions* - Appendix 2

Notice of withdrawal of a student

See *Enrolment terms and conditions*. A full term's notice must also be given in writing to the Principal of intention to withdraw a student from the School for a limited period of one term or more. A term's fees will be charged in lieu of notice. Re-entry to the School after absence of more than one term is dependent upon a place being available. Full fees apply for absences of less than one term.

The School recognises that extenuating circumstances (e.g. 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.

As per 5.1 in *Enrolment terms and conditions* - this information is stored in *Past student maintenance* under the 'Schooling' tab in Synergetic as shown below. It is also helpful for parents to outline reasons for the withdrawal.

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 (Appendix 1) 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 students file on Synergetic.

Appendix 2 - Enrolment terms and conditions

1. Acceptance of offer of enrolment

1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate. Upon acceptance all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions. Further information on signatories can be found in *Appendix 3*.

1.2 The acceptance of the offer must be accompanied by a non-refundable fee of $200.

1.3 If Parent/carer(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise if this is possible. Otherwise the Student will be placed on a waiting list for the requested year and enrolment cannot be guaranteed.

1.4 Enrolment is dependent on the School receiving the first term's fees in the year of entry not less than 4 months prior to the start of the term, or such shorter time agreed in writing by the School. If the fees are not received by the due date the enrolment will lapse.

2. Conditional enrolment

2.1 All enrolments are conditional upon the School being satisfied in its discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it determines prior to the start of the enrolment that the Student's needs cannot be met.

2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.

2.3 The parent gives permission for the School to contact previous schools that the Student has attended and obtain records and any other information that the School deems necessary to assist in developing an understanding of the Student's needs or behaviours.

2.4 Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

3. Progress of student

If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Fees and charges

4.1 The School 's Board determines the fees and charges that will be payable from time to time which are set out in a *Schedule of Fees*. The *Schedule of Fees* is revised regularly and may be amended each year. Where possible, the School will give not less than one (1) term's notice of any change to the *Schedule of Fees*.

4.2 *Fees and charges* are also levied for co-curricular activities, elective subjects and sport.

4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.

4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).

4.5 All *Fees and Charges* must be paid on or before the due date set out in the fees notice.

4.6 If fees are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.

4.7 If *Fees and charges* are not paid within 60 days of the due date the enrolment of the Student's enrolment may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.

4.8 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

4.9 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged.

4.10 Parent/carer(s) acknowledge that the School has the discretion to utlise formal collection or fee recovery processes should fees and/or charges remain outstanding for extended periods of time, if no other arrangements are put into place through an approved payment plan or the School's fee remission processes.

5. Withdrawal of students

5.1 Where students leave to enroll at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the School the Student will be attending and the grade the Student will be entering at the new school.

5.2 Subject to 5.3, if parent/carer(s) wish to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term with the correct signatories – see *Appendix 3*

5.3 If the School does not give at least one term's notice of an increase in the *Fees payable by the Parent/Carer*, the Parent/Carer may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the School within 14 days of the date on which the notice of the Fee increase was given.

5.4 If the required notice of withdrawal of a Student is not given, the parent/carer(s) must pay a School term's fees plus GST.

6. Obligations of Students

Students are required to have high standards of behaviour and:

6.1 abide by the School *Rules* and Student *codes of conduct* as they apply from time-to-time

6.2 behave courteously and considerately to each other and to staff at all times

6.3 not do anything which may bring the School into disrepute, including in print and electronic media

6.4 support the goals and values of the School including demonstrating respect towards the School's Anglican foundation and attend all Christian Inquiry classes, all school chapel services and any other school event that include a religious dimension

6.5 attend and, if required, participate in assemblies, the school programs, important school events or other events determined by the Principal, and camps and excursions that are an integral part of the school curriculum

6.6 wear the school uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the school's guidelines and the expectation of the school community

6.7 attend the school during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted

7. Obligations of Parent/Carer(s)

The parent/carer(s):

7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,

7.2 are required to support the goals, values and activities of the School,

7.3 acknowledge that education of the Student is founded in a relationship of trust, respect and collaboration between the Student, Parent and the School. The parent/carer(s) will engage in a respectful, collaborative manner and will ensure that I/they do not make unreasonable demands of the School.

7.4 acknowledge that I/they are invited to participate in school activities such as Parent/teacher interviews, however, understand that the School has the right to modify or restrict parental participation in School activities at the School's discretion.

7.5 undertake to not participate in any action or behaviour that has the potential to bring the School into disrepute, and

7.6 keep informed by regularly reading school information e.g. the School's parent portal, weekly newsletter

The Parent/carer(s) must promptly advise the School:

7.7 in writing of any change of home, mailing, email address or contact details or other information on the *Enrolment application form*. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned

7.8 if the Student is absent from the School due to ill health or other reason

7.9 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

7.10 will raise concerns or issues they have about any matter involving the School in respectful, collaborative manner in accordance with the School's Complaints policy.

The Parent/carer(s) also:

7.11 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,

7.12 should communicate with students, parent/carer(s), visitors and staff members in a courteous collaborative manner, and follow the communication guidelines laid down by the School from time-to-time and observe the *Parent code of conduct*,

7.13 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education

7.14 must not use social media to denigrate the School, staff, students or other members of the School community

7.15 will actively support the implementation of behaviour management strategies designed to identify, manage and reduce challenging behaviours of the Student,

7.16 will ensure, as far as I am able, that the Student conducts themselves in a manner that does not cause physical or psychological harm to themselves or others.

7.17 give permission for the School to search the Student's belongings where the School forms reasonable belief that it is necessary to do so. The School may confiscate items which are not permitted to be at the School. The parent/carer(s) understand that if the School identifies any items that are inherently dangerous or illegal that the police may be called and a report completed.

8. Health and Safety

8.1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs

8.2. Parent/carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.

8.3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

8.4. Parent/carer(s) must observe School security procedures for the protection of students

8.5. The Student is responsible for their personal property and the School does not accept any responsibility for the loss or damage of their belongings

8.6. The Principal or the Principal's nominee may search a Student's belongings including their bag or locker where there are reasonable grounds to do so, in order to maintain a safe environment for all students. The School may confiscate items which are not permitted to be at the School. The parent/carer(s) understand that if the School identifies any items that are inherently dangerous or illegal that the police may be called and a report completed.

9. Programs and activities

9.1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

9.2. The School may change its programs and activities and the content of these programs and activities without notice.

9.3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend. Late withdrawal from camp or excursion without a medical certificate will result in the application of the charge of camps or excursions to the student's account.

10. Reports

The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

11. Leave

If the Parent wishes to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

12. Suspension and termination of enrolment

12.1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:

a) a serious breach of the School's rules or Code of Conduct

b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;

c) where the Principal or School Board believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship

12.2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

12.3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Privacy

13.1 The Parent/carer(s) acknowledge that they have read the School's *Privacy policy*.

13.2 The Parent/carer(s) acknowledge that the School may make reports to relevant government agencies concerning child safety issues in some circumstances, and that these reports are not in breach of privacy but are reports that are required to be made by law.

14. Amendment of the terms and conditions

The School may alter the *Enrolment terms and conditions* at any time by giving not less than two (1) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice

Appendix 3 – Signatories

Signatories of arrangements on the original *Offer and acceptance form* can only be changed with the consent of both signatories.

The responsibility for fees provided by the *Offer and acceptance form* can only be re-directed by court documents which specifically outline responsibilities for fees.

The School will not enter private disputes over fees between original signatories of the *Offer and acceptance form*.

Enrolment

1. Two biological / adoptive parents who no longer reside together but share legal custody of the child through a personal arrangement must demonstrate their agreement to enrol a child by signing the *Offer and acceptance form*. If one party refuses to sign, the child's enrolment is not able to proceed.

2. Two biological parents / adoptive parents who no longer reside together but share custody by virtue of a court ordered agreement must demonstrate their agreement to enrol a child by both signing the *Offer and acceptance form*. If one refuses to sign, the child's enrolment is not able to proceed.

The exception to this would be where court order specifies that the parent electing to enrol their child has the sole right to do so. The School would need to sight the court orders before making any commitment regarding the child's enrolment. A copy of these court orders is required to be kept on student's confidential record.

3. The signature of both parents on the *Offer and acceptance form* will indicate that they are jointly and severally liable for 100% of all fees payable to the School.

a) One parent may opt to pay 100% of all fees by putting their intention in writing

b) No parent may reduce their fee responsibility without signed written permission from both parents, with their signatures

c) A third party (e.g., grandparents) may elect to pay 100% or a pre-determined percentage of the fees. A letter to this effect is to be signed by both parents and the third party

d) A court order indicating a different split of fees between the parents indicates payment arrangements only and does not remove joint severable liability

4. Where one parent has been offered a place based on a stepsibling priority, both biological / stepparent must still sign the *Offer and acceptance form*.

Withdrawal

1. Where there were originally two signatories to the *Offer and acceptance form*, a child may only be withdrawn if both the original signatories sign the letter to that effect. This is required whether the parents reside together or not. The withdrawal letter should include information regarding receipt of any refunds due.

The exception to this would be where court order specifies that the parent electing to withdraw their child has the sole right to do so. The School would need to sight the court orders before making any commitment regarding the child's enrolment. A copy of these court orders is required to be kept on student's confidential record.

2. The School complies with Australian Consumer Law.

All negotiations with parents in relation to fees will be done so with utmost transparency.

Exemptions

In certain circumstances, a parent may appeal to the Principal or Business Manager for exemption from these signatory requirements. The Business Manager's decision is final.

Appendix 4 – Fees and payments schedule

The *Enrolment terms and conditions* indicates all persons signing the *Offer and acceptance form* are deemed to be jointly liable for all fees and charges payable to the College regardless of any changes in the relationship between co-signatories, any child support arrangements, or any private agreement with a third-party regarding payment of fees.

Confidentiality, privacy, and professionalism will always be maintained concerning contributions.

Enrolment application fee

Enrolment application fee are determined annually by the School Board.

The non-refundable *Enrolment application fee* is payable with each application – see current *Fee schedule*.

Tuition fees

The School Board determines the level of School fees and charges annually. Government funding subsidies are not available for Pre-Kindergarten students.

Tuition fees are charged on a term basis in four equal instalments and are due on the dates as specified.

Capital levy

The capital levy is applied to finance the development, maintenance and the ongoing refurbishment of the School's facilities, and the repayment of principal and interest on loans for these facilities. This is a compulsory levy and not tax deductible.

Compulsory activities charge

The compulsory activities charge covers incursions, excursions, the outdoor education program, general materials, health and physical education and pastoral care initiatives. This is determined on an annual basis.

Other charges

Charges are levied separately for co-curricular activities, competitions, tours, and optional activities.

Subject charges may be levied on elective subjects such as art, hospitality, textiles, woodwork, and photography.

Private music lessons can be arranged through the Music Department and are charged directly to parents.

Outstanding textbooks and library loans - Library and Bookroom resources borrowed by students must be returned on time and in good condition. Charges for replacement and processing will be made for unreturned or damaged items. A refund may be processed if an item is subsequently returned in good condition.

The School applies GST to the cost of all taxable supplies.

Outside of school hours care - Approved care

The School's After School Care, Before School Care and Vacation Care programs are classified as a 'Child Care Subsidy approved Child Care Service'. Families who meet the Family Assistance Office requirements can receive the Child Care Subsidy. It is the parents' responsibility to provide all the relevant information to allow the School to apply the subsidy to their account.

Information on OSHC fees and charges is detailed on the *Fee schedule*. All OSHC accounts are required to have credit balances before bookings can be confirmed. Vacation Care payments are required with every booking and are non-refundable.

Conditions of payment of fees

All fees and charges are payable by the first day of each term. Fees are non-refundable and are not subject to pro-rata payment.

Fees and charges payment methods

The School offers all families a number of options for payment of fees and charges.

BPay - The Reference Code and the School BPay Biller Code are shown on the fee statements.

EFTPOS - Debit card payments may be made at the *Accounts office*. Credit card payments may be made by telephone, email or in person. Payment made by Visa or Mastercard will incur credit card fee.

Cheque – cheques should be made payable to The Anglican School Googong

Cash – the School does not accept cash payment

Direct debit - Tuition fees and other charges may be paid by direct debit. Twelve (12) monthly instalments or twenty-four (24) fortnightly instalments transferred electronically from the bank account of the fee payer are available.

Application forms must be lodged with the *Accounts office* by the first school day of Term 4 of the year prior to commencement to permit bank arrangements to be made for deductions to commence in mid-December. Direct debits can still be arranged after this date; however, a catch-up payment may be required.

Current *Payment authority plans* remain in place for the following year(s) unless advice is received from families by the first school day of Term 4. A new *Direct debit form* will need to be completed if parents wish to change the payment arrangement or update the account/ card details. Any fee related enquiries should be directed to accounts@tasg.nsw.edu.au

Where a payment cannot be processed on the date that has been requested, the School will attempt to direct debit the account on the next possible business day. The School reserves the right to charge GST on all taxable supplies.

Overdue fees and overdue accounts

Fees are considered to be overdue when a payment is late. If there is a regular payment plan in place, fees are overdue if a payment is missed or a payment is rejected by the bank. Term payments not made until later in the term are considered to be overdue.

Overdue accounts may incur an administration charge of 2% of total balance owing. This charge will be applied monthly until the outstanding balance is paid in full unless other payment arrangements have been made.

Default in payment of fees and other charges will render the parents liable to legal action for recovery of the unpaid fees or other charges. Any legal or other expenses incurred by the School in the collection process for outstanding accounts will be passed onto the person/s responsible for the fee account.

The School is willing to discuss payment plans with families and committed to avoid any plan which may place the family in a position of financial distress. In this case the School may work with families to source more suitable education options. Families experiencing temporary financial difficulties should contact the *Accounts office* prior to the due date to discuss payment options.

If a deferral or variation of the terms of the arrangement is required, the School should be contacted **at least two business days before** the due date to discuss the payment.

Enrolment/s 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 recognises its responsibility to be reasonable in applying penalties.

The School considers a family to be in breach of this policy if:

- Fees are outstanding beyond the term to which they relate.

- Fees are consistently paid past the due date for more than three consecutive terms.

Where a family is in breach of the *Fees and payments schedule* the School may take any or all of the following options:

- Students are not permitted to attend any voluntary vacation tours

- Students may not be permitted to participate in optional co-curricular activities

- Enrolment will be cancelled

- Siblings on the waiting list will not be offered a place at the School

Family concessions

A 10% discount off tuition fees and the compulsory capital levy will apply for every third and subsequent sibling at the School simultaneously.

Staff concessions

TASG employees are offered financial concessions for their children as set out by the *Staff discount procedure*.

Advance payments - Annual tuition fees and capital levy

Tuition fees and the Capital levy may be paid in advance for one (1) the year only. Payment must be made by the first school day of Term 1.

Insurance

The School is not responsible for loss of or damage to student property. Parents are advised to obtain appropriate insurance cover for student devices and equipment.

Appendix 4 –Standard collection notice

Conditions of information collection

Personal information, including sensitive information about students and parents / guardians before and during the course of a student's enrolment at the School is collected.

This information is collected in accordance with the following conditions.

1. The School will generally collect personal information about an individual using forms completed by parents or students, face-to-face meetings, interviews, and telephone calls.
2. In relation to personal information of students and parents, the School's primary purpose of collection is to enable it to provide schooling for the student.
3. Some of the information the School collects is to satisfy the School's legal obligations, particularly to enable it to discharge its duty of care.
4. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education, Public Health and Child Protection laws with which the School complies as relevant.
5. The School may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school or previous school reports.
6. The School may request medical reports about students from time to time. Health information about students is classified as sensitive information within the terms of the Australian Privacy Principles under the Privacy Act. In relation to health records, the School is also bound by the *Privacy Amendment* (Public Health Contact Information) Act 2020.
7. Personal information collected from students is regularly disclosed to their parents / guardians.
8. The School is permitted under legislation to provide non-educational material to a parent where the student would reasonably expect this to happen. Under the *Privacy Act*, the School will consider the age of the student, the nature of the information, and the student's expectations about what information might be disclosed.
9. Information would only be shared where it is legal to do so and only if necessary for the School to fulfil its functions or its legal obligations, including those of duty of care. Where personal information is shared with a third party, only the information that needs to be disclosed is shared, not necessarily all information relating to that person.
10. The School and its staff respect the confidentiality of students' and parents' personal information and the privacy of individuals. Various School policies reiterate the need for confidentiality and care in the management of personal information and sanctions exist for breach of these rules.
11. The School has in place procedures to protect the personal information it holds from misuse, loss, unauthorised access, unauthorised modification or disclosure.
12. The School's *Privacy policy* sets out how parents or students may seek access to personal information collected about them. However, there may be occasions when access is denied or restricted. Such occasions would include situations where release of the information would

have an unreasonable impact on the privacy of others, or where the release may result in a breach of the School's duty of care to a student.

13. Personal information held by the School may be disclosed to an organisation that assists in the School's fundraising and community building. The School will not disclose personal information to third parties for their own marketing purposes.

14. On occasion information, and related photographs, regarding academic and sporting achievements, student activities, excursions and events is published in newsletters, the annual magazine, prospectus, calendar and the School intranet. The School will seek annual permission from the student's parent/guardians for such publication.

15. The School will obtain separate permissions from the student's parents/guardian prior to publication if the School seeks to include photographs or other identifying material in promotional or advertising material for the School or otherwise make it available to the public.

16. If parents/guardians provide the School with the personal information of others, such as doctors or emergency contacts, the School encourages the parents/guardians to inform those individuals that they are disclosing that information to the School. The individuals should be informed that they can access that information if they wish and that the School does not usually disclose this information to third parties.

17. The School *Privacy policy* outlines how an individual may complain about an alleged breach of privacy and how the School will deal with such a complaint.