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Coogee Boys' Preparatory School Enrolment Policy

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1. Introduction

Coogee Boys' Preparatory School Prep (Coogee Prep) is a non-selective, private boys' day school for students from Kindergarten to Year. The School offers a broad curriculum to students from diverse backgrounds.

Coogee Prep enrolls boys who may benefit from the broad and balanced education offered by the School and who may contribute to the life of the School by participating as fully as possible in the range of activities available.

Places are offered when available, and there are no specific intake years. Vacancies arise in all classes at various times in the School year.

2. Key Definitions

Throughout this policy, unless the context requires otherwise:

- 'parents' include legal guardians who have applied to have a student placed on the Enrolment Register or enrolled at the School and, where the student has only one parent, means that parent.
- 'disability,' in relation to a student, is that as defined by the Disability Discrimination Act (Commonwealth) 1992.

3. Outcomes

The policy will provide guidance to all staff involved in the School's enrolment process to ensure their practice leads to compliance with all relevant School policies and government legislation.

4. Policy Assessment

This policy and its procedures will be assessed at regular review times to determine its effectiveness. This will be determined in part by solicited feedback from random parents on a periodic basis and from any unsolicited feedback from parents.

5. The Policy

This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, all decisions will be made by the Principal and at his discretion.



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The School allocates a range of resources for students with special needs. This allocation considers the capacity of the School to ensure appropriate resources are available for all enrolled students. Parents should study the *Prospectus* carefully to understand what the School can offer and to assess whether we can provide a suitable Academic Program and environment to meet each student's needs in context of the whole class.

Relevant Legislation

- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Anti-Discrimination Act 1997 (NSW)

These Acts make it unlawful to discriminate against a person by refusing to enrol them at the School on the grounds of disability or race. Coogee Prep is committed to fulfilling its obligations under the law in the Enrolment Policy.

6. Enrolment Eligibility

Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a place for any student.

6.1.1 Domestic Student

A domestic student is any student who does not hold a Student Visa (subclass 500) and is not eligible to enrol as an overseas student. These students may include students on other types of visas as well as Australian Citizens. Domestic students applying for enrolment whose first language is other than English may be required to be enrolled in an Intensive English School prior to entry and/or may be required to receive extra English tuition once enrolled at the School at a cost to the parents.

6.1.2 Overseas Student

An overseas student is any student not an Australian resident. If an overseas student is studying overseas in non-English speaking countries in a school where the medium of instruction is not English, to be eligible to apply for enrolment at Coogee Prep, the School will determine the student's English level suitability prior to enrolment in the School. Coogee Prep does not offer ESL courses for students who cannot speak or write English.

6.1.3 Enrolment Process

1. Parents enquire about enrolment or submit a digital application form.
2. Enrolment information is sent.



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3. Parents return Application for Enrolment form and other requested information
4. Application is processed and acknowledged.
5. The student is placed on the requested Enrolment Register 'Waiting List' pending an interview and Offer from the Principal or his delegate.
6. An interview with the School Principal is conducted
7. The School considers application and enrolment determination is made.
8. The School makes an offer or advises if the application was unsuccessful.
9. Parents accept or decline the offer.
10. Parents accept the offer by signing a copy of the Offer of a Confirmed Place as acknowledgement and acceptance of the School's Conditions of Enrolment and by paying the non-refundable Entrance Fee of \$750.00.
11. Once these are received the student has a confirmed place at the School.

6.1.4 Enrolment Registers

Students can only be placed on one Enrolment Register.

To be placed on an Enrolment Register the School must first receive the following:

1. a completed Application for Enrolment form signed by both parents in the online application
2. payment of the non-refundable Registration Fee (currently \$750)
3. copy of the student's birth certificate
4. A copy of the students' immunisation certificate (**Coogee Prep does not enrol unvaccinated students**)
5. where applicable, a copy of the student's latest three school reports
6. where applicable, a copy of the student's NAPLAN results
7. where applicable, a copy of any Family Court Orders
8. where applicable, any information relevant to the student's education including medical or diagnostic reports where applicable, a copy of any visa grant letter granting temporary or permanent residency in Australia.

Failure to provide all required information may result in the School declining or delaying placement of the student on the required Enrolment Register and may also result in the School declining or delaying the student's enrolment.

Failure to disclose an educational need on the initial Application for Enrolment form may lead to the cancellation of the application and/or enrolment.

Placement on an Enrolment Register does not guarantee a confirmed place at the School. Whilst the School does its best to accommodate all enrolment requests, it is unable to guarantee a position for any student.



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Date of application is not the sole criterion for enrolment and the School reserves the right to offer a place to any boy, irrespective of the date of application.

The School is unable to involve itself in any family matters. In the case of all families, including divorced or separated families, it is the School's assumption and understanding that prior to contacting the School, both parents agree to the application and possible enrolment of their son. Unless otherwise stated in Family Court Orders, both parents are required to sign the Application for Enrolment form as well as the person responsible for paying the fees and should a place be offered, both parents must sign a copy of the Enrolment Offer of a Confirmed Place letter as acknowledgement and acceptance of the School's Conditions of Entry.

6.1.5 Enquiries

The Admissions office will send everyone enquiring about enrolment the details of the procedure either by email which includes the prospectus and schedule of fees. The schedule of fees does not appear on the School's website.

The Admissions office will direct anyone enquiring about enrolment to this Enrolment Policy located on the School's website.

6.1.6 Assessment Review

12 to 18 months prior to entry, parents and students on the Kindergarten Enrolment Register will be invited to participate in the interview process.

Parents of students in non-intake year Enrolment Registers are required to contact the School to ascertain if there are any vacancies. If so, the same enrolment process applies as above.

As part of the enrolment process, parents may be asked to provide any updated medical, psychological or any other relevant reports prior to the interview.

Additionally, if not already provided parents may be asked to supply the student's latest three school reports.

In considering all prospective enrolments, the School may ask parents to authorize the Principal or his delegate to contact:

- *the Principal of the student's previous School to obtain or confirm information pertaining to the student or his enrolment*
- *any medical or other personnel considered significant for providing information pertaining to the needs of the student.*



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Where information obtained by the School suggests:

- a profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at the School is likely to be detrimental to other students, the staff, or the School, or
- the parents may not be able to meet the financial commitment required by a having a student at the School, or
- the level of English language is not adequate to undertake the rigours expected by the School, notwithstanding that, the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

6.1.7 Disability

Where a student has disclosed educational needs, or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the student's needs. This will include consultation with the student or his parents as part of the collaborative planning process. In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's current School (with the parent's agreement) to assess the learning needs of the student more accurately.

The Principal may:

- require the parents to provide medical, psychological, or other reports from specialists outside the School; and/or
- require the parents to obtain an independent disability assessment of the student.

Where information obtained by the School indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the Disability Standards for Education 2005 (Commonwealth).



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Where the Principal determines that the enrolment of the student would require the School to take unreasonable measures or actions to ensure that the student is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

6.2 Interview

All parents, along with their child, are invited in with their parents to attend an interview at the School with the Principal or a member of staff appointed by the Principal within 12 months of their requested year of entry.

The criterion used is multi-dimensional and the School considers the 'whole person' and attempts to enrol students who will be best suited to the holistic schooling offered by the School and the resources available.

At the interview, among other things: the School will seek to establish the expectations of the parents are consistent with the vision, values, goals, policies, and resources of the School.

At the interview, the School will also take into consideration:

- families whose values are congruent with those of the School,
- the academic progress of the student, including grades, comments on attitude, behaviour, effort, and application to schoolwork.
- the social development of the student as evidenced by his involvement in activities out of the school arena, such as hobbies, participation in local community sporting and other cultural activities.

6.3 Determination

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student at its discretion but particularly when the parents, having been aware of the student's educational needs, decline to disclose those needs or withhold relevant information pertaining to the student.

The School also reserves the right to terminate an enrolment where the parents have not disclosed or have withheld known information pertaining to the student's needs.

When determining the offer of a place at the School, the School gives priority to:

- Sons of Old Boys
- brothers of current students



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The School will also take the following into consideration:

- a student's willingness and ability to contribute to the wider life of the School,
- evidence of good character, and
- the date of lodgment of the Application for Enrolment form providing the family has not been offered previously and deferred to a later entry point.

6.4 Offer

At the satisfactory conclusion of the interview process, the School may make an offer to the parents by way of Offer of a Confirmed Place enclosing the following documents:

1. Offer of a Confirmed Place – we require both parents to sign and return a copy of the Offer of a Confirmed Place as acknowledgement and acceptance of the School's Conditions of Entry. Please note, where there is only one signature on the copy of the Offer of a Confirmed Place, unless Family Court Orders are provided stating sole custody or otherwise, the enrolment of the student cannot be confirmed unless the School gives an official waiver.
2. Conditions of Enrolment – for parent information and retention (also contained in the original Application for Enrolment form).
3. Coogee Prep Privacy Policy – for parent information and retention (also on the website).
4. Online payment of the non-refundable Entrance Fee (\$750)
5. Coogee Prep Deferral and Withdrawal Policy (also on the website).

6.5 Acceptance of Place

To accept the offer, the parents must, within 14 days of receiving it, return to the School:

1. signed (original signatures by both parents) copy of the Offer of a Confirmed Place as acknowledgement and acceptance of the then current Conditions of Enrolment
2. non-refundable Entrance Fee.

Failure to accept the offer in the required time may result in the position being re-offered to another student awaiting entry into the School. The non-refundable Entrance Fee is additional to tuition and other fees and is not credited to the first term fees.

6.5.1 Discounts

Where brothers attend the School at the same time, tuition fees of the additional brothers will be reduced by 10 percent for the second brother and 15 percent for third brother and subsequent brothers. The allowances do not apply to fees already reduced by scholarships, bursaries, or other remission arrangements.



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6.5.2 Coogee Prep Deferral and Withdrawal Policy

Given to all families at the point of application and then again with their Offer of a Confirmed Place, please see Coogee Prep website.

7. Confidentiality

The School will abide by the provisions of the Privacy Act 1988. Confidentiality and privacy are required and all staff must ensure that information regarding students and their parents and/or legal guardians is restricted to those who genuinely need to know. Furthermore, those people should only be told as much as they need to know and no more.

8. Record Keeping

Information concerning all applications will be kept on file. Unsuccessful applications will be kept on site for five years and will be shredded after that time. Successful application information will be kept for the duration of the student's enrolment at the School, for one year on site and then archived for seven years.

9. Communicating the Policy

This policy will be available on Coogee Prep website and within the online enrolment system and as an attachment to the Offer of Place and in printed form with the Head of Admissions.

10. Training and Development

Relevant staff will undergo professional development to ensure they have read and understood this policy. Relevant staff are encouraged to review and supply feedback regarding this policy so that amendments can be implemented, as necessary.