



ENROLMENT - Policy

Calrossy Anglican School is a multi-campus, prep to year twelve co-educational school located in Tamworth, NSW. In addition to day students, we provide comfortable boarding facilities for up to 240 secondary students. We also offer a full time distance education program for Years 5-9 (eCalrossy). We are a school of Christian values, supported by the Anglican Diocese of Armidale.

Applications may be made at any time by the parent/guardian(s) of students seeking enrolment at the School. Students enrolling in Kindergarten must be 5 years of age on or before July 31 of the year they intend to commence. Students enrolling into Prep must be eligible for enrolment into Kindergarten the following year.

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

Family Relationship:

- Priority is given to siblings of current students.
- Either of the parents attended the School.
- Family holds attitudes, values and priorities that are compatible with the School ethos.
- Suitable family support and circumstances for entry to eCalrossy, including willingness to participate in the associated residential weeks.

Student:

- The contribution that the student may make to the School including both academic and non- academic activities.
- The student's reports from previous schools.
- The student's capacity to benefit from the eCalrossy distance education program.

The School:

- The ability to meet the student's special needs or requirements. As applicable, this may require diagnostic information plus completed programmes to ascertain what level of support the School is able to provide.
- A place being available in the relevant class or Boarding cohort.

Other Considerations:

- Ability to pay fees in full and on time.
- For eCalrossy: suitability for and willingness to adhere to the requirements of the eCalrossy program, including attendance at all residential weeks.
- All applications are processed in order of receipt.

The School has 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.

The School will meet with the parent/guardian(s) of the student before a place can be offered.

Once an offer of enrolment has been accepted, student enrolment is continuous unless notice in writing is provided to the School by the enrolling parties, or the student's enrolment is cancelled by the School. Any requested significant change in the type of enrolment, eg. a day student or eCalrossy student becoming a boarder, should be communicated in writing to the Enrolments team at least a term ahead of time. The offer of such a change will be contingent on availability of places and suitability for the change. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and parent/guardian(s) supporting the School ethos and observing all behavioural codes of conduct, including financial responsibilities and other requirements of the School as applicable.



ENROLMENT - Procedures

Before applying for enrolment, parent/guardian(s) should read the following documents:

- Prospectus
- Current Fees schedule
- Conditions for Enrolment eCalrossy
- Enrolment Policy
- Enrolment Terms and Conditions

All are available on the School's website or a hard copy can be provided to you upon request.

All applications for Enrolment must be:

- on the School's official application form
- signed by the parent/guardian(s)
- from 1 January 2024 accompanied by a non-refundable application fee of \$220 (GST inclusive).

Once received, the application will be considered, based on the School's Enrolment Policy criteria.

The School may undertake the following actions as appropriate:

- advise the parent/guardian(s) that it declines to make an offer of enrolment, and/or
- advise the parent/guardian(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available, and/or
- advise the parent/guardian of a conditional offer of enrolment and will reconsider the application not more than two years prior to the enrolment. An interview will be conducted with parent/guardian(s), at which the parent/guardian(s) expectations and the student's needs will be discussed. Following this meeting, the School will advise whether it will confirm or withdraw the offer, and/or
- advise the parent/guardian(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment, and/or
- other procedures adopted by the School as a part of the process e.g. meeting with the Principal and Chief Operating Officer or their delegates.

If the School makes an Offer of Enrolment the parent/guardian(s) must sign an acceptance of the offer on the form provided and return it to the School together with a non-refundable enrolment fee of \$1,000 per child within 14 days of the date of offer.

If an offer of enrolment is made and accepted, not less than 1 term's notice must be given if the parent/guardian(s) decide not to proceed with the enrolment to give the School sufficient time to fill that position. If the required notice is not given, one term's fees may be charged.

It is the responsibility of the parent/guardian(s) to inform the School of any change of address or contact details after an offer of enrolment is made.



ENROLMENT – Standard Collection Notice

This notice explains how the School handles the personal information of students and parents or guardians. The School is conducted under the auspices of the Anglican Diocese of Armidale through the Principal under the governance of the School Board as per The Constitution of Calrossy Anglican School.

How and Why does the School Collect Personal Information?

1. The School collects personal information about you before and during the course of a student's enrolment at the School. This may be in writing, through technology systems or in the course of conversations. We might also use artificial intelligence (AI) systems to generate your personal information. The types of personal information the School collects includes sensitive information, which includes health information.
2. The primary purpose of collecting personal information is to enable the School to provide schooling to students enrolled at the school, exercise its duty of care, and perform necessary associated administrative activities, which will enable students to take part in all the activities of the School.
3. The School has legal obligations which require certain information to be collected and disclosed. These include relevant Education Acts, Public Health, and Child Protection laws, as well as the School's duty of care to students.
4. A student's enrolment may be delayed or prevented if the School cannot collect certain personal information. This is particularly so where the information is relevant to the health and safety of the student, other students and/or staff.
5. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why.

To Whom Does the School Disclose Information

6. The School may disclose your personal and sensitive information for educational, care and administrative purposes, and to seek support and advice. This may include to:
 - other schools and teachers at those schools, including a new School to which a student transfers to facilitate the transfer of the student, (see also para [12] below);
 - government departments (including for policy and funding purposes);
 - the School's Diocese
 - medical practitioners;
 - people providing educational, support and health services to the School, including specialist visiting teachers, specialist advisors, sports coaches, volunteers, and counsellors;
 - organisations that assist us with fundraising (see para [11] below);
 - providers of learning and assessment tools;
 - assessment and educational authorities, including the Australian Curriculum, Assessment and Reporting Authority (ACARA) and NAPLAN Test Administration Authorities (who will disclose it to the entity that manages the online platform for NAPLAN);
 - the third party providers of our information management and storage systems (for the purpose of the providers providing services to the School in connection with the systems);
 - people providing other information technology services to the School (see also para [9] below)
 - people providing administrative and financial services to the School;
 - anyone you authorise the School to disclose information to; and
 - anyone to whom the School is required or authorised to disclose the information to by law, including child protection laws.

7. Personal information collected from students is regularly disclosed to their parents or guardians.
8. School activities and news (including student achievements) are frequently published in the School's journals, newsletters and magazines, on our school HUB / app or otherwise shared with the School community (current, future and past students, parents and teachers). This may include personal information (including photographs and videos) of students and parents involved in School activities such as academic and sporting events and achievements, concerts and plays, school camps and school excursions. The School will obtain permissions annually if we would like to include photographs or videos or other identifying material of students (or parents) in our promotional material or otherwise make this material available to the public such as on the internet.
9. The School uses centralised information management and storage systems (Systems). These Systems are provided by the school and third party service providers. Personal information is stored with and accessible by the third party service providers for the purpose of providing services to the School in connection with the Systems for administering the education of students.

Overseas Storage and/or Disclosure

10. The School may use online or 'cloud' service providers to store personal information and to provide services to the School that involve the use of personal information, such as services relating to email, instant messaging and education and assessment applications. Some personal information may be provided to these service providers to enable them to authenticate users that access their services, and for technical support. This personal information may reside on a cloud service provider's servers which may be situated outside Australia. Further information about the School's use of online or 'cloud' service providers is contained in the School's Privacy Policy.

Fundraising

11. The School may engage in fundraising activities. Your personal information may be used to make an appeal to you. It may also be disclosed to organisations that assist in the School's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.

Enrolment Applications

12. If you make an enrolment application to another School, personal information provided during the application stage may be collected from, or shared with, the other School. This personal information may include sensitive information and is used for the purpose of considering and administering the enrolment of the student.

Your Rights and How to Complain

13. The School's Privacy Policy, accessible on the School's website, sets out how you can:
 - seek access to and correction of your personal information which the School holds; and
 - make a privacy complaint and how we will handle the complaint.



ENROLMENT – Terms & Conditions

1 Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both parent/guardian(s) where appropriate unless Calrossy Anglican School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$1,000 per child.
- 1.3 If the student does not commence the enrolment, the enrolment fee will not be refunded unless the school, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- 1.4 If parent/guardian(s) wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- 1.5 Enrolment is dependent on the School receiving the initial term's fees in full on the first day of the term. Alternatively, when a student does not commence on the first day of term, fees are due on the first day of attendance. If fees are not received by the due date, the enrolment will lapse.

2 Conditional Enrolment

- 2.1 All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School may require parent/guardian(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 Competence in English is a pre requisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached, the School may decide that the enrolment should be cancelled.
- 2.4 All enrolments are conditional upon the School being satisfied at its discretion that parent/guardian(s) have the ability to meet financial responsibilities in relation to payment of fees as issued by the School.
- 2.5 Enrolment in the eCalrossy program is conditional on all requirements for learning in a distance mode being kept, including attendance at residential weeks and appropriate internet provision, as signed separately in the 'Conditions for Enrolment in eCalrossy' agreement.

3 Progress of Student

If the School reasonably considers that the progress of a student is unsatisfactory and that it can no longer meet the Student's needs it may terminate the enrolment of the Student by giving not less than one term's notice.

4 Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable which are set out in a Schedule of Fees which is available on the School website www.calrossy.nsw.edu.au. The fees are revised regularly and may be amended each year.
- 4.2 Fees and Charges are also levied for boarding, co-curricular activities, elective subjects, technology, and sport.
- 4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/guardian(s) as it reasonably considers necessary, which may be added to the parent/guardian(s)'s school account.
- 4.4 All medical expenses including ambulance and allied health services reasonably incurred on behalf of a Student must be reimbursed by the parent/guardian(s).

- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.6 Any account with a debit balance at the end of week 4 of each term will incur a late fee of 4% (ie. 16% p.a. calculated and charged quarterly) added to the outstanding balance. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges, which may be incurred by the School as a result of the late payment and/or debt collection action. The charges payable from time to time can be obtained from the School office.
- 4.7 While an invoice for fees and charges remains outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as sport, excursions, camps and local, interstate or overseas trips).
- 4.8 If the outstanding fee account reaches an amount in excess of the value of one (1) term's invoice charges, the Student's enrolment may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.9 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension or an exchange program.
- 4.10 If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged unless the School in its reasonable discretion agrees to waive some or all of these fees.

5 Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/guardian(s) advise the School in writing of the name of the school the student will be attending and the grade the student will be entering at the new school.
- 5.2 Subject to 5.3, if parent/guardian(s) wish to withdraw a Student from the School, at least one (1) full term's notice of withdrawal must be provided in writing to the Principal. In default of such notice, a full term's fees will be charged.
- 5.3 If the School does not give at least one term's notice of an increase in the Fees payable by the Parent/Carer, the Parent/Carer may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the School within 14 days of the date on which the notice of the Fee increase was given.
- 5.4 If the required notice of withdrawal of a Student is not given and the School is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a School term's fees plus GST.
- 5.5 An enrolling party is unable to withdraw a student from the School, without written agreement from the other enrolling party(ies).

6 Obligations of Students

Students are required to have high standards of behaviour and:

- a) abide by the School Rules and Student Code of Conduct as they apply,
- b) behave courteously and considerately to each other and to staff at all times,
- c) not do anything in any activity which may bring the School into disrepute, including in print and electronic media,
- d) support the ethos, goals and values of the School,
- e) attend and, if required, participate in assemblies, sports programs, school events such as Presentation Day or other events determined by the Principal, including camps and excursions that are an integral part of the School curriculum. This includes attendance at Chapel and Christian Studies lessons for Day and Boarding students and Christian devotions for eCalrossy students,
- f) wear the School uniform as prescribed, including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community,
- g) attend the School during school hours (or join the eCalrossy lessons), except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7 Obligations of Parent/Guardian(s)

7.1 Parent/guardian(s):

- a) must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally, and not interfere in any way with conduct, management and administration of the School,
- b) are required to support the ethos, goals, values and activities of the School, and
- c) should view the School's parent portal on a regular basis and read the regular newsletters and communications.

7.2 The parent/guardian(s) must promptly advise the School:

- a) in writing of any change to home, mailing, email address, contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or correspondence (mail and/or email) is returned,
- b) if the Student is absent from the School due to ill health or other reason,
- c) in writing of any Orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any Orders to the School.
- d) in writing of any change of family situation that could impact the parent/guardian(s) ability to meet their financial obligations.

7.3 Parents also:

- a) must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as technology, textbooks and stationery,
- b) should communicate with students, parent/guardian(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School and observe the Parent Code of Conduct,
- c) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education,
- d) must not disseminate inaccurate, misleading or defamatory information on social media to denigrate the School, staff, students or other members of the School community.

8 Health and Safety

8.1 Parent/guardian(s) must advise the School as soon as reasonably practicable if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

8.2 Parent/guardian(s) must complete and return to the School health information to the School, prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.

8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (including but not limited to injections, blood transfusions, surgery) and where a parent/guardian(s) is not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/guardian(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.

8.4 Parent/guardian(s) must observe the School security procedures for the protection of students.

8.5 Students are responsible for their personal property and the School does not accept any responsibility for the loss, damage or theft to those belongings.

8.6 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9 Programs and Activities

9.1 The School determines the educational and other programs and activities conducted at the School from time to time in its reasonable discretion.

- 9.2 The School may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.
- 9.3 The Student will be required to participate in all compulsory activities including excursions, expeditions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason which makes it impossible for the Student to attend.

10 Reports and Notices

The School will generally send academic reports and notices to the address or addresses notified by the parent/guardian(s). Where parent/guardian(s) do not live together, reports and notices will be provided to both parent/guardian(s) at the address notified by them, unless:

- a) there is an Order of the Court or an agreement that the reports are only to be provided to one Parent,
- b) there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
- c) the School in its reasonable discretion considers that it is in the best interest of the Student that reports and notices should only be sent to one Parent.

11 Leave

If the parent/guardian(s) wish to seek leave for the Student not to attend any academic or co-curricular program or activity during a term, they must apply to the school in writing. Leave will usually only be granted in most extreme circumstances.

12 Suspension & Termination of Enrolment

- 12.1 The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
- a) a serious breach of the School's rules or Code of Conduct,
 - b) where a Parent has breached these Enrolment Conditions or the Parent Code of Conduct,
 - c) conduct prejudicial to the reputation of the School or the wellbeing of its students or staff, and;
 - d) where the Principal or School Board reasonably believes that a mutually beneficial relationship of cooperation and trust between the School and the parent/guardian(s) has broken down to the extent that it adversely impacts on that relationship
 - e) school fee account arrears or non-adherence to account terms as agreed in writing.
- 12.2 The School will only exercise its powers under this clause to terminate the enrolment if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to terminate the enrolment and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
- 12.3 When enrolment is terminated for financial reasons, the School will not disclose financial information to the Student.
- 12.4 The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading, and the failure to provide that information has had a material effect on the School or the student's welfare or both.

13 Court Orders

- 13.1 The Parent/guardian(s) must provide accurate information to the School about any arrangement between Parents or Court Orders in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
- 13.2 The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

14 Privacy

The parent/guardian(s) acknowledge that they have read the School's Privacy Policy. (Available on the Calrossy website www.calrossy.nsw.edu.au)

15 Amendment of Terms and Conditions

- 14.1 The School may alter the Enrolment Terms and Conditions at any time by giving not less than one term's notice to the parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.
- 14.2 Only the School Board and/or the Principal or their delegate has the right to waive any of the above terms and conditions. Any waiver must be confirmed in writing.

16 Definitions:

School means Calrossy Anglican School.

Parent(s) means the parent/guardian(s) who entered into the contract of enrolment with the School.

Student means the Student who is named in the contract of enrolment.

in writing includes email correspondence but not SMS/text messaging.