

*The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the Education Act and of the Board of Studies, Teaching and Educational Standards for registration of the school.*

## **The Enrolment Process and the Enrolment contract**

## The Enrolment Process

It is important that parents wishing to enrol their child at a school are aware of the culture of the school, its education offerings, the terms on which a child is enrolled as a student and the responsibilities of parents of children enrolled before the parent makes a commitment. This should help avoid subsequent disputes and help in eliciting from the parents queries and concerns which may be relevant to the child's future schooling.

The procedure for enrolment of students will include the following elements:

- The prospectus/handbook or other background documents providing an outline of the school's programs including academic courses and other activities and the school's philosophy. It should be made clear the programs do vary from time to time.
- An application form and a document outlining the conditions of entry of the school.
- An interview with the parents and child to assist in establishing that the expectations of the parents can be met.
- A letter of offer which again contains the conditions of entry to the school.

The parents accept the offer, agreeing to the terms by signing the contract.

## HOW TO ENROL

### **MATERNELLE** (*petite section, moyenne section and grande section*):

We enrol children in their 3rd year. We have a waiting list in the "petite" (3 to 4 year old) and "moyenne" (4 to 5 year old) classes. It is therefore essential to place your child's name down on this list before going ahead with the enrolment. The year the children turn 3, families are contacted in February asking them to confirm their interest for a place in the Preparatory School. The offers are then sent between April and May for the school year starting mid August. If places become available during the school year, offers will be sent to parents of children of eligible age who are still on the waiting list.

You can obtain the waiting list application form either by downloading it from our website (in the Forms section) or you can contact us. An administrative fee of \$150 must be paid when submitting the application. A copy of your child's identity (birth certificate or passport) is also required.

### **PRIMARY (Year 1 to Year 5) & SECONDARY (Year 6 to Year 12 & IB)**

We have no waiting list for these classes.

You can either download the enrolment form from our website or contact us. The entry fee is payable when the application is lodged. The following documents are also required:

- Photocopy of child's identity (passport, birth certificate or identity card)
- For primary classes: current school report which also states the child's admission in the appropriate class
- For secondary classes: latest 3 school reports
- "Exeat" (leaving certificate from previous school) to be handed in on the first day of school at the latest
- Copy of visa of entry in Australia when applicable

**Important:** *Only students accompanied by their parents/carers can be enrolled in our school. The school is only able to accept students with student visas in a very limited number of cases: the students must be in either their 11th or 12th year of secondary school, are not accompanied by their parents and stay with a host family. All other students must have an adequate visa from the Australian authorities. However, please note that the Australian authorities do not allow us to enrol more than 3 months students arriving on a tourist visa.*

## INFORMATION FOR SECONDARY CLASSES

Sections opened from Year 11 to Year 12: S and ES.

First language: English

Second language (from Year 8): Spanish or German

Latin: optional from Year 6

Mandarin: optional from Year 6

Sport options: surf, badminton, tennis, swimming

Music club

## TERMS AND CONDITIONS OF ENROLMENT

### 1. Definitions

In these Terms and Conditions of Enrolment, "Parents" includes guardians/carers.

### 2. Fees

2.1 Parents must pay:

- a) all fees for tuition as determined by the Board from time to time and published in the School Fees Policy & Fees Schedule ("Fees");
- b) such other fees and charges for exams, excursions, co-curricular activities, the canteen, book deposits and other items which are levied from time to time;
- c) Entry Fees and Administrative Fees; and
- d) Census Day Fee, if applicable.

2.2 A Census Day Fee will be charged in respect of any student from Kindergarten to year 10 (both years inclusive), except those on a student or tourist visa (Rate 3), who is not present on the day that the Commonwealth Government conducts a census of the number of students attending the school ("Census Day"), generally in late June. However this Fee will not be charged when the Parents of the absent student are able to provide sufficient evidence that the student was unable to attend due to illness or other special circumstances. The amount of this Fee will be the amount that the School forgoes in government grants due to the absence of the student on Census Day and will be added to the next account set followed by the Census Day.

2.3 The Census Day will be advised to Parents at the commencement of each school year.

2.4 All Fees and charges are due in full within 14 calendar days of the invoice date ("Due Date"). Accounts for tuition Fees are generally sent before the beginning of each semester in July and December each year.

2.5 The Census Day Fee will be applied from 1st January 2013. In the case of non-payment of the Census Day Fee, the School reserves the right to retain the school records ("Exeat") of the student.

2.6 If Fees and/or charges are not paid by the Due Date, an overdue charge ("Overdue Charge") of \$250 will be charged. The Overdue Charge represents the administrative cost to recover the outstanding amount.

2.7 If an account for Fees and/or charges is not paid in full within 30 days from its Due Date, the student's enrolment may be suspended unless formal arrangements for payment have been approved by the School. The School may subsequently without further notice, refuse entry to the student or terminate their enrolment.

2.8 No remission of Fees, either in whole or in part, will be made if the student is absent due to illness, leave, suspension or leaves before the end of the semester.

2.9 Entry Fees and Waiting List Fees are non-refundable whether or not a student takes up a position at the School.

### 3. Expectations and Behaviour

All communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner.

### 4. Students' Obligations

Students are required to have high standards of behaviour and:

- a) abide by the School rules as they apply from time to time;
- b) behave courteously and considerately to each other and to staff at all time;
- c) support the goals and values of the School;
- d) attend and, if required, participate in:
  - i) assemblies;
  - ii) the School sports program;
  - iii) important School events determined by the Principal;
  - iv) camps and excursions that are an integral part of the School curriculum;
  - v) wear the sports uniform as prescribed during sports lessons and excursions and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
  - vi) attend the School during school hours, except in the case of sickness or where leave not to attend has been given.

## 5. Parents' Obligations

The Parents:

- a) must accept and abide by the requirements and directions of the School Board and the Principal relating to students and not interfere in any way with the conduct, management and administration of the School;
- b) must support the goals, values and activities of the School;
- c) must respect the decisions taken by the representative committees established by the School;
- d) both parents must keep themselves informed of School activities and requirements by regularly going to the School's online parents page.
- e) must advise the School in writing of any change of home, mailing, email address or contact details or other information on the Application for Enrolment, within one (1) month of such change. Applications and Reserved or Confirmed places may be cancelled if the School loses contact with the Parent or has mail returned to it;
- f) must ensure the Student has each item of the sports uniform, clean and in good condition, and all other requirements such as textbooks and stationery;
- g) communicate with students, parents, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and
- h) use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the student's education.

## 6. Content of Courses

The School determines which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory. These may be changed without notice.

## 7. Leave

Leave from School activities, including academic and co-curricular programmes, and for early departure at the end of term and/or late return from breaks, is only granted in the most extreme cases and must be applied for in writing to the Principal with not less than 4 weeks' notice.

## 8. Exclusion of Students

8.1 The Principal may in his or her absolute discretion, but subject to affording the student procedural fairness, suspend or dismiss the student for:

- a) breaches of rules or discipline;
- b) behaviour prejudicial to the welfare of the School, its staff or students; or
- c) where parents have failed to comply with these Conditions of Enrolment.

8.2 The Principal also may exclude the student if the Principal considers that a mutually beneficial relationship of trust and cooperation between the parents and the School has broken down to the extent that it adversely impacts on that relationship.

8.3 The Principal may, upon giving reasonable notice, ask the parents to remove the student from the School at the end of a School year where the student has, in the Principal's opinion, failed to meet the requirements of the New South Wales Board of Studies or has otherwise failed to make satisfactory progress in her academic work.

## **9. Health and Safety**

9.1 Any special needs of a student or prospective student (including but not limited to, any medical, physical, learning or psychological needs) must be disclosed to the School. Where any disclosed special needs change or where any special needs arise, they must be advised to the School immediately.

9.2 Parents must accurately complete and return the student's medical form prior to the commencement of enrolment and provide updates for the Health Care Unit as required by the School.

9.3 The Principal, or their nominee, may search the student's bag, locker or other possessions where there are reasonable grounds to do so in order to maintain a safe environment for all students.

9.4 If the student is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and Parents are not readily available to authorise such treatment, the Principal or, in their absence, a member of the school leadership team, may give the necessary authority for such treatment. The Parents indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

9.5 Parents must observe School security procedures for the protection of students.

9.6 The School does not accept any responsibility for loss of the student's personal property.

## **10. Privacy**

10.1 In accepting these Terms and Conditions, the Parents acknowledge that the School may from time to time collect personal information about parents and students which may be necessary for the School's function or activities and acknowledge having read the School's Privacy Policy and Standard Collection Notice.

10.2 The School may take photographs and videos of the student for:

- a) the School's records;
- b) display or playing at the School; and
- c) publication in School magazines and newsletters.

## **11. Provision of Reports by the School and Court Orders**

11.1 The School will send academic reports to the address or addresses notified by the Parents. Where parents are separated or divorced, reports will be sent to both Parents on request to the address notified by each Parent unless there is an Order of the Court or an agreement that reports are to be sent to only one Parent.

11.2 Parents must promptly provide to the School any Orders of the Family Court or any other Court which are relevant to the education and welfare of the student.

## **12. Amendment of Terms and Conditions**

The School may change these Terms and Conditions upon giving not less than one semester's notice of such changes.

## **13. Membership of Lycée Condorcet The International French School of Sydney Ltd.**

13.1. I/we consent to become a member of Lycée Condorcet The International French School of Sydney Ltd and agree to be bound by the terms of Lycee Condorcet The International French School of Sydney Ltd's constitution.

13.2 I/We give notice of the following personal details:

#### 14. Declaration

I/We accept the offer from Lycée Condorcet-The International French School of Sydney.

I/We declare that to the best of my/our knowledge the information supplied is correct and complete.

I/We recognise that it is my/our responsibility to provide all necessary documentary evidence about my/our child.

I/We hereby authorise Lycée Condorcet-The International French School of Sydney to obtain further information where necessary. I/We have understood and accept the Fee Policy & Fee schedule.

I/We agree to the Terms & Conditions of Enrolment set out above.

Signed:

Signature of parent 1

Name of parent (print)

Signed:

Signature of parent 2

Name of parent (print)

Date of Policy:	30 August 2014
Policy to be reviewed by	Principal, DAF and Registrar
Proposed review date of policy:	30 August 2017