COORDINATION OF ENROLMENT PROCEDURES IN MEMBER SCHOOLS

1. Preface

1.1. Member schools operate within a network that supports not only the independent and distinctive culture of each school but also a spirit of co-operation and inter-dependence.

1.2. Since AISSA schools seek enrolments from a market that grows and diminishes according to prevailing economic forces and the changing appeal of other providers, it follows that from time to time individual schools will find themselves having to compete actively to maintain the required enrolment base for their programmes.

1.3. In the client base of AISSA schools many parents have lodged application forms with more than one school. Hence, the need to avoid putting them under pressure to respond to an offer from one school before receiving offers from any others.

1.4. It is also the case that within the network, there are schools that have reached their required size and others, more recently established, that are in a developmental or growth phase.

1.5. Both situations described in 1.2 and 1.3 have potential dangers. Unregulated competition can create tensions, alienate member schools, undermine collegiality and put parents under unreasonable pressure.

The policy set out below is intended to address these factors.

2. Policy

It is the policy of AISSA that member schools conduct their enrolment procedures in such a way that does not put member schools at risk or unreasonable disadvantage.

2.1. Applications from new families

Schools should communicate an intention to enrol students in a way that is consistent with the following:

2.1.1. At the direction of the Head, parents or responsible adults are informed that a place will definitely be available in the relevant year of entry but no formal offer of a place will be made until 1 March two years preceding entry and that they are not required to confirm their acceptance of the place at that time.
2.1.2. At the time that advice of a place is given, parents are advised that, in keeping with the AISSA school policy, neither confirmation of acceptance nor a fee confirming such acceptance will be required before 1 March two years preceding entry.

2.1.3. Where new families seek enrolments at any year level after Reception, offers of places should not be dependent upon parents being required to take places at an earlier level in order to guarantee a place at the year level first required. If a genuinely tight enrolment situation exists at the preferred year level, parents should be so informed to assist their decision-making.

2.2 Applications on behalf of Siblings

2.2.1. At the direction of the Head, parents or responsible adults may be advised that a place will definitely be available in the preferred year of entry, and if the school so requires, the fee confirming the acceptance of a place may be paid at any time after the offer of a place, but should not have to be paid until 1 March two years prior to commencement.

2.3 Schools with an R-12 Structure

2.3.1. Where such AISSA R-12 Schools operate alongside ‘stand-alone’ AISSA primary schools within the same catchment area, it is recommended that these schools, where possible, enter into an informal arrangement which enables both schools to plan and conduct their enrolments in a systematic way.

3. Where internal polices applying within individual schools are such that Heads cannot support the terms of the AISSA policy in all respects, those Heads are asked to inform the Executive Director of the policies and practices in question and that these be communicated to member schools.