



I. Perth Sinhala School Enrolment Policy

School enrolment policy is prepared as per clause 12 of the Constitution of Perth Sinhala School Parent Teacher Association Incorporated.

1. New Admissions

- 1.1 Any schooling child (Kindergarten to Year 12) who is interested in studying Sinhalese Language is able to enroll into PSS as a student.
- 1.2 Enrolment into School can be made at any time throughout the academic year. However, new enrollments are preferred at the beginning of an academic term (there are 4 academic terms in an academic year)
- 1.3 Enrolment is to be done by the parent/s or the guardian of the student. It is required to fill two forms at the time of enrolling students.
 - (a) Parent Membership Form
 - (b) Student Enrollment Form

[These forms are available to download from the School website www.perthsinhalaschool.org.au]
- 1.4 Enrolments are carried out by the School coordinator or a nominated member of the School management committee.
- 1.5 School management committee can accept or reject any application to enroll a student into the school.
- 1.6 It is required to pay School fees (either per month, term or per annum) at the time of enrolment or at a time mutually agreed between the parent/guardian and the management committee. However, parents can request a temporary exemption from school fees on the grounds of financial hardship from the President of the school management committee or his/her delegate. The President or the delegate may request certain proof of individual situations during the process of assessing the request. Such information will be kept confidential and will be destroyed at the end of the academic year.
- 1.7 Newly enrolling student will be assigned to a class level decided by the coordinator after liaising with parents of the student regarding their child's written and oral language capabilities. When necessary student may ask to take a written exam set by the School. However, this decision may be changed after a period of time if the student's current knowledge deemed to be higher or lower than the initially enrolled class level. This change if needed will be done for the benefit

of the individual student as well as the other peer students of the incumbent class. The decision to change the class level will be discussed with the parents/guardian of the student by the relevant teacher(s) and/or the coordinator.

2. Renewals or Re-enrollments

- 2.1 Parents/guardian of each student has to renew student enrolment at the beginning of every academic year commencing on 1st of July. On the renewal both parent and student detail forms need to be filled and submitted to the School coordinator or a **nominated member of the School management committee**.
- 2.2 If any personal information filled in any of the enrollment forms get changed, the parents/guardian are required to fill new forms and submit relevant information to the School as immediate as possible.
- 2.3 Parents/guardian may need to re-enroll students at the time of resuming studies after a lapse of academic work at the school continuously for more than a term as per the School's attendance records.
- 2.3 Continuing students will be re-enrolled into a class level recommended by the teacher of the last class of the student depending on the School's promotion policies.

3. General

- 3.1 Parents/guardian of enrolled students are required to undertake roster duties on term basis as notified by the School management committee.
- 3.2 Parents/guardian of enrolled students will need to observe policies, procedures, guidelines and requests made by the management committee and teachers from time to time, as and when required for the betterment of the day-to-day operations of the school.
- 3.3 Personal information provided at the time of enrolling may be submitted to the members of the School committee, teachers, members of the School and external organizations such as the Department of Education in relation to school activities and funding/grant applications.
- 3.4 Enrolments of the students whose school fees are not paid on time and/or who fail to observe school policies may be subject to termination.