

Admissions Policy

Introduction

Walford Anglican School for Girls is a close-knit, vibrant ELC to Year 12 day and boarding school in Adelaide providing an outstanding education for girls and young women for more than 130 years. It enrolls both 3 year old and 4 year old boys and girls in its Early Learning Centre, and girls from Reception to Year 12.

The School generally enrolls students in the boarding school from Year 7.

Points of Entry

Early Learning Centre

Our Early Learning Centre is for 3- and 4- year-old boys and girls. Enrolment can occur at the beginning of any term after their 3rd birthday.

Children will be accepted into the three-year-old program based on their developmental needs and at the discretion of the Director of Early Learning. It is a prerequisite of commencement in this program that a child must be completely toilet trained. A recommendation of two days per week applies.

Children will progress to the four-year-old program based on their developmental needs and at discretion of the Early Learning Centre Director. In accordance with Government policy regarding Universal Access to quality Pre-school, a three days per week minimum applies.

Junior School (Years R-5)

There are two intakes to Reception each year, being at the beginning of Term 1 for all girls turning 5 before April 30 and a Mid-Year Reception program starting at the beginning of Term 3 for all girls turning 5 between May 1 and October 31 of that year. It is noted that the enrolment of a child aged 5 into Reception is a matter of parental choice and that in South Australia no child is required to attend school until they are six years old.

Applications for R-5 entry can be submitted at any time, with early applications encouraged to increase the likelihood of securing a place in the selected entry year.

Middle School (Years 6-9) and Senior School (Years 10-12)

Applications for 6-12 entry can be submitted at any time, with early applications encouraged to increase the likelihood of securing a place in the selected entry year.

Criteria for Enrolment

Applications for enrolment will be considered in the order in which applications are received, subject to the following priority rankings.

1. Siblings of current students.
2. Scholarship offers through the Scholarship program.
3. Children or grandchildren of Walford Old Scholars.
4. Children of members of staff.
5. Other applications, according to the order in which they were received.

Offers of enrolment are subject to the number of positions available at the appropriate program/year level, and the resources of the School.

Admissions Process

Prospective parents and students are encouraged to get to know the School and its fit for their child and family, by reading materials (such as the Prospectus and website), engaging in school tours and 'come and try' days, and by meeting key staff such as Head of Enrolments, Heads of School and the Principal.

When parents complete and return the Application Form either in hard copy or online, signed by both parents and including required supporting documentation, and application fee, they will receive a letter of confirmation from the Head of Enrolments. An application does not secure an enrolled place.

It is essential that the School be kept informed of changes to the information given on this form. No responsibility can be taken by the School for non-delivery of its communications. A considerable period of time may pass between application and enrolment of a student and we therefore ask applicants to provide the School with timely advice of changes to contact details. Failure to do so may preclude offer of enrolment.

On or around 1 March two years preceding that in which entry is being sought, places are offered to students on the enrolments waiting list. If a place is available, the parents will receive an Offer of Place from the Principal. Parents accept the offer by completing the Enrolment Acceptance Form and paying the Enrolment Deposit. A place at Walford is not assured until it is confirmed in writing by the School, the Enrolment Acceptance form completed and the non-refundable Enrolment Fee paid in full.

Applicants may elect to defer the point of entry to a later year. Deferred applications will be added to the waiting list for the newly nominated year and level and will be considered according to the original date of lodgement of the Application for Admission form. A deferral made after a formal offer has been issued does not guarantee a place in a later year or level.

Supporting documentation

All Application Forms must be accompanied by the following supporting documentation:

- A copy or extract of the applicant's Birth Certificate.
- Two most recent School reports and NAPLAN results (if applicable).
- Reports and assessments pertaining to a school setting.
- Any special requirements (such as health and personal care).
- Agency support (past and present).
- Any applicable Family Court Order(s).
- Any other relevant information that will assist the School to cater for the academic, social, physical, and emotional needs of the child.

Acceptance of Enrolment

In confirming their acceptance of a place for their daughter at the School, parents/carers:

- Agree to be bound by the present and future rules and regulations of the School and that their daughter will be bound by those rules and regulations.
- Agree to provide to the School any previous school reports or testing information related to their daughter.
- Agree to provide to the School any Family Court orders.

- Authorise the School, in the event of their daughter's sickness or injury, to take such action as is necessary to obtain medical and/or hospital care and attention for their daughter and to pay all costs and expenses incurred on behalf of their daughter.
- Agree to notify the Principal if they intend cancelling their child's enrolment prior to commencement and they acknowledge that, in this event, only the Walford Old Scholars' Life Membership component of the enrolment fee (if applicable) will be refundable.
- Agree to pay all fees by the due date shown on the term's account and accept that in the event of overdue amounts, these may incur the prescribed late payment fee.
- Accept that all fees are due on the date shown on the term's account. Any fees and charges outstanding from previous terms are deemed already due and payable. In the event that there are any fees and charges not paid by two weeks before the end of term then the continued enrolment of the student will be determined by the Executive and Finance Committee of the School's Council of Governors and the Principal.
- Accept liability to pay all debt collection costs.
- Acknowledge and agree that fees may vary.
- Accept that the School reserves the right in its absolute discretion to suspend or terminate a student's enrolment for disciplinary purposes, without a refund of fees.

In addition to the above, parents/carers are required to specify any special needs of their daughter which the School may need to take into account in the delivery of their daughter's education. Please refer to the section on matters related to the enrolment of students with special needs.

If false or misleading statements are made in the enrolment form, or if relevant information was not disclosed at the time of enrolment, the Principal may suspend or terminate the enrolment at any time where there is reasonable justification for doing so.

Temporary Absence from Enrolment

There will be no remission of fees and charges for a student's temporary absence from School for any period of less than one term's duration. For a temporary absence greater than this period and up to two term's duration, a holding fee will apply to preserve the student's position. The holding fee will be set at one term's tuition fee (at the rate applicable at the time of absence) payable in advance. One half of the holding fee will be credited to the student's account on her return to School. Parents/caregivers seeking consideration for a student's absence longer than two terms must apply in writing to the Principal.

Withdrawal from Enrolment

Parents must notify the Principal if they intend cancelling their child's enrolment prior to commencement and they acknowledge that, in this event, only the Walford Old Scholars' Life Membership component of the enrolment fee (if applicable) will be refundable.

Termination of Enrolment

One full term's notice in writing to the Principal must be given before removal of a student from the School. If such notice is not given, a full term's charges and fees will be payable in lieu of notice (whether boarding, tuition or other charges). These charges will be payable at the rate applicable to the student at the time of removal, or if removed during vacation, then at the rate applicable to the student during the preceding term.

Fees in lieu of notice may be waived under certain extenuating circumstances, such as unexpected relocation of parents. All requests for fees to be waived must be forwarded in writing to the Principal who will refer the requests to the Finance Committee of the School's Council of Governors for decision.

Change of Boarding Status

If, for any reason, parents/caregivers wish to change a student's residential status from that of a boarding student to a day student, one term's notice in writing must be given before the removal of a student from the boarding house.

If such notice is not given, a full term's boarding charges and fees will be payable in lieu of notice at the prescribed rate applicable at the time of ceasing residence in the boarding house or, if removal occurs during a vacation, at the prescribed rate applicable in the preceding term.

Amendments to Enrolment Policy

The School may, at any time, in its sole discretion and without the requirement to give prior notice, add to or vary all or any of the above conditions.

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