



Enrolment Statement

Scotch Oakburn College is an open-entry independent school offering exceptional educational opportunities for boys and girls from Early Learning (3 years) to Year 12 and boarding from Year 6 onwards. The College has approximately 1200 students, with boarding for around 90 students.

Scotch Oakburn College has established a reputation for excellence in academic standards, sporting and cultural arenas and in education outdoors. Students at Scotch Oakburn College come from a range of different cultural, religious, social and economic backgrounds, as well as from many different locations in Australia and overseas. This diversity benefits the school community.

There are four main entry points into the College:

- The Early Learning Centre;
- The Junior School from Preparatory;
- The Middle School from Year 6; and
- The Senior School from Year 9.

Places are offered at all other levels if vacancies exist. Offers of places are made at the discretion of the Heads of Schools and the Principal.

A number of places are reserved each year for scholarship recipients in accordance with the College's scholarships and bursaries program.

A number of places may also be made available to students whose economic circumstances would normally preclude them from admission to the College. These places are offered as bursaries at the Principal's discretion.

An Application for Admission Form does not constitute an offer of a place. When applications are received they are placed on a list in order of receipt of the application.

Enrolment Criteria

As an open entry school, Scotch Oakburn College assesses each enrolment application equally. Where a place exists, the applicant's values align with the College and the College's resources can meet the needs of the applicant, a position at the College will be offered.

Application Process

There is a three step process for enrolment:

Step One- Application Form

All applications for enrolment at the College must be completed in accordance with the Application for Admission Form available on the College Website or from the College Registrar. The application form must be accompanied with the:

- prescribed application fee (non refundable);
- proof of identification (birth certificate or passport);
- immunisation record or Conscientious Objection form;
- most recent school report (Not required for Early Learning); and
- NAPLAN report(s) where applicable (year 3 and above).

Step Two -Interview

Once the application is received, Parents/Guardians along with their child/ren will be invited to an interview with the Head of School or Principal to discuss the application.

Step Three - Offer and Acceptance

Should the application be successful an offer of enrolment will be issued by the College Registrar. This offer, upon signature by the parent(s)/guardian(s) will constitute the official acceptance of enrolment and conditions described on the Application for Admission Form.

Early Learning Centre (ELC) Enrolments

ELC enrolment is conducted as stated, with the following variations;

- It is essential that children are fully toilet trained prior to commencement;
- Children must have attained 3 years of age at the time of commencement.
- Early entry to school will be at the discretion of the Head of Junior School and will only be considered if the parent can provide the school with extensive evidence of the child operating cognitively and socially well beyond their chronological age. At least part of this evidence must be from an outside professional organisation.

Sometimes, there may be a waiting list for entry into the College ELC and to ensure the system is fair, the Australian Government has 'Priority of Access Guidelines' for allocating places in these circumstances. Scotch Oakburn College will apply the guidelines when there is a waiting list for the service or when a number of parents are applying for a limited number of vacant places.

Junior School Enrolments

Junior School Enrolments are conducted as stated, with the following variations:

- Students entering Preparatory level must be at least 5 years of age by 1 January in the year of entry.
- The School requires current Immunisation Certificates.

Full Fee Paying Overseas Students (FFPOS):

Scotch Oakburn College is a registered provider with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) and welcomes enrolments from overseas students.

FFPOS enrolments are conducted as stated, but also require:

- transcripts of academic records for the past two years of school;
- copy of testing or evidence of English Language proficiency;
- evidence of Date of Birth;
- letter of recommendation or statement of student behavior (if not included with academic transcript); and
- a copy of passport details.

Prospective student applications will be assessed and offers will be made specifying any conditions of enrolment or preliminary requirements. Depending on the student's English Language ability, the student may be required to successfully complete an English Language Intensive Course for Overseas Students (ELICOS).

To gain full potential from their studies, it is recommended that students wishing to gain the TCE at Scotch Oakburn College commence at Year 10 level or earlier. Consideration will be given to students entering beyond this level providing they have evidence of their potential to cope with the workload, their English is of a sufficient standard and they have realistic expectations of their prospects.

Student Enrolments

Scotch Oakburn College keeps a register of enrolments of all children at the College in electronic form.

Information for Register of Enrolments

As a minimum the Scotch Oakburn College register of enrolment records the following information for each student:

- name, age and address;
- the name and contact telephone number of parents/guardians;
- date of enrolment;
- appropriate medical information for emergency management;
- emergency contacts;
- the date of leaving the College and the student's destination, where appropriate; and
- for students older than six years, previous school or pre-enrolment situation.

Early Entry Students

For children who are enrolled for early entry by reason of being gifted, we maintain documentation in accordance with Secretary's Instruction No. 5, pursuant to Section 46 of the Education Act 1994 (Tas). Copies of relevant documentation are maintained by the Registrar and stored within Synergetic.

Records of the Register of Enrolments

The register is retained for a period of seven years after the student leaves the College, and copies of information in the register are stored off-site at regular intervals.

Orientation

Orientation and induction is completed for all new students and their families into the College. This is done by:

- orientation days;
- student orientation on commencement;
- the use of the buddy system; and
- regular support and feedback to both students and parents to ensure the student is comfortable within the College environment.

Related Documents

- Application for Admission Form;
- Privacy Policy;
- Code of Conduct Policy;
- School Rules and Regulations contained in the student planner; and
- Disability Discrimination Statement.

Andy Müller
Principal