



**All Saints**  
Grammar

## Application and Enrolment Policy

2024

# Rules, Regulations & Conditions

Compliance with the following regulations of the School is understood to be a condition of the Applicant's admission to the School.

Please read the following carefully and seek explanations where necessary prior to your signing the Application Form.

## 1. ADMISSION

- i. The School reserves the right to determine the commencement year on an individual basis. Used as a guide only, students commencing Kindergarten must be five years of age by the end of May in the year of admission.
- ii. Application for enrolment must be made on the Application for Enrolment Form only.
- iii. A preliminary interview with the parents and student (if necessary) is required prior to enrolment.
- iv. The Application Form must be signed by both parents or the student's legal guardians.
- v. All applicants applying for admission to the School, except students commencing PreKinder and Kindergarten will be required to undergo an informal (observational day) assessment.
- vi. Criteria for selection may include: the time of the original application, previous school reports, the enrolments of other siblings at the School, willingness of parents to become an active part in the education of their child.
- vii. A non-refundable Application Fee of will be paid with each Application for Enrolment to cover administrative costs. This payment does not guarantee a placement.
- viii. Once an offer is made the position can be secured by payment of the non-refundable Acceptance Fee in accordance with the Acceptance Fee Guidelines. This fee is a one-off payment that is in addition to tuition fees.
- ix. All Fees must be paid according to the rules relating to Fees (Section 15). Failure to do so will jeopardise enrolment.

- x. Parents wishing to change the date of entry of a student to the School must give notice to the Head of School or his/her nominee at least 10 weeks prior to the originally accepted date otherwise the Enrolment Fee will be forfeited. This change may only occur if a vacancy for the altered date exists.
- xi. The Board retains the right to refuse enrolment and its decision in this respect shall be final.
- xii. It is the duty of the parents to advise the School of any change of particulars shown on the original Application for Enrolment Form.

## 2. CURRICULUM

- i. The School reserves the right to amend its academic and other programmes at any time. This may include the discontinuation of teaching subjects or set activities.
- ii. The School reserves the right to make final decisions on courses and level of studies.
- iii. Students must participate in the academic, religious, sporting, cultural and other programmes determined by the School.
- iv. Greek language lessons are compulsory for all students up to and including Year 10.
- v. All school-based excursion/camps are compulsory K - 12.

## 3. CONDUCT

- i. Students are required to abide by rules and regulations of behaviour and discipline as well as special rules as specified by the Head of School from time to time.
- ii. Respect for Clergy, teachers, parents, visitors and fellow pupils is an important requirement of all students.
- iii. Students must act in accordance with direction issued by School staff during lessons or related activities.

iv. Unlawful and/or immoral activities including gambling, smoking, vaping, consumption or distribution of drugs or alcohol will not be tolerated.

#### **4. DISCIPLINE**

- i. Disciplinary measures will be taken for misconduct or breach of rules.
- ii. Breaches of discipline within the classroom may be met with appropriate action by the teacher or Head of School as outlined in the School's Fair Discipline Policy and Procedures.
- iii. Detention (either lunch or afternoon) and other means for discipline may be set by the class teacher or by the Head of School.
- iv. The School expressly prohibits the use of corporal punishment as a form of discipline within the school and does not sanction the administering of corporal punishment by non-school persons, including parents, to enforce discipline at school.

#### **5. HOMEWORK**

- i. All students are expected to complete homework set by the class teacher.
- ii. If circumstances prevent a student from completing homework, written explanation must be provided to the teacher from the parent.

#### **6. ATTENDANCE**

- i. Students are to attend the School on all designated school days and compulsory school events.
- ii. A medical certificate will be required for absences exceeding three days, unless approved leave has been granted by the Head of School.

iii. The School is not responsible for a student's failure to attend school. Parents must forward a written explanation on the student's return.

iv. Special leave may be granted only if a written request is presented to the Head of School in advance.

v. Students will not be permitted to leave school prior to the final day of each term except in exceptional circumstances.

vi. An early break-up for holiday travel will not normally be acceptable.

vii. All School fees are valid regardless of extended holiday breaks taken by the student.

#### **7. ARRIVAL AND SUPERVISION**

- i. All students must arrive punctually in the morning at least 10 minutes prior to the first bell.
- ii. Morning supervision will commence 30 minutes prior to the commencement of Period 1. No adequate supervision is available prior to this time. Students should not arrive any earlier and no responsibility can be taken by the School at these times for any mishaps.
- iii. Students must be collected or leave the School's premises within 30 minutes of the dismissal bell, unless attending recognised after-school activities.

#### **8. SCHOOL UNIFORM AND GENERAL APPEARANCE**

- i. All students are required to wear the School uniform as prescribed by the School.
- ii. Each item of the uniform must be kept clean, pressed and in good repair.
- iii. Full School uniform must be worn at times to and from the School and at all sporting functions, unless otherwise stated.

Students are expected to wear their full School uniform, including blazers and hats when travelling to and from school

each day, except on Sport and PE/PASS Days when students are permitted to wear the School Sport uniform including the tracksuit, unless otherwise stated.

iv. At all swimming and athletics sporting events the approved school tracksuit and swimming costume must be worn.

v. The wearing of jewellery, except items specified by the School's Uniform Policy is not permitted.

## 9. GENERAL PROGRESS

i. Promotion to the next class will be determined at the end of each year and will be dependent upon suitable progress (academic, social and behavioural) having been made.

ii. Parents are encouraged to discuss their child's progress regularly by contacting the teacher responsible for their child.

iii. Subsequent to discussions with the class teacher, parents may arrange to meet with the Head of Campus or the Head of School in relation to their child's progress.

iv. If custody situations arise, the school will not be responsible to either party and must not be involved by either party for their personal gain regarding custody issues. The school will remain impartial with its priority being the welfare of the student in its care. The school will only be bound via documented court orders.

## 10. SPORT

i. All students are required to participate in sport unless a medical certificate is produced justifying exemption.

ii. Parental consent may be required when participating in certain contact sports.

iii. Although all care is taken, no responsibility is accepted by the School for accidents during sport.

iv. Although School Insurance cover exists, parents are advised to insure students appropriately.

## 11. SUSPENSION AND EXPULSION

i. Serious offences will be dealt with by suspension or expulsion from the School as deemed appropriate by the Head of School.

ii. Grounds for suspension or expulsion include, but are not limited to, persistent disobedience, violence, immoral conduct or serious breaches of the rules of conduct.

iii. The School will apply the principles of procedural fairness when dealing with all situations involving such offences.

iv. Similar measures may be taken when the presence of a student becomes prejudicial to the health or moral welfare of other students or when a student becomes a danger to him/herself or to other students.

v. Students whose parents do not comply with the conditions set by the School may jeopardise their child's enrolment.

vi. The Board may discontinue enrolment and its decision in this respect shall be final.

## 12. ILLNESS AND INJURY

i. In the event of an acute illness or injury to a student during school hours, the School will attempt to contact the parents, or nominated person by phone.

ii. Students at School, will, under no circumstances, be allowed to leave during school hours to go to an unattended home.

iii. If no contact can be made with the student's parents (or guardian) then the School will immediately arrange for medical treatment.

iv. The School takes no responsibility for payment of medical, hospital, transport or any other fees and expenses that may be incurred.

## 13. CONTAGIOUS DISEASES

i. The Head of School will require any student suffering from an infectious or contagious disease to remain at home until recovered.

ii. The student may be re-admitted upon recovery accompanied by a medical certificate.

## 14. TRAFFIC

i. Parents are expected to obey the State Traffic Laws and specified directions issued by the School in relation to traffic in the vicinity of the School.

ii. Students driving themselves to school must not park within 100m of the School, so as not to disturb the normal flow of traffic.

iii. Students driving themselves must have written parental permission, and the Head of School's approval, and will not be permitted to travel with a student-driver without prior consent from the Head of School and both parties' parents.

## 15. FEES

i. Each payment of Fees are payable in advance.

ii. In addition to School Fees, there may be a necessity for other fees being charged for books, stationary etc.

iii. Permission to commence a new term may be refused until outstanding fees have been paid to date. An administration fee may be charged for late payments.

iv. No reduction will be made in respect of a student's absence from school for extended holidays.

v. Withdrawal of a student from the school requires at least one terms notice, except withdrawal from Year 6 which requires two terms notice to be given, in writing, to the Head of School. Failure to do so will result in one term's tuition fees being invoiced.

vi. Students withdrawing from the School will be refunded tuition fees paid in advance provided that at least one terms notice is given in writing to the Head of School.

vii. First Payment of Term 1 Fees for new students must be paid prior to the child commencing.

viii. For new students commencing during the course of the year, relevant term fees must be paid upon approval of enrolment.

ix. School Fees are set by the Board and are subject to variation without notice.

## 16. GENERAL

i. Reference to the decision of the Board of the School in these Rules, Regulations and Conditions is a reference to the decision-making bodies of the School, primary of which is the Board and the authority given to the Head of School to act on the Board's behalf when required.

ii. The School reserves the right to vary these rules from time to time as it deems necessary.

iii. Parents acknowledge and accept that the School may, for advertising and/or marketing purposes reproduce photographs and/or audio-visuals of the students involved in school-based activities for the purposes of promoting the School.

Effective: 2006

Reviewed: 2019; 2023; 2024

Printed names:

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*Chairperson: Board of Directors*

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Signature

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Date



# All Saints Grammar

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