ENROLMENT POLICY & PROCEDURES

Rationale

Kingswood College welcomes families of any cultural background; of many faiths and no faith. Kingswood 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 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.

Applicants may be given preference on the waiting list because 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;
- an Early Learning Centre (ELC) student seeking enrolment who will continue their education at the College.

Kingswood 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 application fee.

Parents will be invited to bring their child to the school for an interview with the Principal and relevant Head of School, or their delegate, up to 18 months prior to the nominated date of entry. If possible, both parents should attend this interview.

To assist with the planning of the student’s educational program, a copy of the applicant’s most recent school report, where applicable, and any other diagnostic test results, should be brought to the interview.

Admission to the College is conditional upon the Principal being satisfied as to the suitability of the applicant. Parents will be notified 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 forwarded to the parents who respond to this letter in writing, accepting the place and securing it with an Enrolment Fee (non-refundable) and signed Terms and Conditions.

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 may be required and deferred or cancelled enrolments may be reinstated.
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 cancellation of a student’s application.

**Junior School Enrolments**

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

- children are to be toilet trained prior to commencement;
- 3 year old Kindergarten – students must be at least 3 years of age by 30 April in the year of entry.
- children must have turned 3 years prior to commencement.

Parents are required to submit copies of their child’s immunisation certificate, or suitable equivalent, and medical data sheets before the commencement of the school year.

Students entering school at Preparatory level must be at least 5 years of age by 30 April in the year of entry.

**Fees and Charges**

All fees and charges are reviewed annually.

Fees and Levies are published on the website.

An Application Fee (non-refundable) of $110 (inc. GST) is payable at the time of lodging an Application for Enrolment form.

No student may commence until all initial charges, as stipulated in the Terms and Conditions, as signed and agreed upon by the parents of the student, have been received by the College.