

ENROLMENT POLICY

The Athena School educates students from Pre-Kindergarten (for Australian Residents) and Kindergarten through to Year 10 (for Australian Residents and Overseas students).

The school is non-denominational, and students of any faith are accepted at the school.

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at The Athena School.

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

- The student and family hold attitudes, values and priorities that are compatible with the School's ethos.
- The School's ability to meet the special needs or abilities of the student

The Athena 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.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

Pre-Enrolment

1. The enrolment application process is run by the Office Manager.
2. Information is provided to the prospective student and their family or agent for overseas students. (Overseas Students are provided with a Pre-Enrolment information pack and any questions are answered.)
3. The enrolment of a student follows the steps of the applicable Routing Form These are: the New Student Enrolment Routing Form for Australian Residents and Non- Residents and the New Overseas Student Enrolment Routing Form for Overseas Students.
4. If possible, have the student and their parents/nominated suitable relative attend the school for a tour.
5. Full documentation, as disclosed in the New Student/New OS Student Application Forms, must be provided and certified if they are a digital copy. Wherever possible, original documents must be obtained so they can be copied in the office. In such a case, the staff member doing the copying must sign on each of the copies that they have sighted the original.

Note that all copies of documents must be legible. Such documents include:

- Photo ID for each parent/suitable nominated relative
- Photo ID for the student
- Birth Certificate of the student
- Copy of current medicare card, or overseas student health care cover for overseas student

- Family law or other court orders where relevant
 - Immunisation history or a letter of objection
 - Passport and travel documents (including visa) for any non-resident student.
 - Students NAPLAN results (Australian citizens only)
 - Academic transcripts from previous schools
6. The student must have a fully filled out and signed application form.
For overseas students, they must also have signed their Letter of Offer.
7. For non-resident students: Ascertain that the student has the correct visa to be studying in Australia, or that they are making an application from offshore to have a student visa. **Note:** Most non-resident students are only permitted to study for a maximum of 3 months during their entire visa period.
8. For non-resident students: Ensure that the student will be staying in Australia with a parent or nominated suitable relative. Students staying with guardians, and who require the school to assume responsibility for their welfare will not be accepted.
- A student staying with a nominated suitable relative must have the OS student - Parent approval for student to stay with nominated suitable relative form fully filled out and signed by both parents where possible.

Enrolment

9. All applicants attend an interview process and their responses are considered regarding their willingness to support the school's ethos. (Overseas students applying from offshore are not able to be interviewed until they arrive as per routing form.)
10. All applicants attend an academic assessment so that the school can ensure that the student qualifies for a position. This includes such things as sufficient English language ability (for overseas students). The assessment will also assist Quality Assurance to make an individual program for them.
- Overseas Students are required to have sufficient English language ability for the course they are applying to enter.
 - Kindy to Year 4: No English language requirement.
 - Years 5-6: IELTS level 4 or equivalent.
 - Years 7-10: IELTS level 5 or equivalent.
11. Identify any strategies which need to be put into place either by the applicant or the school to accommodate the applicant before a decision regarding the enrolment is made.
12. Inform the applicant of the outcome - whether they have been accepted or not.
13. For overseas students: Final approval of enrolment is dependent on them paying the fees laid out in their Letter of Offer. These fees are:
- 1 term's fees
 - Application Fee
 - Enrolment Fee
 - Security Deposit
 - Note: The school does not accept payment of more than one term's fees at a time.

14. Once the overseas student has paid the invoice on the Letter of Offer, they or their agent are provided with a Confirmation of Enrolment (CoE) via the PRISMS website, allowing them to make an application to the Department of Home Affairs for an overseas student visa.

Orientation

15. Upon arrival at the school, and in accordance with the New Student Enrolment Routing Form/New OS Student Enrolment Routing Form, the student and their parents/nominated suitable relative should be shown around the school, if this has not already been done. Overseas Students newly arriving in Australia should be assisted with coordination to ensure they have no troubles departing the airport and arriving in Sydney.

16. Information is to be provided to the student on:

- Emergency procedure, evacuation and lockdown.
- Any health, safety and/or emergency issues.
- VISA requirements.
- Course progress and attendance requirements.
- Course timetables.

17. The student is to be sold a school uniform.

Non-Commencement, Deferral, Cancellation

18. Any non-commencing student should be contacted to verify why this is. If necessary, defer or cancel their enrolment, and liaise with the Bursar for any refund arrangements.

For Overseas Students:

- Report any student on PRISMS who has not canceled their enrolment and does not complete the orientation program within 14 days of their enrolment day.
- Facilitate a deferment in the case that a student can provide genuine reasons for non-attendance.

Enrolments will be accepted according to the outcome of the enrolment process and the availability of places. Continuing enrolment is subject to the willingness of the students and parents to participate in the application of the school rules and ethos (see enrolment contract, pastoral care policies and behaviour management policies) and payment of school fees.

Approved by the
Executive Council & Board of Directors
of The Athena School Limited

