

ENROLMENT PROCEDURE

Making an application

a) An Application for Enrolment form must be accompanied by:

- a non-refundable Administration Application fee (\$50-);
- copy of the student's birth certificate, Medicare card, passport or visa information (if applicable)
- copies of latest school reports, plus any state or national testing results i.e. NAPLAN results
- any reports (including medical or educational specialist reports) which refer to the student's behaviour, aptitude or medical conditions.
- Read and agreed to the Child Safe Adult Code of Conduct, the Parent Code of Conduct and the Student Code of Conduct found at <https://stmartins.sa.edu.au/policies/>

b) The decision about the enrolment of any student is made on the basis of full and complete information being provided to the College. As is the case with all enrolments, if false or misleading statements are made on the Application for Enrolment, or if relevant information is not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.

Receipt of Enrolment Application

Once the Application for Enrolment, the application fee and all required documentation has been received and processed, the applicant will be advised in writing via email that their application has been received and that the next step in the enrolment process is an invitation to an enrolment interview.

Please note that submitting an Application for Enrolment may not necessarily result in the invitation for an interview or a position being offered.

Interview

Parents/Caregivers and applicants will be invited to arrange a mutually convenient appointment for an enrolment interview with the Principal, Head of School or delegate. For students who are not commencing in the near future, this interview will be during the year prior to the commencement date.

Applicants will be invited to attend an enrolment interview only once all required documentation has been received. They will also be asked to complete an Enrolment Questionnaire prior to their interview.

The College's primary objective is to provide the best education we can for each student. As such, offers for positions are decided once the College has all of the relevant information to make an informed decision as to the College's ability to meet each child's educational needs. This may involve contacting the student's ELC/kindergarten/current school and/or Allied Health Professionals (if applicable). It may take up to five business days for you to receive your Interview outcome. If deemed necessary, parents/guardians may be asked to attend another meeting at the College with the Learning Enrichment Coordinator.

Confirmation of Enrolment

Once the College has offered the applicant/family a position and confirmed their enrolment at St Martins Lutheran College, parent/caregivers are required to:

- Return the signed Confirmation of Enrolment - within 2 weeks from receiving an offer
- Pay the Enrolment Confirmation fee (\$250-), plus any other fees and levies due at that time. This fee will be refunded when the student graduates or leaves after completing at least one year at the College and there is no outstanding debt owed;
 - *Please note students are not able to commence at the College until this form has been returned with payment made.
- Return signed/completed Direct Debit form – this form must be completed and returned before students can commence.
- Return any other forms signed as applicable.

Parents should also update any personal details which may have changed since completing the Application for Enrolment.

To ensure the best educational outcomes for students at St Martins Lutheran College, internal testing will be conducted for all students entering Years 3 to 12. These assessments play a crucial role in developing class placements for the upcoming academic year. For students beginning their studies during Terms 1, 2, or 3, the testing will be completed within the first three weeks of starting at the College. This ensures that all students, including those joining mid-year, are included in the class placement process. All students beginning in the following academic year will complete their testing at the end of Term 3 or start of Term 4. Students going into Year 7 will sit the tests whilst on their Orientation Visits.

Withdrawing the Application for Enrolment or student post-commencement

The College encourages families to provide as much notice as possible if intending to withdraw children from the College. Fees will be recalculated on a pro-rata basis, credit balances will be refunded (if applicable) and any outstanding amounts will be due within 14 days.

Fees

Fees are required in advance, as set out in the Fee Schedule.

Please refer to the College Fees Policy - <https://stmartins.sa.edu.au/parents-portal/policies/>

Fee enquiries to finance@stmartins.sa.edu.au

