ENROLMENT POLICY & PROCEDURES

Rationale

Kingswood College welcomes families of any cultural background; of many faiths and no faith. Kingswood College believes all students have a right to quality education and the diverse nature of the student body and the students’ individual talents, interests and skills enrich and benefit the entire College community.

The Application Process

Admission to Kingswood College is at the discretion of the Principal. An application for enrolment does not constitute an enrolment and applications are processed on an individual basis. In general, applications for admission are placed on a waiting list in order of receipt of the application.

Priority for admission may be given if the applicant is/has:

- a sibling currently or previously enrolled at the College;
- a son/daughter or grandson/granddaughter of a former student of the College;
- one of a number of applicants from the same immediate family;
- a son/daughter of permanent staff at the College;
- a returning student who has been offered a priority at the time of departure;
- seeking enrolment in the Early Learning Centre (ELC) and intends to continue their education at the College;
- son/daughter of a minister of the Uniting Church;
- relocating from interstate or overseas.

A number of places are reserved each year for scholarship recipients.

A number of places may be made available to students whose economic circumstances would normally preclude them from admission to the College. These places are offered as bursaries at the Principal’s discretion.

Kingswood College is proudly co-educational, and as such, we seek to enrol a balance of girls and boys at each year level. In general, the College will reserve 40% of places for boys, and 40% of places for girls, with the remaining places being offered at the discretion of the Principal.

An application must be made on the College’s official Application for Enrolment form, accompanied by payment of the non-refundable application fee. A copy of the applicant’s most recent school report, where applicable, and any other diagnostic test results, should be provided with the application. An application is a pre-requisite for admission but not a guarantee of admission. Up to two years prior to the nominated date of entry applicants may be invited, with their parents, to an interview with the Principal and/or relevant Head of School, or their delegate. If possible, both parents should attend this interview. This is to ensure that Kingswood College, as far is practicable, can provide an appropriate program for the applicant. Any school reports or other diagnostic test
results not provided at the time of application should be provided prior to interview. Note that the scheduling or occurrence of an interview is not an offer of a place and does not guarantee enrolment at the College.

Admission to the College is conditional upon the Principal being satisfied as to the suitability of the applicant and is subject to the availability of places, gender balance, satisfactory interview and assessment, the College’s capacity to provide an appropriate program for the child and acceptance of Kingswood College’s Terms and Conditions in force at the time. Parents will be notified, in writing, after the interview if a place at the College is to be offered.

If a place is offered, a formal letter of offer and acceptance form, together with a copy of the Terms and Conditions, will be issued. To accept parents must respond to this letter in writing, accepting the place and securing it with an Enrolment Fee (non-refundable) and signed Terms and Conditions by the due date.

If, after acceptance, an enrolment is deferred to another year and year level, the Enrolment Fee is carried forward. This deferment is subject to availability of a place at that year level and year. If the deferment is for two years or more, a second interview will be required.

If, after acceptance, an enrolment is discontinued it may be reinstated subject to availability of a place at that year level and year. If the reinstatement is two or more years after the initial acceptance, a second interview will be required.

Change of address or contact details should be supplied promptly. Failure to do so may result in the College being unable to make contact and result in a student’s application being discontinued.

**Junior School Enrolments**

Enrolments are conducted as stated in the above enrolment process with the following variations:

- Students entering at Kindergarten level must be 3 years of age by 1 February in the year of entry
- Students enrolling in the ELC must be:
  - fully vaccinated for their age
  - on a vaccination catch-up program OR
  - unable to be fully immunised for medical reasons
- Students entering at Preparatory level must be 5 years of age by 30 April in the year of entry.
- The College must receive copies of a child’s immunisation certificate, or suitable equivalent, and medical condition information forms before the commencement of the school year.

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1 In accordance with the government ‘No Jab, No Play’ policy

Last updated September 2015