

ENROLMENT PROCESS

Parents'/Guardians' Action	The School's Action	Comments
STAGE 1 – Application to Enrol		
<ul style="list-style-type: none"> Parents request information regarding the School 	<ul style="list-style-type: none"> The School sends an Application to Enrol form with School Prospectus. 	<ul style="list-style-type: none"> Note: School Tours are conducted on a weekly basis for families wanting to visit the School.
<ul style="list-style-type: none"> Parents complete the Application to Enrol, and return it together with the Application Fee, and all required documents, to have their child placed on the Waiting List. 	<ul style="list-style-type: none"> The School receives and processes completed Application to Enrol forms. The School sends a letter confirming the receipt, and outlining the next stages of the Enrolment Process. 	<ul style="list-style-type: none"> As the School receives each Application to Enrol, the Applicant's name and contact details are added to the "Waiting List" for the relevant Year. The Application Fee is non-refundable and paying it does not guarantee an Offer of Enrolment.
STAGE 2 – Enrolment Interview		
<ul style="list-style-type: none"> For Year groups where a Wait List exists, Parents are sent a Confirmation of Interest to Enrol form, prior to the commencement of the Enrolment Interview process. Please note that it is critical that any contact detail changes (ie Address, Email or Mobile) are made known to the School as soon as possible. It is the responsibility of the Parents to inform the School of any change of contact details. The School will not be held responsible if important enrolment information is not received, due to the School not being made aware of changes to contact details. All requests for change must be made in writing (email: enrol@stlukes.nsw.edu.au; or by letter, addressed to the "Enrolments Office"). 	<ul style="list-style-type: none"> At the appropriate time (see "Comments relating to Stage 2), the School assesses each application in relation to the Enrolment Criteria. Subject to a place being available, the School contacts Parents to schedule an Enrolment Interview. In cases where demand for places exceeds the number of places available, not all Applicants will progress to the Enrolment Interview stage. Applicants will be sent communication outlining the next steps in the process. 	<ul style="list-style-type: none"> For Cottage entry, Enrolment Interviews are scheduled approximately 18 months prior to entry. For Kindergarten entry, Enrolment Interviews are scheduled approximately 24 months prior to entry. For Year 7 entry, Enrolment Interviews are scheduled approximately 24 months prior to entry. Note: Students enrolled into the St Luke's Junior School automatically proceed to Year 7, without having to participate in an additional Year 7 Enrolment Interview. For Years 1 – 11 (not including Year 7), Enrolment Interviews are scheduled approximately 6 months prior to entry. NOTE: The School endeavours to interview all Applicants within the above time frames. However, the scheduling of an Enrolment Interview may be delayed, subject to a place being available.
<ul style="list-style-type: none"> Attend the scheduled Enrolment Interview with student. 		<ul style="list-style-type: none"> Attending an Enrolment Interview does not constitute or guarantee an Offer of Enrolment.
STAGE 3 – Offer and Acceptance		
	<ul style="list-style-type: none"> Following the Enrolment Interview, the School notifies the Applicant of the outcome of the Enrolment Interview. Subject to the School's Enrolment Policy and subject to a place being available, successful Applicants are extended an Offer of Enrolment and are sent an Enrolment Contract for parents to sign. Date of Application: Please note that while 'Date of Application' is listed as one of the Enrolment Criteria, it is not considered to be more weighty than the other criteria. In practice though, the School does give consideration to 'Date of Application' when assessing most Application to Enrol forms. As such, the majority of Enrolment Interviews are scheduled with regard to 'Date of Application' and the majority of Offers of Enrolment are extended in 'Date of Application' order. However, in a small percentage of cases, and in an effort to balance the cohort, factors such as gender, academic ability, co-curricular accomplishments, community service orientation and church affiliation may be taken into account. 	<ul style="list-style-type: none"> The School usually extends an Offer of Enrolment within 2 – 3 weeks of the Enrolment Interview taking place. Depending on when a position becomes available, an Offer of Enrolment may be delayed up until or beyond the actual desired date of entry, or not at all. In cases where an Offer of Enrolment is not extended within the 2 – 3 week timeframe, Applicants are sent a letter outlining the status of their Application. In most cases, the School will retain the Applicant on the Wait List for the requested Year group and will monitor the Wait List and extend further Offers of Enrolment as places become available. If an Application to Enrol is not successful for a particular Year group, the Application will be cancelled at the end of the year initially applied for. It is the Parent's responsibility to inform the School if they would like the Application to Enrol to remain valid for the next year, or for a future Year group. Cancelled Application to Enrol forms can be re-instated at any time, if a request is made (in writing – email or letter).
<ul style="list-style-type: none"> Accept the Offer of Enrolment by signing the Enrolment Contract and paying the non-refundable Acceptance Fee 	<ul style="list-style-type: none"> Process the receipt of the Enrolment Contract and Acceptance Fee and send a letter of Confirmation of Enrolment 	<ul style="list-style-type: none"> The Acceptance Fee is non-refundable. The signing of the Enrolment Contract and payment of the Acceptance Fee secures the Applicant's place in the desired Year group. Orientation information is sent at the appropriate time.