



**SCOTS
COLLEGE**
Learning. For Life

Policy Statement on Enrolment at Scots College

Rationale:

The College has seen an increase in enquiries and enrolments in recent years. This policy outlines a clear enrolment process for Years 0-13.

Objectives:

1. To ensure a transparent and fair enrolment process for all families wanting a Scots College education.
2. To ensure that class limits can be adhered to.
3. To ensure a 'waitpool' can be established where appropriate and managed effectively.

Background Information:

Any students attending the College automatically receive entrance to the subsequent year group in the following academic year. There is no need for students moving from the Junior to Middle or Middle to Senior Schools to re-enrol.

Class size limits are in place in the Junior and Middle Schools, which enable us to continue to deliver a holistic education that maintains a sense of whanaungatanga, where every student is known, cared for, and provided with a personalised education that best develops their strengths and supports in areas that require it.

Enrolment Process Years 0-13:

1. Application for Enrolment

Any applications for enrolment will follow the process outlined below. Completing an Application for Enrolment is a simple online process and the College welcomes all applications.

Year 0

- Applications for Year 0 are open throughout the year, with interviews held closer to the student turning five years old.

Years 1-13

- First intake applications for enrolment in Years 1-13 in any given year are due on or before the end of Term 1 of the year before.
- Families will be contacted regarding the subsequent process early in the following term.
- Completing an Application for Enrolment form does not constitute acceptance as all students must first be interviewed by the Principal of the relevant School.

Scholarships are an important part of our role as a special character school and limited enrolment places will be kept open at Years 7 and 9 as part of our annual Scholarship process. Scholarship applications are open to both internal and external applicants, and students may apply no matter where they are in the

enquiry or application process.

Please note: The exact enrolment dates for any given year level are outlined on the College website and are updated annually. There is a non-refundable payment for administration services at the time of application.

2. Interview

After completing the Application for Enrolment in the appropriate timeframe, the relevant School will make contact to provide information on the interview process. In some cases, interviews may not be offered depending on numbers of applicants and places available in a particular year group.

3. Offers of Place

Once an interview has taken place, an Offer of Place may be made. When making offers of a place, Scots College may take into consideration the following:

- All Round Character aspects – Faith, Service, Diversity, Internationalism
- General excellence in all areas of the curriculum including Academic, Arts and Sporting Involvement
- Siblings of current or past students
- Students who have a family connection with the College
- Children of a current staff member
- Boarding students
- International students
- Embassy and Government postings
- Re-enrolling students
- A previous association with the school
- Length of time the applicant has been pre-enrolled at Scots College

4. Acceptance

Once you have completed the Confirmation of Acceptance agreement and made payment of the relevant fees, your child's place at the College will be deemed confirmed.

Admission decisions will fully support the values of Scots College and are made at the discretion of the Principal and/or the Headmaster.

Review Date:

Policy updated three yearly, website dates updated annually in July.

Reporting Requirements:

Headmaster will report to the Board as appropriate.

Advisory Group: School Principals and PAs.

Prepared by: Junior School Principal