



STUDENT ENROLMENT

POL-122-001

1. INTRODUCTION

This document describes the enrolment process for The Alpine School.

2. PROCESS

2.1. Enrolment Application

Parents/guardians are required to complete an application form (FR-108-002 Enrolment Application). The information provided on this form is confidential and will be carefully recorded. The Alpine School is required by law to collect certain information at the time of enrolment which is included in the application form (Refer to POL-108-001 Student Attendance for specific details).

Parents/guardians are requested to provide copies of the prospective students' previous two school reports (if applicable) and any other recent assessments, including those related to special needs.

The Alpine School is open to all students regardless of cultural, socio-economic or religious background. The Alpine School is non-selective, however we may administer a pre-entry assessment.

Your application form should be accompanied by:

- a copy of the child's birth certificate
- any court orders where applicable
- immunisation records
- specialists reports where applicable
- previous two school reports where applicable
- Completed Student History Form (FR-122-003)
- Completed Medical Information Form (FR-112-004)

2.2. Submit Completed Enrolment Application

Parents/guardians should submit completed enrolment applications directly to The Alpine School. Enrolment applications should be accompanied by the additional supporting documentation requested as a part of this procedure. Enrolment applications can be returned via email, in person or by post.

For applications for secondary school, the school at which the student is currently enrolled (or most recently enrolled) may be asked to complete FR 122-009 Request for Student Record as part of the enrolment process.

2.3. Acknowledgement and Interview

Parents/guardians will be contacted by The Alpine School upon receipt of the enrolment information in order to:

- a) Confirm that all enrolment information has been received (Refer to FR-122-008 Enrolment Checklist)
- b) Arrange a mutually convenient time for an interview.

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The interview will be conducted at a mutually convenient time for parents/guardians and the prospective student. In some circumstances, more than one interview will be required. The purpose of the interview is to:

- a) Discuss the prospective student including any specific needs, and;
- b) Discuss the school and its culture, operations and expectations, and;
- c) Provide parents/guardians with the opportunity to ask questions.

A record of the interview should be undertaken using the following forms depending upon the age of the prospective student:

- FR-122-004 Enrolment Interview - Kindergarten
- FR-122-006 Enrolment Interview – Primary
- FR-122-007 Enrolment Interview - Secondary

2.4. Assessment of Applications

Each enrolment application will be carefully assessed by The Alpine School following the interview process. In assessing applications for enrolment, the educational needs of the prospective student are considered and, where necessary, further information is sought in consultation with parents/guardians and other relevant parties. Consideration will also be given to the existing class cohort and whether the prospective students' needs can be met in that context.

2.5. Acceptance or Rejection of Application

Acceptance of any application is at the sole discretion of The Alpine School.

Written confirmation of enrolment acceptance, or otherwise, will be provided to the applicant subsequent to the assessment process.

2.6. Payment of Deposit

After receiving written confirmation of an offer for a place in The Alpine School, parents/guardians may secure the place for the student by payment of a non-refundable enrolment deposit. The enrolment deposit equates to 10% of the annual school fees (without discounts applied) and this amount will be deducted from Term 1 fees.

Parents/guardians will receive an invoice for the enrolment deposit. The acceptance of placement becomes a legally binding contract between the parents/guardians and The Alpine School.

2.7. Information Pack

Parents/guardians may be provided with an information pack, including relevant policies, at the successful completion of the enrolment process.

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2.8. Enrolment Register

A register of all enrolled students (REG-122-005 Enrolment Register) will be maintained by the Principal in accordance with POL-108-001 Student Attendance.

3. ENROLMENT TERMS AND CONDITIONS

Enrolment of a student at The Alpine School is conditional upon the following terms and conditions:

- a) A non-refundable Enrolment Fee of 10% of the annual school fee is payable upon acceptance and before a student commences at The Alpine School. This Enrolment Fee will be deducted from Term 1 fees.
- b) Fees are due and payable in the second week of each term. Accounts will be sent by email beforehand. The acceptance of placement becomes a legally binding contract between the parents / guardians and The Alpine School.
- c) One full term's written notice of the withdrawal of a student from the school is required, otherwise the term's fees will be charged in lieu of notice.
- d) Details of the school fees, including information on available discounts, can be found at our web page: www.thealpineschool.com
- e) Continuing enrolment of a student is dependent upon:
 - i. adherence to the school's Student Code of Conduct (POL-111-004), Parent/Guardian Code of Conduct (POL-111-002) and other relevant behaviour policies;
 - ii. the school's ability to meet a child's needs; and
 - iii. the payment of school fees.
- f) As a parent/guardian of a child at The Alpine School, you acknowledge that you will uphold the values of The Alpine School and act in good faith and in line with the ethos of the school, and endeavour to work in partnership with the school to enhance the learning outcomes and support the wellbeing and conduct of your child.

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