



Enrolment Policy and Procedure

POLICY DATES: JOHN CALVIN SCHOOL ENROLMENT POLICY AND PROCEDURES			
Formulated			
Implemented		Reviewed	
Next Review Due			
POLICY AUTHORISATION			
Principal	Daniel Coote	Signature	



John Calvin School

Enrolment Policy and Procedure

1. ENROLMENT PROCEDURE

1.1. Enrolment of Students

A child of a member of the Free Reformed Church of Launceston or Legana may be enrolled at the school where that child satisfies such rules governing enrolments as the Board of the Association may determine.

1.2. Children of non-members

The parent (s) or guardian (s) must contact the Principal to arrange a preliminary discussion, after which an 'Application for Enrolment' form must be completed (available from the Principal or the school's office). On receipt of this, an interview will be conducted by the Principal and two members of the Board.

1.3 A child of a non-member may be enrolled at the school if:

- The parents of such a child diligently attend church services where the preaching is consistent with the Foundation, and display a Christian lifestyle;
- The school can accommodate the student;
- The application for such enrolment has been approved;
- The tuition fees, as determined by the Annual General Meeting of the Association, or as determined by the Board in exceptional cases, are paid in advance each term.

1.4 **Kindergarten** Admission

Children must have attained the minimum age of 4 years 0 months on or by 1 January in the year of admission. Proof of age may be requested.

1.4.1 Early Entry

Secretary's Instruction No. 5 pursuant to S46 of the Education Act 1994, in relation to early entry to education before compulsory education. This instruction is issued by the Secretary, Department of Education.

A principal may permit children to enter kindergarten before the age of four years on 1 January only under the two categories as set out below:

(a) Gifted category: early entry may be permitted for a child who the cross-sectoral placement committee agrees has fulfilled the requirements of the [Guidelines for Early Entry to Kindergarten for Children who are Gifted](#).

(b) Mobile category: early entry may be permitted for a child who has previously been enrolled in a government system kindergarten in another state or territory and who now resides in Tasmania, under an agreement reached by Education Ministers in April 2007. See [Guidelines for School Entry for Students who are Mobile](#).

2. ENROLMENT CONDITIONS

- Students are expected to conduct themselves according to the Gospel values of respect, compassion and justice and to co-operate fully in supporting the school community as a place of learning.
- Parents are expected to take a positive part in the activities of the school and to work in partnership with the school in promoting the educational experience of students.
- When you fill out your child's school enrolment form, you will be asked whether your child has received particular vaccinations. You may be asked to provide evidence. This is usually in your child's health record book or you can provide a letter from a doctor or local council. The Australian Childhood Immunisation Register (ACIR) keeps a record of immunisations given to children under the age of seven years. The dates for immunisations at your child's school will be communicated to parents. You will receive a consent form for your child to have the immunisation. It is very important that you read and fill out this form correctly and return it by the due date.
- If your child is not immunised, you may be asked to keep your child at home if there is an outbreak of disease that is infectious, contagious or harmful to others.
- If your child is immunised, your school will give you advice from the public health authority about whether attending school during an outbreak is safe. Always follow the advice from your school as it is based on expert medical advice from the DHHS
- Students are to care for the buildings, furniture and equipment of the school; parents/guardians are financially responsible for damage caused through carelessness or neglect by students.
- Students are required to use the school Information, Communication Technology resources carefully, responsibly and ethically. (See computer use policy)

- Students are to wear the school uniform properly, so as to represent the school with pride in personal appearance as well as developing a sense of belonging and responsibility.
- Students may not leave the school property during school hours without the permission of parents/guardians and the appropriate school authorities.
- Students are not permitted tobacco, alcohol or any form of illicit drug while at the school, at a school function or activity or travelling to or from school.
- Parents, guardians, will pay all invoiced or agreed fees and levies by the required time. Should difficulties be experienced in doing so, they will contact the Principal or the Business Manager without delay.
- In the event of student illness/injury or other serious circumstances the Principal, or the nominee of the Principal, is authorised to take whatever action is considered necessary. It is understood that immediate contact with parents will be attempted.
- Parents/guardians give permission for students to participate in excursions planned by the staff of the school.
- Parents/guardians and students give permission for enrolment information to be disclosed to relevant staff as deemed necessary and to give permission for student names and photos to be used in school publications and for school promotion.
- Parents/guardians give permission for contact to be made with them via usual correspondence, telephone, SMS and email.