

# **Italian Bilingual School**

## **Enrolment Policy and Procedures**

### **1. Rationale**

The Italian Bilingual School is a non-denominational primary school providing a bilingual education in English and Italian. The criteria for enrolment at the School are equitable, open and non-discriminatory. Geographic boundaries are not taken into consideration in the enrolment process of the Italian Bilingual School. All applications are processed in order of receipt; consideration may be given to siblings already attending the school and other criteria determined by the school from time to time.

### **2. General Policy**

Language competence in either English or Italian is not a prerequisite for students enrolling at IBS.

Children who turn five years of age on or before 31<sup>st</sup> July on the year of enrolment are eligible to enrol in Kindergarten, provided that a child's readiness to commence formal schooling has been evaluated by teachers and confirmed by the School Executive. The School may also contact the child's previous school/pre-school and consult with the primary caregivers to further ascertain school readiness and awareness of a bilingual learning environment such as that of IBS for the individual student.

Applications for enrolment may be made at any time by the parent/caregiver(s) of students to commence at the Italian Bilingual School.

Non-Australian citizens holding a valid visa, meeting Commonwealth Government regulations, and the minimum age requirement of the School, are welcome to enrol. Certain types of visas may attract additional fees.

New and continued enrolment is subject to acceptance of the policies, rules and regulations governing the Italian Bilingual School and willingness to support the philosophy underpinning the School.

### 3. Aims

- To provide a clear and consistent approach to student enrolment.
- To ensure students have access to a quality education regardless of their circumstances.

### 4. Implementation

Language competence in either English or Italian is not a prerequisite for students enrolling at IBS.

The School will base any decision about offering a place to a student on:

- Family relationship with the school:
  - sibling of a current or ex-student;
  - either of the parents attended the school;
  - they hold attitudes, values and priorities that are compatible with the School's ethos.
- The student:
  - the contribution that the student may make to the school, including the co-curricular activities;
  - the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement.
- The school:
  - ability to meet the special needs or abilities of the student.

Other considerations:

- Order of receipt - when the application to enrol is received by the school.
- The School will meet with parent/caregiver(s) of the student before offering a place.

- The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- Where a waiting list applies, precedence may be given to students attending the IBS Preps program.
- Attending Preps does not automatically guarantee a place at the Italian Bilingual School. Parents/Caregivers will need to enrol their child in Kindergarten.
- Enrolment may be refused on the grounds of previously documented violent behaviour.

## 5. Procedures

An Open Day will be held each Term to promote the school to the community. The enrolment process usually entails an interview with the Executive/Deputy Principal and a preliminary assessment by the teachers if needed to ascertain questions such as school readiness and/or awareness of a bilingual learning environment such as that of IBS for the individual student. Alternatively, parents/caregivers can contact the school to arrange a meeting with the Executive/Deputy Principal.

Following a brief introduction meeting and a tour of the school, parents are provided with an enrolment package for their consideration.

Parents are asked to complete all the forms and pay the appropriate fees as outlined in the enrolment package.

The enrolment package includes forms and requests for attachments such as:

- A copy of the child's birth certificate and, where applicable, visa number, will need to accompany the enrolment form.
- A completed copy of the enrolment form and a signed copy of the Media Consent form, the Acceptable User Policy, Immunisation status\* and Local Outings are to be placed in the student's file at the beginning of enrolment (once these forms are on file, there is no need to complete these forms every year).
- Relevant enrolment forms must be completed and accompanied by due payment of applicable fees by Direct Debit.

- The Enrolment form is returned to the school and payments are directed to the main office in Leichhardt.
- Once payment has been received parents/primary caregivers will be notified of the outcome of their application in writing and a letter of acceptance is sent to the parents/caregivers.
- At this point a student may commence attending the school.
- Student Code of conduct form signed annually and stored in student's folder
- A Register of Enrolments will be retained by the School for a **minimum period of five (5) years** before archiving.

*\*If a parent does not provide this information in the form required, then the child must be recorded as unimmunised. The parent/caregiver will be informed that if there was an outbreak of communicable disease, then the school may be directed by the Department of Health that the child cannot be at school for a period of time.*

## 6. Enrolment of Students with Special Needs

The enrolment process for students with special needs has been formulated around four steps.

**Step 1** applies to the enrolment of all students regardless of whether they have a disability or not. As part of this first step students and their parents/caregivers attend the school for an interview as per the school's usual processes. During the initial interview (and as indicated on the enrolment form), if the student identifies as having a disability, then the process progresses to the next step.

**Step 2** is focused on the first two steps of collaborative planning process (gathering of information and identifying needs as well as consultation about adjustments).

**Step 3** outlines the enrolment decision.

**Step 4** details the actions undertaken following the enrolment decision.

Each application will be considered individually by the Executive Principal and the Co.As.It. Board of Directors.

Factors which will influence any decision include:

- Adequacy of support services and resources.
- Whether the student can be provided with an appropriate educational program.
- Welfare of other students.

## Review

This policy will be reviewed according to the Co.As.It. Records Management Policy.

<b>Related Policies</b>
<ul style="list-style-type: none"><li>• Acceptance Use of Technology</li><li>• Code of Conduct</li></ul>
<b>Related Forms</b>
<ul style="list-style-type: none"><li>• Enrolment Application</li><li>• Terms and Conditions</li><li>• Agreement</li><li>• Health Questionnaire</li><li>• Media Consent</li><li>• Local outings</li></ul>