



School Registration

Student Enrolment Policy and Procedures

Introduction

The governing body of a registered individual school must demonstrate that the school has enrolment and attendance procedures that comply with all relevant laws and are detailed in written documents in a clear and concise manner.

Purpose and Objectives

This Policy and its Procedures outline how the [Missing value for context key school] meets the requirements regarding Enrolment Policies.

Scope

This Policy and its Procedures apply to all students at the school.

Responsibilities

The Headmaster and his delegate hold responsibility for the implementation of this policy.

Policy

Student Enrolments

Mosman Preparatory School keeps a register of enrolments of all children at the School in electronic form.

Procedures

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, date of birth and address
- name and contact phone number for parent(s)/carer(s)
- enrolment date
- leaving date and destination
- for students older than six (6) years, pre-enrolment situation or previous school (where relevant)
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last attendance date
 - the student's possible destination
 - parents'/carers' full names and contact information
 - any known work health and safety risks associated with contacting the parents/carers or student
 - any information that may help locate the student.

Records of the Register of Enrolments

The register is retained for a period of five years after the last entry is made.

Implementation

The Headmaster and appointed delegates are responsible for the effective implementation of this Policy.

Breaches

Insert content

Definitions

Insert Definitions

Source of Obligation

The NSW Registration Manual (B7.1) requires the School to have and implement policies and procedures to enrol students, including all prerequisites for continuing enrolment. The enrolment policy must be publicly available.

The Headmaster of the School must also keep a register, in a form approved by the Minister, of the enrolments of all children at the School for at least five years.

Related Policies and Procedures

Student Attendance Policy and Procedures

Related Forms and Documents

Insert Related Documents/ Forms

References

NSW Registration Manual

Policy History and Schedule

2025; February 2026.