

## **ENROLMENT POLICY**

### **Rationale:**

Alice Miller School, which includes Candlebark, caters for up to 200 students at the Macedon campus and 196 students at the Romsey campus. The Candlebark School caters for students from Years Foundation (Prep) to 7 or 8. The Alice Miller campus caters for students from Years 7 to 12.

We have an open access policy, which operates without regard to religious, academic, physical or racial factors. We carefully assess children who want to come here, but previous academic success or failure is not a factor in that assessment.

### **Aims:**

To provide an efficient process of enrolment that satisfies the needs of both students and the school.

### **Implementation:**

Students enrolling at our school as part of a Foundation intake are asked to provide proof of age and an immunization certificate.

All Primary students are asked to provide an immunization certificate.

Students with disabilities and impairments will be enrolled along with all other eligible children.

An application fee is payable when the completed application form is lodged. This fee is per family, and is non-refundable.

A place will be offered, usually in the following order:

1. Any sibling of a student currently enrolled
2. Any child of a staff member
3. Other places may be offered according to availability at different year levels and overall availability, subject to the limits placed on the school by regulatory authorities.

The school has the right to amend this policy from time to time. The Principal has discretion regarding all enrolment matters.

Revised February 2018

Next Revision February 2020

Checked and altered/edited January 21 2019

John Marsden