

Admission and Enrolment Policy

Purpose

This Policy sets out the German International School Sydney's (GISS) admissions and enrolment policy and processes to ensure fair, transparent and consistent decision-making and compliance with applicable NSW and Commonwealth legislative and regulatory requirements, including NESA registration requirements and, where applicable, the ESOS framework for overseas students.

Scope

This Policy applies to all prospective students and their parents/carers, including domestic students and overseas students (primary student visa holders) applying to study at GISS.

Definitions

For the purpose of this Policy:

- **Parent/carer** includes a guardian or other person having the custody or care of a child.
- **Overseas student** refers for purpose of this policy and CRICOS to a student who enters Australia as the primary holder of a 500 sub-class student visa, with the primary purpose of that student undertaking a course of study.
- **Prospective student** includes a person who approaches GISS to seek admission or apply for enrolment.
- **Inclusive** needs includes disability, health, learning and support needs requiring adjustments or educational support.

Roles and Responsibilities

- **Principal:** overall responsibility for admissions decisions (or delegated decision-maker), ensuring compliance and record-keeping.
- **Registrar:** administration of the application process, communications, and maintenance of admissions records.
- **Inclusion Team:** assessment and advice on reasonable adjustments and support planning (where applicable).

Records and retention

GISS will maintain a record of admissions and enrolment records in accordance with legal requirements and the School's Records Management processes.

1. Before applying for enrolment parent/carer(s) should read related documents including:

- a. this Admission and Enrolment Policy
- b. the current Fee Schedule, and
- c. the Terms and Conditions of Enrolment
- d. Overseas Student's should also read our Overseas Student Handbook including other relevant Overseas Student Policies
- e. GISS Privacy Policy
- f. Attendance Policy and Procedure
- g. Language Proficiency Requirements within the Language Policy

Enrolment information and access to the enrolment portal are available on GISS's website.

2. In order to submit an application, the parent/carer(s) must

- a. complete the school's official application form;
- b. pay the non-refundable application fee;
- c. applicants are expected to provide complete and accurate information relevant to the application, including information needed to support student safety, wellbeing and learning (inclusive needs). Where material information is not disclosed or is misleading, GISS may reassess the application or enrolment and will follow procedural fairness, including providing the parent/carer an opportunity to respond and considering reasonable adjustments and supports, before making a final decision (subject to urgent safety requirements) including declining, delaying or terminating a student's enrolment.

An application is considered 'received' by the school on the date all required documents have been submitted to GISS. Applications will only be processed once all required information has been received by GISS.

GISS collects personal information (and, where necessary, sensitive information such as health/disability information) to assess applications, support student wellbeing and learning, administer enrolments, and meet legal obligations.

At or before collection, GISS will provide a Privacy Collection Notice that explains:

- a. what information is collected and why;
- b. whether collection is required or authorised by law;
- c. consequences if information is not collected;
- d. usual disclosures (including to relevant government agencies and service providers where permitted/required);
- e. how to access GISS Privacy Policy; and
- f. whether information is likely to be disclosed overseas (and, if practicable, the countries).

Information will be handled in accordance with GISS's Privacy Policy and applicable privacy law.

3. When the completed Application is received, GISS will consider it based on the GISS enrolment policy criteria and:

- a. advise that it declines to make an offer of enrolment and/or
- b. advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- c. GISS will conduct an interview with the student and the parent/carer(s), at which the parent/carer(s)' expectations and the student's needs will be discussed before GISS will decide whether to make an offer of enrolment and/or
- d. GISS will conduct an Admission Test which can be arranged as an online test for students who are not in Australia at the time of application.
- e. request that the student provide further evidence of German/ English language proficiency and/or
- f. advise whether it wishes to make an offer of enrolment.

If GISS makes an Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer and pay the non-refundable enrolment fee.

- a. If an offer of enrolment is made and accepted, one full term's notice must be given if the Parent/Carer(s) decide not to proceed with the enrolment to give GISS time to fill that position. If the required notice is not given, 25% of the annual School Fee, plus GST, must be paid by the Parents in lieu of notice. The Board may at its discretion in cases of extreme hardship waive or reduce the notice period.

- b. Offers of enrolment made and accepted less than four months from the enrolment date must be accepted by the set deadline within the email of offer.
- c. Overseas Students enrolments require a signed additional Overseas Student Acceptance Agreement, sent by the Registrar after the official offer of enrolment.
- d. GISS must be informed of any change of address or contact details after an offer of enrolment has been made as GISS requires contact details to be current at all times. Overseas students must maintain current Australian contact details and emergency contact information while at GISS.
- e. Any questions concerning enrolment should be referred to GISS's Registrar.

4. Enrolment Information

- a. Applicants must submit an application for enrolment using the forms designated by GISS. Access to the online application form and enrolment portal with a checklists of all required documents are available on the school's website.
- b. GISS uses a rolling application calendar and applications may be submitted at any time by the parent/carer.
- c. The following age limits apply for enrolments:
 - Kindergarten students must be at least 5 years old on 30 January of the year Kindergarten commences; students who turn 5 years before 30 June of the year Kindergarten commences, may be accepted (parents can apply for early enrolment and the student is assessed by GISS).
- d. GISS will base its decision about offering a place, taking into account the following factors:
 - GISS Preschool children continuing to Kindergarten;
 - sibling of a current or former student;
 - either parent is a GISS alumni;
 - they hold attitudes, values and priorities that are compatible with GISS's values;
 - the contribution that the student may make to the school community;
 - the student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement;
 - the student's English and/or German language acquisition skills;
 - GISS's ability to meet the inclusive needs of the student;
 - whether a family has been seconded to Australia by a German company, organisation or Government body;
 - order of receipt- when the application to enrol is received by the school;
 - other criteria determined by GISS from time to time.

GISS will apply enrolment criteria consistently. Where a student has disability or inclusive needs, GISS will consider the application on the basis that reasonable adjustments will be provided, consistent with applicable law.
- e. GISS reserves the right to exclude students from consideration for enrolment:
 - if they have been refused enrolment at another school, or have been withdrawn from another school pending exclusion, or have been asked to leave that school;

- if any parents/guardians are unable to complete, and sign all components of any application forms;
- if the Principal, or delegate determines that GISS does not have the foreseeable ability to provide a successful academic program for that student;
- if the Principal, or delegate, assesses that there has been lack of disclosure by the family;
- in order to make a determination, with due process, as to whether GISS has the necessary resources to cater for specific needs;
- without specific explanation.

If a parent/carer or student wishes to raise a concern about the admissions process or an enrolment decision, they may do so under GISS's *Complaints Handling Policy and Procedures*. For overseas students, complaints processes are available through the *Overseas Student Complaint and Appeals Policy and Procedure*.

- f. GISS holds absolute discretion in determining the weight of each of the factors it takes into account in determining whether to extend an offer of enrolment to the student.
- g. On enrolment, all parents and carers are required to:
- Accept GISS's Terms and Conditions;
 - Complete and sign the Enrolment Form
 - Abide by GISS's Code of Conduct;
 - Be supportive of GISS's policies, procedures and rules.
 - For Overseas Students only: sign the additional Overseas Student Acceptance Agreement
- h. Continued enrolment at GISS is dependent upon the student making satisfactory academic progress, attending consistently, and observing all behavioural codes.
- i. The School's Board of Directors, through the Principal, may at any time require the removal from the School, permanently or temporarily, of any student, if in their absolute discretion, the School Board of Directors and the Principal deem such action advisable either in the interests of the student, the wellbeing of other students & staff or if the Parent/Carer(S) are not supportive of and complying with GISS's policies.

Annex #1

Additional entry requirements for the IB Program

General requirements

GISS may contact previous schools, education agents and other stakeholder to confirm applicant details and to assist in determining the applicant's suitability for the IB Programme.

All applicants must provide evidence of English language proficiency at IELTS level 5 or equivalent. All applicants must disclose inclusive needs as per GISS Admission & Enrolment Policy.

1. GISS German stream & German overseas students are required to have completed Year 10 Gymnasium or Realschule with a minimum grade average of 2.5 and no worse grade than 3 in English, German, Maths and Science subjects.
2. GISS English stream:

Self-designed (pre-IB) Exam at the end of year 10 for Maths, English, Science and German (to provide the English stream with a clear focus and closure)

Students will receive guidance as their progress through Junior Secondary School and whether GISS believes that they will be suitable for the IB program. GISS will provide guidance about alternative school pathways if required.
3. Incoming students from other Australian or international Schools will need to meet equivalent requirements as English stream students.

Online courses:

Students who want to take one of their courses as an online course through Pamoja education need to demonstrate the ability to study independently. To this end, the "Klassenkonferenz" will evaluate the student's self-motivation and ability to work without teacher guidance. A ranking from A-E will be agreed upon by all subject teachers and the class teacher. Students who attain an A or B will be eligible for online courses.

For external students, we will ask the school to provide an evaluation of their study habits to determine whether the student may be permitted to take an online course.

Prospective IB students with inclusive needs

If the student has been identified as an inclusion student, GISS will

- examine the student's needs and request further testing if required as per GISS's Admission Process for Student's with inclusive needs;
- engage in a dialogue with the student and parent(s) to determine if the IB diploma provides the right path and/or if GISS is able to provide the support required;
- Make a final determination if a student may proceed with the IB program.

GISS may grant conditional IB Enrolment for the first term and set up IEPs. GISS will re-assess the Student's suitability to continue the program at the end of term 1 or as determined by the IB coordinator.

In case a student decides to leave the program or is not permitted to continue, GISS will support them in their transition to another school or program.

Annex #2

Considerations for prospective Students with Inclusive Needs

GISS will offer enrolment to a student if it considers that its resources and facilities will be able to meet their needs, with reasonable adjustments where necessary.

GISS will make an additional assessment for students with inclusive needs or when the need for additional educational support is identified during the enrolment process. This is a collaborative process, and it is vitally important that parent/carer(s) disclose all diagnosed or undiagnosed conditions that may impact the student's ability to participate in GISS's program.

- The Registrar will request that the family provide information about identified social and emotional conditions and/or physical and sensory learning differences.
- GISS may request additional documents to be submitted. This can include medical, psychological and other reports, such as learning support plans from previous schools.
- GISS may offer or request for the prospective student to attend a "Schnuppertag" (trial day) upon recommendation by the inclusion team.
- GISS may require an independent assessment to assist in identifying the exact nature of the students' needs and the strategies required to address them.
- GISS will consider the views of the student and their parent/carer(s) about the need for certain adjustments and/or if the student may be able to use GISS's facilities on the same basis as a students without the disability
- The Registrar will review the documentation with the respective Head of School section and a member of the Inclusion Team. They will determine the specific needs for the student and make a recommendation for support GISS may be able provide.
- The Principal or delegate will make a final determination if and what reasonable adjustments the student would require and whether a particular measure or action for a student is reasonable.
- GISS will consider the effect of a particular adjustment on other members of the School community
- GISS may need to assess the costs and benefits associated with a particular adjustment and determine whether this would impose an unjustifiable hardship on GISS.

Document Management

Policy name	Admission and Enrolment Policy
Version	5.0
School responsible	Principal
Board portfolio	Governance and Strategy
Related documents	Inclusion Policy Language Policy Recognition of Prior Learning Policy and Procedure Complaints Handling Policy and Procedures Overseas Student Complaint and Appeals Policy and Procedure Privacy Policy
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Approved by	Michael Cordes (Principal) and Tammie Christie (Board of Directors)

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