

**Ratified by B.O.T.**    **Date: 12 June 2017**

**Review Date: 12 June 2020**

**Signed Chairman:**

**POLICY TITLE:**                    **Enrolment procedures**

**POLICY NUMBER:**            **8**    **NAG'S REF:**            **6**

**PURPOSE:**

To detail enrolment procedures

**GUIDELINES / OBJECTIVES:**

**Parents**

- 1**      Parents to complete an application form for each child who is to be enrolled. Forward this, together with the child's previous school report, to the principal.
- 2**      An interview with the principal will be scheduled for the child and preferably with both the parents.
- 3**      Parents are strongly encouraged to complete the orientation procedures. These include the following:
  - Visit the school in action.
  - Attend any parent orientation meetings scheduled to deal with school policy and procedures.
  - View videos that explain the goals and aims of Christian Education as taught at the school.
- 4**      Parents will be notified whether their child's application has been accepted.
- 5**      On acceptance parents will be required to sign the admission policy form and to pay the required administration fee.  
Dues must be paid in advance before commencement at the school.  
Dues are payable by A.P monthly or Term in advance.
- 6**      Each student will need to do diagnostic tests at least two weeks before starting school.
- 7**      All students enrolled in the school will be on a six-week probation.

## **ENROLMENT CONSIDERATIONS AND GUIDELINES**

Guiding Principle: The LTCS is a Christian Education facility and not a correction facility for students with difficulties.

- 1 Any past and/or present behavioural concerns will be taken into consideration when reviewing a prospective student's enrolment application
- 2 Consideration will be taken as to the reasons for which the Parent and/or student intend to leave the current school.
- 3 The school reserves the right to terminate the enrolment of a student under the guidelines/objectives clause 7 of this policy for any reason.
- 4 The school reserves the right to terminate enrolment of students for failure of the student and/or parents to accept the discipline standards of behaviour expected in a school of this nature. The school reserves the right to determine acceptance of students with learning difficulties.
- 5 That the school enrolment policy for Christian and Non-Christian families be in accordance with the Integration Deed - Section 19.