

## Enrolment Policy

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***IGS is a non-selective, co-educational, secular school which seeks to be representative of contemporary Australian society. As such, IGS is open to enrolment from any individual who adheres to the values and attitudes that underpin the culture and ethos of the School.***

All enrolment offers are made at the discretion of the Principal.

Entry into the School will primarily be determined by the date the application is received by the School. Priority will, however, be given in the following circumstances (in order):

1. Where an applicant has a sibling at the School;
2. Where the applicant is the child of a permanent member of staff at the School;
3. Where an applicant has previously been enrolled at the School; and
4. Where one parent of the applicant has completed Year 12 at the School.

The School attempts to ensure that there is a reasonable balance of male and female students in each year group. Where gender imbalance exists in a year group, action may be taken to redress the imbalance.

In Preschool – Year 10, enrolment offers will be linked to, and conditional upon, the language/s allocated to the student. Upon acceptance, the student will study the language/s allocated until the year level at which the study of the language is no longer compulsory. For new enrolments at the commencement of Year 7 only, languages allocations will be made subsequent to enrolment offers.

Consideration will be given to the educational, social and emotional needs of all students in a year group prior to an offer of enrolment to a new student.

### **ENTRY POINTS**

The main entry points to the School are Preschool and Year 7.

Enrolments for all other years will be offered subject to the availability of places. Early Learning students will receive priority for entry into Kindergarten over applicants for entry directly into Kindergarten. Students enrolled at IGS in Year 6 are automatically enrolled into the High School unless notice of withdrawal is received within the applicable notice period.

### **WAITING LISTS**

Applicants will be placed on a waiting list based on the date the application is received by the School, subject to the conditions listed above referring to siblings, children of permanent staff, returning students and children of alumni who have completed Year 12 at the School.

## **Student Entry into Early Learning**

The Policy for children entering Early Learning is as follows:

- i) All children must turn three years of age by May 31.
- ii) Children cannot commence until their third birthday.
- iii) Children must be toilet trained before commencement, failing which the attendance of the child will be deferred.

Policy Last Reviewed: February 2013

Management Responsibility: Principal

Publication: Website, Portal, Prospectus

Audience: Current and Future Families

Associated Documents : Enrolment Contract and Application Form