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## Student Enrolment Policy

The Illawarra Grammar School is a non-selective coeducational Anglican school enrolling students from Preparatory to Year 12.

Students from a wide range of backgrounds, including language background other than English, Aboriginal or Torres Strait Islanders, international students and a number of students with special needs are enrolled at the School.

The School provides an education underpinned by Christian values and operating within the policies and requirements of the NSW Education Standards Authority.

As far as possible, the School seeks to maintain a reasonable balance of boys and girls.

All applications are processed in order of receipt. Consideration is given to the applicant's support of the ethos of the School, siblings already attending the School and other criteria determined by the School from time to time.

Once enrolled, students are expected to act consistently with the School's ethos and comply with School rules in order to maintain enrolment. Parents are expected to be supportive of the ethos of the School.

<b>Source of Obligation</b>	The NSW Registration Manual (3.8) requires all schools to keep a register of enrolments of all children at the school.
<b>Student Enrolments</b>	TIGS keeps a register of enrolments of all children at the school in Synergetic.
<b>Information for Register of Enrolments</b>	<p>The register of enrolment records the following information for each student:</p> <ul style="list-style-type: none"> <li>• name, age and address;</li> <li>• the name and contact telephone number of parents/guardians;</li> <li>• date of enrolment;</li> <li>• the date of leaving the school and the student's destination, where appropriate;</li> <li>• for students older than six years, previous school or pre-enrolment situation; and</li> <li>• where the destination of a student below seventeen years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of:</li> </ul> <ul style="list-style-type: none"> <li>- the student's full name;</li> <li>- date of birth;</li> <li>- last known address;</li> <li>- last date of attendance;</li> <li>- parents' names and contact details;</li> <li>- an indication of possible destination;</li> <li>- any other information that may assist officers to locate the student; and</li> <li>- any known work health and safety risks associated with contacting the parents or student.</li> </ul>
<b>Records of the Register of Enrolments</b>	The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored off-site at regular intervals.
<b>Implementation</b>	TIGS has set up a series of compliance tasks on our <b>Assurance System</b> , to ensure that key obligations under the NSW Registration Manual are managed effectively.
<b>Key Legislation</b>	<p><b>Disability Discrimination Act 1992 (Commonwealth)</b></p> <p><b>Disability Standards for Education 2005 (Commonwealth)</b></p> <p><b>Race Discrimination Act 1975 (Commonwealth)</b></p> <p><b>Anti-Discrimination Act 1997 (NSW)</b></p>
<b>Related Policies</b>	<p><b>Child Protection</b></p> <p><b>Exemption from Attending School Policy</b></p> <p><b>Student Code of Conduct</b></p> <p><b>Whole School Discipline Policy and Procedures</b></p>