



The Launceston Preparatory School

Truth and Happiness

Enrolment Policy and Procedures

Criteria for enrolment

Offers for enrolment at The Launceston Preparatory School are made on the basis of the date of receipt of written application forms. However, priority is given to siblings of students currently enrolled within the school. Efforts are also made to maintain an approximate gender balance within each group and across the school so occasionally priority may be given to students of a particular gender.

Students must have turned three years of age to enrol in Early Learning.

Students must have turned four years of age by 1st January in their year of entry to Kindergarten. However, a child who has not yet attained that age may be enrolled as an early entry student on either of two exceptional grounds: assessed as gifted by an Early Entry to Kindergarten Cross Sectoral Placement Committee, or moved from interstate where they were already enrolled into Kindergarten.

For enrolment into Prep, a child must have attained the age of five years on 1st January in the year of their enrolment into Prep (unless the Cross Sectoral Guidelines have been followed).

The Launceston Preparatory School does not accept part-time enrolments from students who are also home schooled or enrolled in another educational facility.

The enrolment process

The parent/guardian applies for enrolment at The Launceston Preparatory School, using an "Application for Admission" form.

If the applicant answers "Yes" to the question on this form: "Does your child have any special needs of which this school should be aware?" he/she completes the supplementary "Questions to guide the enrolment process" form.

The school's enrolment criteria are applied and procedures instituted as follows:

- If an application for enrolment is made more than one year in advance of the proposed year of entry, the application is acknowledged and receipted. In the year preceding entry, offers are then made to a number of applicants equal to the number of places available, on the basis of date of receipt of application.
- If the application for enrolment is for the next or current year and there is a place available, a letter of offer is sent immediately.
- If there is no place available for the applicant, wait listing is offered.
- Letters of offer are accompanied by the appropriate "Enrolment Form" to be completed, "Conditions of Enrolment and Business Arrangements", Health Form and "Standard Collection Notice".
- If special educational needs have been identified for a student to whom an enrolment offer has been made (by checking the appropriate box on the Application Form and completing the *Questions to guide the enrolment process* form), the program of support that The Launceston Preparatory School is able to offer is discussed with the parents/guardians.
- On receipt of completed forms, admission fee and enrolment deposit, the family/families are sent a "Data Collection Form" and associated explanatory letter from Co-Principals.
- The student is invited to attend the orientation session/day for new students (in December) and newsletters are sent to the student's family/families throughout the term preceding entry.

Termination of enrolment

The school's *Conditions of Enrolment and Business Arrangements* set out conditions governing the enrolment process from start to finish. If parents/carers wish to terminate an enrolment prior to the student completing Grade 6, a *Termination of Enrolment* form is to be completed and signed.

Responsibility for implementation:

Co-Principals and Business Manager

Evaluation:

This procedure will be reviewed as part of the school's policy review cycle.