



## Pittwater House

### 7.3 Enrolment Policy

#### 7.3.1 Introduction

Pittwater House is a secular, non-selective, inclusive school with a family feel and ethos. Applications can be made at any time by the parents/carers of the student to enrol at any year level and at any time of the year.

Applications are viewed on an individual basis with regard to available positions for the year of application, including 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. The terms and conditions of enrolment are also available on the application form and on the School website. The School website will always have the latest information.

#### 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 31 March to be enrolled. Students will be able to be a part of a three day a week or a 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 30<sup>th</sup> 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 moves to a possible three classes of boys and three of 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 terms and conditions of enrolment being adhered to during the course of the enrolment. Pittwater House may terminate an enrolment at any time if the terms and conditions are not adhered to including but not limited to student or parent behavior, academic progress, or payment of fees.

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 enrolment form and on the website. The website details may be changed from time to time and are the most current and 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 Waiting Place fee has been paid
- 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.

#### **7.3.6 Enrolment Process**

##### **Year 7 Admission**

All applications for Year 7 are placed on a waitlist and processed together approximately 2 years prior to the year of commencement. Interviews will be conducted 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 (within 2 years)**

Complete and submit Enrolment Form with supporting documentation and payment for the Application Fee.

Application is placed on waitlist.

Should a place become available, the School will contact the family and arrange an interview.

### **Future Enrolment Procedures (over 2 years)**

Complete and submit Enrolment Form with all supporting documentation including payment of the Application Fee

Once processed a letter will be sent to confirm a place on the Waiting List

### **Once a waiting list position has been offered**

Approximately 18-24 months prior to planned commencement of school, applicants will be contacted for interview

Following the interview the application will be forwarded to the School's Admissions Board for assessment

Following the assessment the family will be notified if a 'Definite Place' offer is being made

Acceptance of Definite Place offer is secured when the applicant has returned all subsequent documents signed with the Fee within 14 days of the letter

### **International and Interstate Enrolments**

Each year Pittwater House welcomes students from all over the world.

Applications for enrolment should be organised before arrival in the country or move interstate. Full details for International students are available on the School's 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.

<b>Version</b>	<b>Revision Details</b>	<b>Revised by:</b>	<b>Authorised by:</b>	<b>Date:</b>
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