



# Mawarra Independent School

## Enrolment Policy

<b>Purpose</b>	To ensure the criteria on which offers of enrolment are public and transparent and to provide a clear understanding of the terms in which enrolment will be offered to students.	
<b>Scope</b>	Families who want to enrol their child/ren at Mawarra Independent School.	
<b>Status</b>	Approved	<b>Supersedes:</b> 2022
<b>Authorised by</b>	Management Committee	<b>Date of Authorisation:</b> January 2023
<b>Review Date</b>	Every three years or as required	<b>Next Review Date:</b> 2026
<b>Policy Owner</b>	School Management Committee	
<b>References and related Policies</b>	<ul style="list-style-type: none"> <li>• <i>Mawarra Independent School Philosophy</i></li> <li>• <i>Mawarra Independent School Request to Attend Tour Form</i></li> <li>• <i>Mawarra Independent School Expression of Interest Form</i></li> <li>• <i>Mawarra Independent School Fee Policy</i></li> <li>• <i>Mawarra Independent School Student Code of Conduct</i></li> <li>• <i>Mawarra Independent School Parent Code of Conduct</i></li> <li>• <i>Mawarra Independent School Complaints Policy</i></li> <li>• <i>Mawarra Independent School Privacy Policy</i></li> </ul>	



# Mawarra Independent School

## **Introduction**

Mawarra Independent School offers full time education to children from Prep to Year 10. Our approach to schooling offers a point of difference by creating a small school community where each student is known by their teacher as an individual, and classroom lessons are bespoke to suit the needs of the learning community.

Our school is accredited through the Non-State School Accreditation Board (NSSAB) and registered with Independent Schools Queensland (ISQ) our teaching is guided by the Australian Curriculum - as set out by the Australian Curriculum Assessment Reporting Authority (ACARA). We receive both State and Commonwealth government funding and parents pay tuition fees.

Mawarra Independent School is an intentionally small school. Enrolment at the school will only be offered when a suitable place is available and after careful consideration of the likelihood of a successful match between the school's unique philosophy and approach to learning, and the needs of the student and current students in the learning community.

## **Policy Statement**

Mawarra Independent School offers education to students regardless of ethnic origin, gender, religion, ability, or disability provided that:

1. parents seeking enrolment for their child undertake to freely support the stated mission, vision, philosophy, values and policies of the school; and
2. adequate space and resources are available to meet the needs of the student. When applying, parents are required to disclose any information relevant to determining the provision of appropriate educational curriculum and / or suitability of their child for enrolment.

## **Application Process**

As an Independent School that offers a different approach to education, we have an application process that aims to ensure that families understand the philosophy and beliefs of the school before enrolling to ensure a 'correct fit' between families, children, and the school.



# Mawarra Independent School

## The application process involves:

- Lodgement of *Request to Attend Tour* form – this enables us to contact you with date and invitation to next school tour.
- Attend school tour/Information Session- have a look around the school, meet the Principal and Staff, ask any questions.
- Lodgement of *Expression of Interest* form to School Administration- Expressions of Interest should be submitted by a parent or guardian after attending a School Tour/Information Session. Applications are placed on our records and if a suitable placement becomes available, families are contacted to continue the application process.

Requests can be made at any time during the year for any year level (Prep to Year 10). Relevant forms can be found on our website [www.mawarraindependentschool.org.au](http://www.mawarraindependentschool.org.au) or by contacting administration at: [admin@mawarraindependentschool.org.au](mailto:admin@mawarraindependentschool.org.au)

Parents and guardians are asked to make full and honest disclosure of any learning, behavioural or social and emotional needs of their child, and to provide any relevant reports where appropriate. Information regarding special needs must be given to the school on application, as well as updated as necessary if the student's needs change after the initial application and the student's date of entry.

Expression of Interest applications will be considered using the following criteria:

- The number of positions available in the year level
- The balance of student needs in the selected classroom
- The commitment of the family to support the school's philosophy
- Siblings of current students
- Children of staff at Mawarra Independent School
  - (NB: siblings do not automatically gain entry to the school; this procedure must be followed for each child in the family wishing to attend)
  - (NB: children of existing or new staff must follow the enrolment procedure for each child in the family wishing to attend)

The Principal has the sole right of discretion in the enrolment of students.



# Mawarra Independent School

## **Interview process**

Mawarra Independent School opened in 2020 with just a small number of students. We are an intentionally small school, prioritizing that both total school numbers and classroom sizes are kept at a level that ensures a family feel in which teachers and support staff know their students, their individual personalities and needs as well as their families.

As such our interview process assesses the student and family's suitability to fit within our existing schooling community as well as their support for our model of education including but not limited to participating in school maintenance tasks, life skills such as cooking and cleaning as well as activities often deemed "risky" by other schools such as tree climbing, nature walks, use of tools.

In all circumstances, and with the education and support of the student in mind, the family and school must be partners in the process of education.

At the interview parents/guardians must provide the following documentation:

- Completed enrolment application
- Copy of birth certificate (if the student has an overseas birth certificate, a copy of the passport showing resident status/visa details or Australian citizenship will be required)
- Most recent school report card (if applicable)
- Any medical or specialist reports relevant to the student's education
- Any other documentation requested by the school or that parents feel are relevant to supporting the education of their child

## **Offer of a place**

After completing an interview, the Principal may request further information from either parents, specialists or the students previous school.

Placements are full time and will be offered via email and on acceptance of a place at Mawarra Independent School, the student and their parents make a commitment that both student and parents will abide by the school guidelines, codes of conduct, policies and procedures.



# Mawarra Independent School

Parents/guardians are required to pay the nominated enrolment bond to secure the student's place. If this is not received within 14 days of the date of the letter of offer, the offer can be revoked and offered to the next suitable student.

Before enrolment can commence all documentation and reports requested must be provided and all fees must be paid and/or fee payment plan approved.

## **Termination of Enrolment by Mawarra Independent School**

As per school policies and procedures a student's enrolment may be terminated by the school due to:

- non-payment of school fees
- failure of students and/or parents to comply with the school's policies and procedures
- failure of the parent in providing complete and truthful information at the time of enrolment
- breach of the school's Code of Conduct by the student
- a parent's unwillingness or inability to engage in an appropriate level of contact with the school
- students or parent refusal to allow students to participate in school activities.

## **Termination of Enrolment by Parents**

One terms notice needs to be given by the parents in removing a child from the school. A terms fees will be charged in lieu of appropriate notification. A full term is defined as from the first day of the school term to the last day of the school term (10 weeks).

## **Enrolment Bond**

The Enrolment bond shall be returned when a student leaves the school with sufficient notice and all other outstanding fees have been settled in full.

We encourage families to learn more about our school by:

- Visiting our website [www.mawarraindependentschool.com.au](http://www.mawarraindependentschool.com.au)
- Following our Facebook page *Mawarra Independent School*
- Reading our Prospectus (available on the website)
- Reading our schools Policies and Procedures (available on the website)