Enrolment Policy for KRB

APPLICATION

To apply for a position at Kincoppal – Rose Bay School (KRB) you must submit a completed application form via the School website. This application form must be accompanied by relevant supporting documents and a non-refundable application fee.

Each applicant must have a separate application form submitted and the application will only be accepted after the birth of the child.

Applications will be processed by the Admissions Office on a daily basis and will, generally, only be processed when both parents have acknowledged and agreed to the form being submitted.

The Admissions Office will confirm receipt of the application via email and the applicant will be placed on the relevant academic and calendar year of entry at this time.

Submission of an application form does not guarantee an offer of admission to KRB.

ENTRY POINTS

There are four main entry points to the School – ELC, Kindergarten, Year 5 and Year 7.

ELC

The ELC is a co-educational learning space for 3, 4 or 5 year olds. Applications may be made for children to enter the 3 year old program or the 4 year old program.

The 3 year old program offers a 3 or 5 day long day care program to children who have turned 3 on or before 31 March in the year of entry. Those turning three between 1 January and 31 March in the year of entry will still be considered for a place though families will be expected to pay tuition fees to hold their place up until their child can commence pre-school on or after their third birthday. If there are places available throughout the year children will be considered for these positions after they turn three.

The 4 year old program offers both a 3, 4 or 5 day long day care program and a term time pre-school program. As with the 3 year old program, when families confirm their attendance pattern at the time of offer, these days are set.

The following children are given equal priority of access to places at KRB ELC, above and before any other children:

- Children who intend to enrol at KRB in Kindergarten
- Children who are at least 4 years old on or before the 31 July in that pre-school year and not enrolled or registered at a school
- Children who are at least 3 years old on or before 31 July in that pre-school year

There is no automatic progression from ELC to Kindergarten at KRB though children currently attending the ELC are given priority. Application for admission into Kindergarten involves a separate waiting pool and admission activities though families do not have to pay an additional application fee.

Junior School

The Junior School is co-educational and there are two formal intake years – Kindergarten and Year 5.

To apply for Kindergarten, children must be 5 years of age by 31 March in the year of entry though younger children will be considered and the decision of admission will be determined on a case by case basis.

Applications can also be made for the non-formal intake years, vacancies in these cohorts are available on an ad-hoc basis. Places can become available when an enrolled student withdraws from their place at the School.

Senior School

The Senior School is for girls only, there is one formal intake in Year 7. Similar to the Junior School, applications can also be made for the non-formal intake years, vacancies in these cohorts are available on an ad-hoc basis. Places can become available when an enrolled student withdraws from their place at the School. Applications can be submitted for boarding places for any year from Year 6. Most boarders begin in Year 7.

ADMISSION ACTIVITIES

Activation of Cohorts

As applications for places can be submitted years in advance of the child's commencement date, the School will contact parents at a set time with an invitation for their child to participate in admission activities.

Timings for activation of cohorts are:

- ELC – 3 year old program – up to 12 months in advance
- ELC – 4 year old programs – up to 12 months in advance
- Kindergarten – up to 2 years in advance
- Year 5 – up to 2 years in advance
- Year 7 – up to 2½ years in advance

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As parents confirm their interest in a place for their child, invitations will be sent to ask for the following:

- ELC – 3 year old program – profile of the child along with any specialist reports (if applicable)
- ELC – 4 year old programs – profile of the child along with any specialist reports (if applicable)
- Kindergarten – profile of the child along with any pre-school reports and specialist reports (if applicable)
- Year 5 – profile of the child along with two most recent school reports, most recent Naplan results and any specialist reports (if applicable)
- Year 7 – profile of the child along with two most recent school reports, most recent Naplan results and any specialist reports (if applicable)

Interviews

After documents have been received, they are reviewed and correspondence is sent to selected families inviting them forward for an interview.

Interviews are conducted by a senior member of staff and can be accompanied by a tour of the campus. An interview does not guarantee an offer a place at the School.

OFFERS OF PLACES

After the interview, applications are reviewed and offers of places are sent via email. Offers generally have a due date of a fortnight after the offer has been sent.

Offers are made after a number of factors have been considered including, in no particular order:

- children and/or grandchildren of alumnae
- siblings of current students
- date of application
- school reports reflecting good engagement, effort and behaviour
- information provided that shows the child's character and capacity to thrive at the School
- details of the relationship between the School and the family

To accept the offer and confirm your child's place, both parents must sign and return the Offer of Admission. All policies provided in the offer must be agreed to by signing the acceptance documents and the enrolment fee must be paid.

If the School is unable to offer your child a place at a particular point of entry you will be advised in writing and the application will be transferred to the next formal point of entry, if applicable.

CONDITIONS OF COMMENCEMENT AND ONGOING ENROLMENT

Children commencing at the ELC must be at least 3 years of age and be fully toilet trained prior to starting.

To maintain their enrolment at the School, all students are expected to support the School's goals and values and comply with the School rules. This includes, without limitation, meeting the School's expectations in relation to behaviour, attendance, attitude and academic progress, as per the Conditions of Enrolment supplied to families when an offer has been sent.

Parents are expected to support the School's goals and values, pay the school fees and charges for their child, and comply with the Parent Code of Conduct and Conditions of Enrolment that is supplied to families when an offer has been sent.

FEES

Fees and charges are set and reviewed annually by the School Board. Fees and charges are subject to change. The current schedule of fees are displayed on the School's website.

Application Fee

Families are required to pay a non-refundable application fee when submitting an application on behalf of their child. An application fee is payable for each child.

Enrolment Fee

An Enrolment Fee must be paid at the time an offer of enrolment is accepted for all students enrolling lin any year from the ELC to Year 12. The Enrolment Fee confirms the enrolment of your child and is not refundable. The Enrolment Fee is not credited towards tuition fees.

The enrolment fee paid for ELC entry is credited towards the enrolment fee of a child who progresses through to Kindergarten at KRB. The enrolment fee payable when a child accepts a place in Kindergarten is discounted by the amount of the ELC enrolment fee that has been previously paid.

Boarding Deposit

A boarding deposit equivalent to two terms of boarding fees is payable when an offer is accepted. The Boarding deposit confirms the enrolment of your child in the Boarding house and is not refundable. The fee is payable in installments and all monies must be received prior to the student commencing the Boarding house.

AMENDMENTS TO APPLICATIONS

Prior to participation in the formal enrolment process and when admission activities have commenced for a particular cohort, families are able to amend their child's point of entry by using their online parent portal.

When an offer of admission has been accepted into a particular year group, a place is not transferable to another point of entry at any time. Families are able to request their child be added to a subsequent waitlist, but there is no guarantee of a place being available or offered at a later date.

WITHDRAWING FROM AN ACCEPTED PLACE

If an accepted student does not take up a place that has been offered and accepted, the Deposit and Enrolment Fee will be forfeited.

If a student does not commence as planned, a full term's fees will be charged unless notice is provided in writing to the School as per the following timeline:

- In the ELC: if notice in writing of withdrawal is not received at least 10 weeks prior to the child's date of commencement, a full term's fees will be charged
- In the Junior School: if notice in writing of withdrawal is not received at one full term prior to the child's date of commencement, a full term's fees will be charged
- In the Senior School: if notice in writing of withdrawal is not received at one full term prior to the child's date of commencement, a full term's fees will be charged
- In other entry points at the discretion of the School : if notice in writing of withdrawal is not adhered to as per terms outlined in the offer of admission documents, a full term's fees will be charged

If an accepted student does not commence at the School as planned, families can request their child be added to a subsequent waitlist. If a place is offered to the child in a subsequent cohort there is no further application fee, enrolment fee or, if applicable, boarding deposit payable.

SPECIAL NEEDS

The School must be fully informed in relation to your child's special or individual needs (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements), to provide adequate resources, facilities and support for your child should a place be offered.

You must fully and accurately disclose any special or individual needs, (including medical, physical, learning, or psychological needs, medical conditions and/or health care requirements) in the application form and the admission activities form.

Where any of these matters change or where any new matters arise after submitting your application, you must notify the School immediately.

If you have failed to disclose or not fully and accurately disclosed any material matter, either in the application form or subsequently, the School may refuse your application, withdraw an offer of enrolment, or terminate the enrolment without notice.

The School is committed to meeting the individual academic and other needs of its students, including those with a disability, accordingly:

- the School will accept and continue the admission of a student if it considers its resources and facilities adequately meet the student's support needs, including making reasonable adjustments for the student
- the School reserves the right to refuse to enrol an applicant with a disability if the School assesses and determines that the School cannot support the student's needs, even with reasonable adjustments, or if these adjustments would impose unjustifiable hardship on the School.
- additionally, the School may also review a future accepted or current student's enrolment and may cancel that enrolment if the School considers that it cannot or can no longer support the student's needs, even with reasonable adjustments, or if these adjustments would impose unjustifiable hardship on the School.

LEGAL MATTERS

The School does not become involved in any family law matters. In the case of all families, including divorced or separated families, the School will assume that prior to accepting an offer of a place at the School, both parents agree to the enrolment of their child.

Though the School does not require both parents to agree to the submission of an application on behalf of their child, the School does require both parents to fully agree to and sign all offers of admission.

If the School receives signed and stamped Family Court Orders that assigns one parent sole custody of the child, the School will make an exception and agree to this parent only signing the offer of admission documents,

CHANGE OF CONTACT DETAILS

All change of contact details are able to be managed by the parents via their online admission portal.

OVERSEAS STUDENTS

To apply for a position as an Overseas students at Kincoppal – Rose Bay School (KRB) you must submit a completed application form via the School website. This application form must be accompanied by relevant supporting documents and a non-refundable application fee, currently set at $300.

Tuition at the School is in English and competence in English is a condition of entry that is determined by the applicant submitting a recent AEAS report. Details of minimum English standards can be found in the Overseas Students Assessment of English Language Proficiency and Educational Qualifications Policy and procedures.

If the student has not achieved the mandatory minimum score, the student may be directed to complete an intensive English course before admission is reconsidered.

The minimum levels of English language proficiency required for enrolment as an overseas student at the School are outlined below:

Primary - for enrolment in Years 4 to 6 English language proficiency will be assessed through current school reports, Australian Education Assessment Services (AEAS) testing

or similar and an interview. The minimum English language proficiency level required for enrolment in Years 4 to 6 is AEAS 36 +.

Junior Secondary – for enrolment in Years 7-10 English language proficiency will be assessed through AEAS. The minimum English language proficiency level required for enrolment in Years 7-10 is AEAS 61 (for Years 7-9) and AEAS 70+ for Year 10 and completion of the recommended English tuition, current school reports and an interview with the Head of International students.

Senior Secondary - for enrolment in Years 11 and 12 English language proficiency will be assessed through an AEAS test or International English Language Testing System (IELTS) test, current school reports and an interview with our international student co-ordinator. The minimum English language proficiency level required for enrolment in Year 11 is a minimum of 80 on the AEAS test or similar result on IELTS.

Further information regarding applications and admission for Overseas Students can be obtained by contacting the Admission Office.

CORRESPONDENCE

All queries regarding admissions should be directed to the Admissions office via email (admissions@krb.nsw.edu.au) or via the main school phone number.

POLICY CHANGES

Kincoppal – Rose Bay School reserves the right to amend the Enrolment Policy at any time.

FURTHER INFORMATION

Further information regarding admissions should be directed to the Admissions office via email or via the main school phone number.