
Enrolment Policy



This policy is to be read in conjunction with the Conditions of Enrolment. The College regularly reviews these documents and may change them from time to time.

OVERVIEW

Roseville College is an independent Anglican Preparatory - Year 12 school for girls, providing an education based on Christian faith, and operating with the policies of the NSW Educational Standards Authority (NESA). The College is owned and operated by The Anglican Schools Corporation (TASC). The Conditions of Enrolment are published on the College website and parents must agree to these at the time of completing an enrolment application and again when accepting a place. The College is also a registered CRICOS provider and offers a limited number of places to overseas students on a 500 Visa.

ENROLMENT CRITERIA

Roseville College is non-selective, and open to all students regardless of ethnic background or faith.

The College has five intake years – Preparatory, Kindergarten, Year 3, Year 5 and Year 7. Entry into other years will be considered if space allows. For students entering Kindergarten, the student must be five (5) years of age on or before 30 April in the year they commence.

Applications for enrolment may be submitted at any time from birth, and applications are typically prioritised by date of application received. Should a place in the requested year not be available, applicants will be placed on a waitlist that is ranked firstly by date of application, but then secondly the College reserves the right to prioritise applications of:

- Daughters of Alumni
- Siblings of current or future enrolled students
- Daughters of Anglican clergy
- Daughters of staff
- Relatives of Alumni
- Returning students.

For an application to be considered, the application must include the following:

- Copy of student's birth certificate
- Proof of Australian citizenship or residency (or relevant temporary visa)
- Copy of latest school report and NAPLAN (as applicable)
- Two written references in support of the application
- Payment of the non-refundable Application Fee.
- Name of current school (as applicable)

Once an application has been received and reviewed, an offer of a place may be made subject to a place being available within the year group requested. If an offer is made, parents typically have four weeks to accept the place and pay the non-refundable Acceptance Fee.

If a place is not immediately available in the year group requested, the College will place the student on the waitlist for that year. Equally, the College may also contact the parent to offer a later entry point if it is available.

Two years before commencement, a non-refundable Finalisation Fee is payable to finalise the place.

For students seeking enrolment for Years 8-11, an interview with the Principal will be required as part of the enrolment process. Interviews for all other students are conducted in the year before they commence as part of an Orientation program.

The College has absolute discretion in relation to the offer of a place to any student.

OVERSEAS STUDENTS

It is the preference of the College that overseas students reside with a parent, but in certain circumstances, students applying for enrolment in the Senior School (Years 7-12) may be able to live with a registered Homestay family (as approved by the College).

Overseas students (where English is not their first language) will be required to submit documentary evidence of their English proficiency. The College only accepts results from testing completed through Australian Educational Assessment Services (AEAS). An intensive English course may be required to be undertaken if the required level of proficiency is not met.

The student must, at all times, hold an eligible and valid visa to live in Australia for the duration of the student's intended study period at the College.

PREREQUISITES FOR CONTINUING ENROLMENT

Continued enrolment is dependent on the Conditions of Enrolment, as stated in the Acceptance of a Place (and advertised on the College's website), being met and include (but is not limited to):

- Student satisfactory academic progress
- Student adherence to school rules and code of conduct
- Parents disclosing all relevant information regarding student needs, or changes in needs (including medical, physical, learning or psychological needs) at the time of enrolment, and ongoing for any changes to such needs
- Payment of school fees and charges
- In the event of withdrawal of a student from the College prior to completion of Year 12, provision of the name of the school to which the student is transferring.

ENROLMENT OF STUDENTS WITH A DISABILITY

Roseville College is committed to providing a safe and educationally supportive environment that values and encourages participation by all students, including those with disabilities. The College is committed to fulfilling its obligations under the Disability Discrimination Act 1992 (Cth), and the Disability Standards for Education 2005 (Cth), whereby no student shall be discriminated against on the grounds of their disability.

To ensure that the College is able to make any reasonable adjustments to allow a student with a disability to participate and learn on the same basis as a student without a disability, it is a requirement that parents disclose all known learning needs, or disability, at the time of enrolment, or at any time thereafter should a learning need or disability become known, or change. The College will then consult with the parents, and any other agreed specialists or current school, as part of the collaborative planning process.