



## Policy Statement

ENROLMENT

Date: March 2020

### Aim

The intention of the College's Enrolment Policy is to offer clear and transparent guidelines to ensure consistent enrolment practices, which reflect the values of the College and Lutheran Education Australia.

This policy provides a means by which students can be fairly prioritised for positions at St Martins Lutheran College, which does not compromise their learning or the learning of others.

### Rationale

St Martins Lutheran College is an integral part of the ministry of the St Martins Congregation that offers a program of learning designed to achieve the aims and purposes of schools of the Lutheran Church of Australia which:

- serves students, parents, the church, the community, and the government, by providing a quality education for the whole person;
- strives for excellence in the development and creative use by all students of their God-given gifts;
- equips students for a life of service to God in the church and the community;
- provides an alternative to a secular, humanistic philosophy and practice of education;
- includes, as a core part of the program, a Christian Studies curriculum which has been developed deliberately and consciously from the perspective of what the Lutheran Church believes and teaches;
- involves the school community in regular Christian worship.

St Martins Lutheran College therefore sees as its mission:

*St Martins Lutheran College is a vibrant learning environment, challenging each student to strive for excellence in a caring Christian community.*

### Implementation

St Martins Lutheran College offers its program in Christian education to all applicants regardless of ethnic origin, gender, religion, ability or disability, provided that:

- parents or carers seeking enrolment for their child undertake to support, willingly and freely, the stated purposes of St Martins Lutheran College; and
- adequate space and resources are available.

Enrolment priorities will be determined from time to time by the College Council.

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In the event there are more applicants than enrolment places, consideration will be given to:

- children who are members of St Martins or another Lutheran congregation;
- siblings of children already attending the College;
- children of former students;
- children transferring from other Lutheran schools;
- children who are members of Christian churches;
- the order of receipt of enrolment form and receipt of administration fee.

The enrolment priorities may be altered for students whose parents are St Martins Lutheran Church or College employees transferring to Mt Gambier, or students who apply to attend St Martins on compassionate grounds at the discretion of the Principal.

### **Procedure**

As class sizes are generally limited to approximately 26 students (the maximum per class is 28 students\*), pre-enrolment is necessary well before the date of admission. Application for enrolment of students with special needs must be received in time for those needs to be adequately assessed and addressed by the College.

Applications for enrolment may be received at any time.

Enrolments are accepted throughout the year providing a class placement is available.

Applications for enrolment are registered upon receipt of a \$50 enrolment application fee. This fee will be waived for students returning to the College. Payment of this fee does not guarantee enrolment or the opportunity for an interview. Upon acceptance of the enrolment a deposit of \$250 will be required to confirm the enrolment. Further information regarding fees can be found in the Fees Policy and Procedure document.

Accepted enrolments are processed in the year prior to the commencement date. Parents are advised of this acceptance through a letter of offer and asked to attend an interview with the Principal or Head of School, prior to the admission of a student.

As from 2014 all Foundation students will have the same starting date, being the first day of Term One. The minimum age for starting school will be four years and eight months. If a child turns five before 1 May, they will start school on the first day of Term One in that year. If a child turns five on or after 1 May, they will start school on the first day of Term One of the following year.

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## **Additional Information**

If the student has any special learning needs indicated at the enrolment interview or on the Application for Enrolment form:

- The Principal or nominee may collect information from professionals such as medical practitioners, psychologists, speech pathologists and the child's current setting to determine their educational needs.
- The Principal, or representative, will meet with the family to indicate the program that the school can offer.
- The enrolment of each student with special needs will be reviewed regularly to ensure the school continues to meet their needs.

## **International Students**

The College is not registered for the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Therefore, the College is unable to enrol full fee paying international students.

## **Related Policies**

Fees Policy and Procedures

## **References**

\*Lutheran Schools SA Enterprise Agreement, 2017 Clause 49.23 – Class Sizes

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