

Grace Lutheran
PRIMARY SCHOOL
GROW IN GRACE



ENROLMENT POLICY

Revised November 2015
Review: 2017

Signed: _____

Council Chair

Principal

Grace Lutheran Primary School

ENROLMENT POLICY

PREAMBLE AND POLICY

- 1.1 Grace Lutheran Primary School, which is owned and operated by Lutheran Church of Australia Queensland District (LCAQD) offers its program in Christian education to all applicants regardless of ethnic origin, gender, religion or disability, provided that:
- (a) through enrolment procedures parents/guardians seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of Grace Lutheran Primary School, and
 - (b) adequate space and resources are available, including the resources to support any special needs of the child/children.
- 1.2 Enrolment priorities will be determined from time to time by the School Council. The current enrolment priorities are:
- Siblings of current students (Current families)
 - Children of worshipping Lutheran families
 - Children of other worshipping Christian families
 - Children from Grace Creche & Kindergarten Pre-Prep
 - Children of former Grace students
 - Other applicants in order of receipt of application and at the discretion of the Principal
 - The resources available to meet any special needs of the child/children

Requiring information from parents/guardians about a potential student

- 1.3 Grace Lutheran Primary School may require knowledge of a potential student's additional social/emotional, behavioural or additional learning or support needs that are pertinent to the student (i.e. speech/language, occupational therapy, psychologist or audiologist) and/or other current medical issues (such as allergies, asthma, diabetes and information about any other physical or psychological impairment).
- 1.4 Grace Lutheran Primary School may require this information for the purposes of caring for their student's needs and ensuring they can monitor any particular issues once the student commences at the School. This information should be restricted to any medical information/condition that the school would need to monitor.
- 1.5 This information may also be required to assess if the School has the capacity to provide the appropriate level of support and/or facilities for the student. This information should only be used in the decision making process for selecting a student for enrolment in accordance with the enrolment procedures set out below.
- 1.6 The residency status and/or country of birth of a potential student should not be used in the decision making process for selecting a student for enrolment unless it is relevant to immigration laws or learning needs of the child (e.g. if non English speaking).

- 1.7 While the School's learning environment may benefit from an approximate equal number of boys and girls at each year level the decision about the student's enrolment should not be based on their gender.
- 1.8 A potential student's family situation, medical background, learning support requirements and social background should not affect the School's decision to accept student's enrolment unless:
- (a) There has been a thorough and documented consideration/assessment of what special services/equipment/devices would be required to meet the potential student's needs and if there are any reasonable adjustments that can be made (including the costs and other effects of meeting the student's needs or making reasonable adjustments) ;
 - (b) Grace Lutheran Primary School has consulted with the potential student's parents/guardians about the potential student's needs and any reasonable adjustments;
 - (c) After considering the potential student's needs and consultation with the parents/guardians it has been determined that the School cannot meet the potential student's needs, cannot make any reasonable adjustments and/or it would cause unjustifiable hardship to make the reasonable adjustments; and
 - (d) the reason why the School would not be able to provide those services are thoroughly documented and communicated to the potential student's parents/guardians.

All objections to enrolments will be thoroughly documented including the reasons for the rejection and the process undertaken (which should be in accordance with the enrolment procedure) in reaching the decision.

Process/Procedures

Enrolment Process
Enrolment Contract

Approved : November 2015
Review Date: November 2017