Policy Statement

ENROLMENT

Date: September, 2014

Aim
In the event of there being more applications than there are positions in the College, to provide a means by which students can be fairly prioritised for positions at St Martins Lutheran College which does not compromise their learning or the learning of others.

Rationale
St Martins Lutheran College is owned and operated by St Martins Lutheran College Incorporated, members of whom are practicing members of St Martins Lutheran Congregation. St Martins Lutheran College therefore, as an integral part of the ministry of the St Martins Congregation, offers a program of learning, designed to achieve the aims and purposes of schools of the Lutheran Church of Australia which:

- serves students, parents, the church, the community, and the government, by providing a quality education for the whole person
- strives for excellence in the development and creative use by all students of their God-given gifts
- equips students for a life of service to God in the church and the community
- provides an alternative to a secular, humanistic philosophy and practice of education
- includes, as a core part of the program, a Christian Studies curriculum which has been developed deliberately and consciously from the perspective of what the Lutheran Church believes and teaches
- involves the school community in regular Christian worship.

St Martins Lutheran College therefore sees as its mission:
St Martins Lutheran College is a vibrant learning environment, challenging each student to strive for excellence in a caring Christian community.

Implementation
St Martins Lutheran College offers its program in Christian education to all applicants regardless of ethnic origin, gender, religion, ability or disability, provided that:

- parents or carers seeking enrolment for their child undertake to support, willingly and freely, the stated purposes of St Martins Lutheran College
- adequate space and resources are available.

Enrolment priorities will be determined from time to time by the College Council.
The current enrolment priorities are, in the case of more applicants than enrolment places, given in descending order to:

- children who are members of St Martins or another Lutheran congregation
- siblings of children already attending the college
- children of former students
- children transferring from other Lutheran schools
- Children who are members of Christian churches
- The order of receipt of enrolment form and receipt of administration fee

The enrolment priorities may be altered for students whose parents are St Martins church or college employees transferring into Mt Gambier, or students who apply to attend St Martins on compassionate grounds at the discretion of the Principal.

The enrolment priorities no longer apply after August 1st of the year preceding entry.

Procedure

Because class sizes generally are limited to a maximum of 25 unless special circumstances apply, pre-enrolment is necessary well before the date of admission. Application for enrolment of students with special needs must be received in time for those needs to be adequately assessed and addressed by staff members.

Applications for enrolment are received at any time.

Enrolments are accepted throughout the year providing a class placement is available.

Applications for enrolment are registered upon receipt of a $25 enrolment application fee. This fee will be waived for students returning to the College.

Payment of this fee does not guarantee enrolment or the opportunity for an interview.

Accepted enrolments are processed in the year prior to the commencement date.

Parents are advised of this acceptance through a letter of offer and asked to attend an interview with the principal or head of school, prior to the admission of a student.

Upon acceptance of the enrolment, a non-refundable $200 deposit will be required, of which the full amount will be redeemable against the students first terms fees to confirm the enrolment.

As from 2014 all Foundation students will have the same starting date, being the first day of Term ONE. The minimum age for starting school will be four years and eight months. If a child turns five before May the 1st, they will start school on the first day of Term One in that year. If a child turns five on or after May the 1st, they will start school on the first day of Term One of the following year.
Additional Information

If the student has any special learning needs indicated at the enrolment interview or on the Application for Enrolment form:

- The Principal or nominee may collect information from professionals such as medical practitioners, psychologists, speech pathologists and the child’s current setting to determine his/her educational needs.

- The Principal will meet with the family to indicate the program that the school can offer.

- The enrolment of each student with special needs will be reviewed regularly to ensure the school continues to meet his/her need.

Definitions

References

Review Date and Specifications
To be reviewed January 2016