



7.3 Enrolment Policy

7.3.1 Introduction

Pittwater House is a secular, non-selective, inclusive school with a family feel and ethos providing education from Pre-Kindy through to Year 12. Applications can be made at any time by parents/carers to enrol a student at any year level and at any time of the year. Cohorts for our major intake points can fill quickly, it is therefore recommended that applications for enrolment are submitted as early as possible.

Applications are viewed on an individual basis where positions are available for the year of application, taking into consideration any definite places offered for future years.

Applications are required to be submitted on the School's application form and are subject to an admissions process outlined in more detail below and on the School's website. Submission of an application is not a guarantee of attaining an interview or of ultimate enrolment. The Enrolment Contract containing the Terms and Conditions of Enrolment is also available on the School website. The School website will always have the latest information.

All information collected will be handled in accordance with our Privacy Policy and is held in a secure format for a minimum of seven years.

7.3.2 Major Intake Years

While enrolments can be put forward for any year, the major intake points are as follows:

- **Pre-Kindy** - The Pre-Kindy offers a program for children starting school the following year. The program is aimed at preparing children for an effective transition into the Pittwater House Junior School. Children must be turning four by the 30th April to be enrolled. Students will be able to be a part of a three, four or five day a week program. All children must be fully toilet trained and able to toilet independently before they can be enrolled.
- **Kindergarten** - Children must have turned five years old by the 30th of April in the year they start school to be eligible to enter Kindergarten at Pittwater House.
- **Year 5** - Pittwater House moves to a possible two classes of boys and two of girls in Year 5, expanding the number of places available.
- **Year 7** - Pittwater House increases the classes available for both boys and girls in Year 7. Year 7 is a scholarship year.
- **Years 9 and 11** - are both scholarship years and are minor intake years.

7.3.3 Continuity

The continuity of all enrolments is dependent on the Enrolment Contract being adhered to during the student's time at the School. Pittwater House may terminate an enrolment at any time if the Terms and Conditions within the Enrolment Contract are not adhered to, including but not limited to:

- Poor student or parent behaviour,
- Unsatisfactory academic progress,
- Provision of false, incomplete or misleading information during the application process,
- Incomplete payment of fees.

The Enrolment Contract is available for viewing on the School website.

A child enrolled in any year from Pre-Kindy onwards is considered to be enrolled through to the end of Year 12 unless expressly stated at the time of enrolment. While there will be times, during the course of schooling, that intentions to continue at Pittwater House will be sought, this does not remove the obligation of the parents/carers to give appropriate notice as listed in the Terms and Conditions of enrolment available on the website. The Terms and Conditions of Enrolment in the Enrolment Contract are subject to regular review and as a result are subject to change. Those published on the website are the most current binding terms and conditions.

Places in Pre-Kindy and Kindergarten are allocated based on the age of applying for a definite place and the readiness of the child to enter a school-based program as assessed by the Head of the Junior School or their delegate. The opinion of the Head of the Junior School or their delegate, of the readiness of the child to attend Pre-Kindy and Kindergarten is an absolute requirement for entry to the School.

7.3.4 Assessment of enrolment and priority status

Enrolment at Pittwater House is at the absolute discretion of the Principal or her delegate. When assessing an application the school may consider:

- If the child has siblings in the school.
- The number of children in one family for whom applications are being made.
- The date of the application.
- The date the definite place fee was made.
- If the parents are alumni of the school.
- If the child is a returning student.
- If the child has a parent working at the school.
- The attitudes, values and priorities of the family and the consistency of the attitudes, values and priorities with those of the school.
- The ability of the school to meet the special needs or abilities of the student.
- The ability and willingness of the student to participate in, and contribute positively to, the life of the school community.
- The willingness of the family to positively contribute to the life of the school community.
- Assessment of the student's personal characteristics and approach to academic work as shown in previous school reports.

The extent of consideration given to each of the attributes shown above is at the absolute discretion of the Principal or her delegate.

7.3.5 Interview requirements

Pittwater House requires all prospective students and their parents/carers to attend an interview with the appropriate Head of School or their delegate before an offer of enrolment can be made. Prior to the interview, recent school reports, new or updated court orders, NAPLAN results, applicable reports from health professionals, and other recent achievements will be requested as well as ensuring that existing information is up to date and correct.

7.3.6 Request for information

Applying families should understand that Pittwater House may require further information in order to assess the enrolment application or to ensure the needs of the student are able to be met by the school. This information may be sought from current or previous schools, from health care providers, or from other relevant sources. The School will also seek to ensure that all existing information is complete, factual and current. It is important that the School is able to assess what additional services or other requirements a student may require to be supported in their education. The School will then be able to properly assess if they can reasonably support the needs of the student.

7.3.7 Enrolment Process

Year 7 Admission

All applications for Year 7 are placed on a waitlist and processed together approximately two years prior to the year of commencement. Interviews will be conducted with the student and their parents and from there offers made. Places are held for the scholarship process conducted the year prior to commencement.

Kindergarten and Pre-Kindy

All new applications to enter Kindergarten or the school readiness program in our Pre-Kindy will be offered 12 months in advance.

Immediate Enrolment Procedures – All Years (within 2 years)

1. Complete and submit Enrolment Form from the website with supporting documentation and payment for the Application Fee.
2. Application is placed on waitlist.
3. Should a place become available, the School will contact the family and arrange an interview as well as request any further information that may be needed.

Future Enrolment Procedures – All Years (over 2 years)

1. Complete and submit Enrolment Form with all supporting documentation including payment of the Application Fee
2. Once processed, a letter will be sent to confirm a place on the Waiting List.

Once a waiting list position has been offered

Approximately 12 months prior to planned commencement of school for Kindergarten and Pre-Kindy and approximately 18-24 months prior to planned commencement of school for all other years, applicants will be contacted for interview and to update, where necessary, the details obtained at Application stage.

Additional information may need to be sought in order to properly assess the application as well as to confirm the identity of the parents/guardians making the application.

Students with English as a second language, or those who have spent a long period studying in another language than English, may be required to sit an English language test at their own expense. English language proficiency requirements are:

- Year 11 – Advanced (AEAS 80+)
- Year 9 and 10 - Pre-Advanced (AEAS 70-75)
- Year 7 and 8 – Upper Intermediate (AEAS 65-70)
- Year 6 – Intermediate (AEAS 50-60)
- Year 4 and 5 – Intermediate (AEAS 40-50)
- Years 2 and 3 – IDAT Stage 3 70-80%
- Pre-Kindy, Kindergarten and Year 1 - at the discretion of the School.

Following the interview the application, supporting documentation and interview notes will be forwarded to the School's Admissions Board for assessment after which the family will be notified if an Offer of Definite Place Enrolment is being made or if the enrolment is not being progressed. The Enrolment Contract will be included with the Offer. The Enrolment Contract, which contains the Terms and Conditions of Enrolment, is available also on our website. Other documentation, including the current Fee Schedule, will be included with the Offer.

Acceptance of a Definite Place offer is secured when the applicant has returned all properly processed subsequent documents, including the signed Enrolment Contract, and has paid the Definite Place Fee within 14 days of the letter

International Student Application

The enrolment policy and processes for International Students on visa subclass 500 are available on our website.

Continuing enrolment

There is no prerequisite for continuing enrolment. A student's enrolment may be withdrawn where a breach of School rules has occurred, or fees are not paid. The Enrolment Contract has further details of where a student's enrolment may be withdrawn by the School. All students enrolled, unless advised otherwise, are expected to remain until the conclusion of Year 12.

Leave of Absence

If a student takes an approved leave of absence for one term or longer, they may request to place their enrolment on hold, securing their spot for up to 12 months. A \$1575 holding fee will apply.

Version	Revision Details	Revised by:	Authorised by:	Date:
2	Updated details	LP	LP	25 June 2017
3	renumbered	JSW	JSW	16 Jan 2019
4	Change from ECC to Pre-Kindy	JSW	JSW	29 August 2023
5	Updates to Kindy	JSW	JSW	9 March 2024
6	Reviewed and updated	LP	JSW	16 Jan 2025