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Implementation support documents	<ul style="list-style-type: none"> <li>• <a href="#">PDF Template for Notification of Destination Unknown DoE...</a></li> <li>• <a href="#">PDF Enrolment Procedure.pdf</a></li> <li>• <a href="#">PDF Enrolment of OOHG Students (1).pdf</a></li> </ul>
Related Information	<ul style="list-style-type: none"> <li>• <a href="#">PDF Code of Behaviour - Students to sign.pdf</a></li> <li>• <a href="#">PDF Code of Conduct - Parent_Caregiver.pdf</a></li> <li>• <a href="#">PDF Scholarship and Bursary Policy and Procedure.pdf</a></li> <li>• International Students Policy - See CRICOS</li> <li>• <a href="#">PDF NEGS Education Online Enrolment Policy.pdf</a></li> <li>• <a href="#">PDF Students with Disability and Learning Needs Policy an...</a></li> </ul>
Authorised by	Principal, Chief Operating Officer (COO)



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## **INTRODUCTION**

NEGS Armidale is an independent, non-selective regional based school that actively seeks to enrol students whose attitudes, values and priorities are in line with the School. Parents and caregivers must, through the enrolment process and during enrolment, also demonstrate a commitment, attitude and priority to supporting the values of the School. The School promotes access to a quality education for boys and girls in Junior School, and a single gender female Senior School from years 7 -12, with students from a variety of backgrounds.

This policy should be read in conjunction with NEGS International Enrolment Policy and Enrolment Online Policy (Distance Education) if applicable.

## **CRITERIA FOR ENROLMENT**

Each application for enrolment which gives evidence of meeting the primary criteria will be considered by the Principal on its merits having regard to the priority order and factors detailed below. The final decision for enrolment rests with the Principal.

In determination of enrolments, preference will usually be given in the following priority order:

1. Students who are siblings of present students
2. Students who are descendants of past students
3. Students who, along with their family, have a demonstrated commitment to the values, attitude and priorities of the School
4. The School's ability to cater for the specific needs and talents of the student
5. The contribution the student may make to the school including co-curricular activities, those who have a demonstrated commitment to their schooling or prior to school services the NSW Government Transition to School Statement where available.

Preference will be given to students who have demonstrated a commitment to their schooling, and behaviour in line with the values of the School.

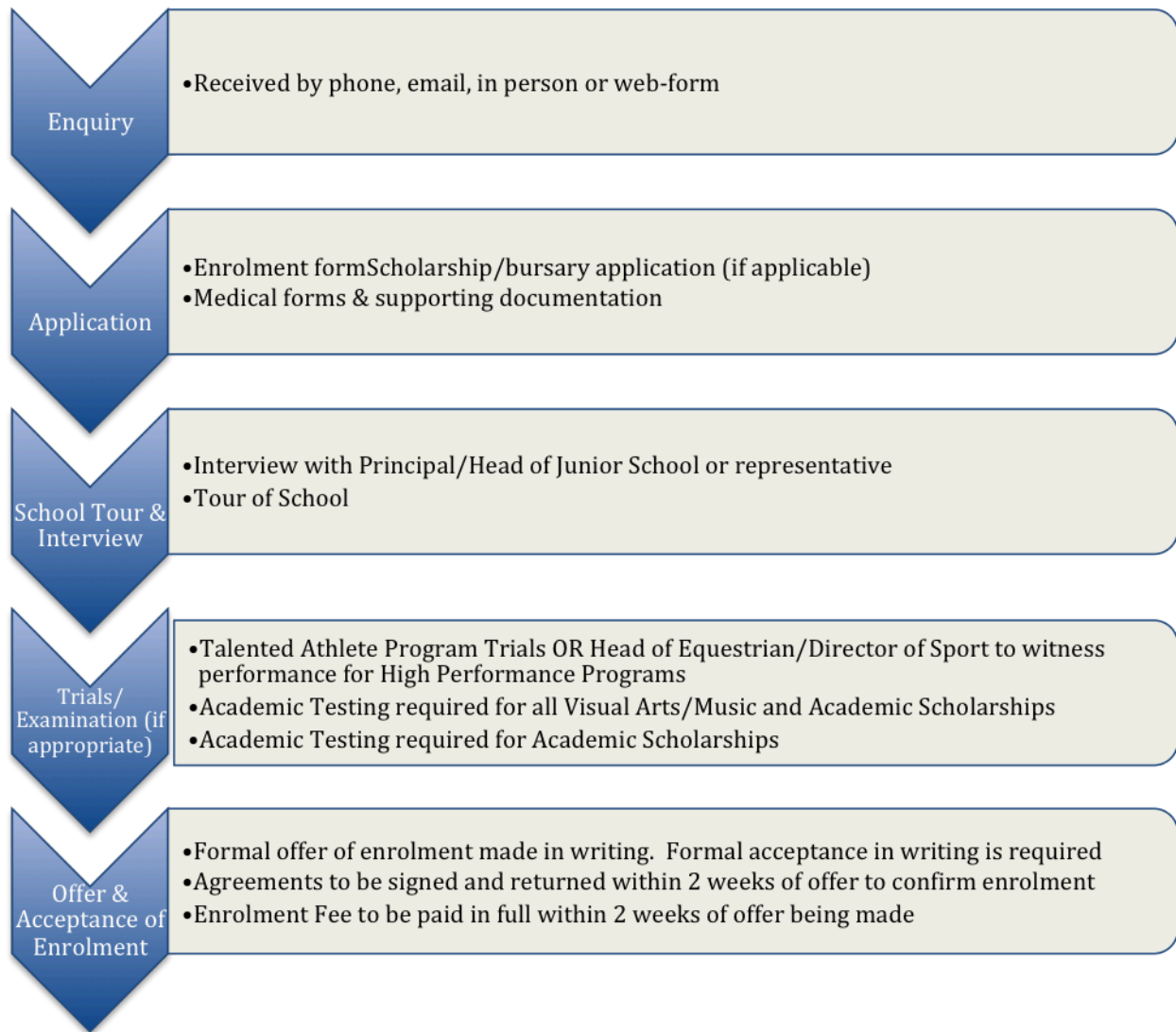
Non-disclosure of known special needs may have significant implications for the ongoing support of a student seeking enrolment and may result in the cancellation of the enrolment process and cancellation of any enrolment.

Students for whom English is an additional language dialogue will be required to demonstrate their proficiency in English and meet determined proficiency levels.

Ongoing enrolment following commencement at the School, is dependent on the continued demonstration of the students and parent/caregivers commitment to the values of the school, dedication to academic studies and adherence to the *Student Code of Conduct* and *Parent Code of Conduct*.

**ENROLMENT PROCESS**

The enrolment process usually occurs as follows (please note that the steps are not always sequential, depending on the individual circumstances for each enrolment).



**CONTINUED ENROLMENT**

Continued Enrolment at NEGS is dependent on and subject to the Student making satisfactory progress, attending consistently and the Student and the Parent/Guardian(s) observing all behavioural codes of conduct and other requirements of the School, which are applicable from time to time.

## **STUDENTS NO LONGER ENROLLED**

For Students being withdrawn from the School, not less than one School Terms notice must be given in writing, including the destination of the student if under 17 years of age. If the required notice is not given, one Terms Fees must be paid.

Where the destination school of a student below 17 years of age is unknown, Enrolments will advise the Deputy Principal, who must notify the Department of Education and provide information that may assist the Home School Liaison Officer to locate the student. A template for Notification of Destination Unknown is used for this purpose. The School records in the Enrolment Register that the DoE has been notified and the outcome.

## **BOARDING**

Full time boarding is available to Female students from Years 5 to 12. Boarders and Parent/Guardian(s) must observe all rules and codes of behaviour applicable to Boarders and all requirements relating to leave. Boarding status can only be changed with the approval of the Principal. The Principal has the absolute discretion to change the status of a Boarder to a Day Student or Day Student to Boarder.

For Students being withdrawn from the school or Boarders wishing to become Day Students, not less than one School Terms notice must be given. If the required notice is not given one Terms Boarding Fees must be paid.

## **INTERNATIONAL STUDENTS**

NEGS is registered to accept Students normally resident overseas (International Students) on subclass 500 Student Visas and will offer a limited number of places for such Students.

If an International Student is offered enrolment all government regulations relating to Visa conditions, guardianship, private health insurance and other welfare arrangements must be met.

The School must approve any proposed living arrangements prior to enrolment and these may only be changed with the approval of the School.

The School must be able to conduct home inspections to ensure that the Students living conditions meet any government guidelines.

The school is compliant with CRICOS regulations.

This policy is not intended to extend the responsibilities of the School beyond the Law.



The School reserves the right to change or modify this Policy at any time by notice on the School website.

### **MONITORING THE POLICY**

This policy is reviewed biennially by The Principal. Any edits or additions are approved by the NEGS Board.