



LIHIR INTERNATIONAL PRIMARY SCHOOL

ENROLMENT POLICY

(Version – September 2016)

Rationale:

The purpose of Lihir International Primary School is to create a community in which the total development of the whole child is the focus. Lihir International Primary School works in partnership with parents and is committed to lifelong education. This Enrolment Policy flows from the school's Mission Statement.

Mission:

Proactively support Newcrest Mining Limited's (NML) recruitment and retention strategies by providing a high quality international education, in a multicultural and caring environment, that fosters the intellectual, physical, social and emotional development of the child, as well as the transition for students to productive and responsible participation in society.

Purpose:

Provide a high quality education to primary school aged children of NML Townsite residents.

Vision:

Be recognised as a school of academic excellence, providing quality education and lifelong learning skills in an inclusive environment.

Values:

- Working Together
- High Performance
- Innovation and Problem Solving
- Integrity and Honesty
- Caring About People

Enrolment Policy Implementation

Accepting an enrolment:

1. Children of NML Employees, who are NML Townsite Residents, are automatically accepted for enrolment unless a child's learning, physical or psychological needs are beyond the capacity of the school.
2. The Principal, in consultation with the Manager HR, has the authority to accept or reject any application for enrolment from a non NML Employee Townsite resident family.
3. Upon acceptance of enrolment, of any child, the child and child's family agree to accept all policies of Lihir International Primary school.

Enrolment Application Process:

All parents, including NML Townsite residents, will be required to submit an enrolment application form for their child and include information, such as student reports and contact details, from any previous school or preschool.

Parents of children, who are not eligible for automatic enrolment, will submit an enrolment application and if a suitable vacancy exists a series of tests will be conducted according to relevance.

These tests will include, but not be limited to:

- Early Years Readiness Assessment
- Age appropriate Australian Council for Education Research Maths and English Tests
- PM Benchmark Reading Tests
- Spoken English

If test results indicate the student is an appropriate candidate for enrolment a recommendation to support the enrolment application will be sent to the NML HR Manager for review and final decision.

Following review by the NML HR Manager the decision regarding acceptance or non-acceptance of the enrolment will be communicated to the parents of the enrolment candidate.

All new enrolments are pending, subject to a satisfactory medical assessment. Expatriate children can have this done prior to moving Lihir Island or at the Lihir Medical Centre before enrolling. PNG National children must have a medical assessment carried out at the Lihir Medical Centre, prior to enrolment. Continued enrolment is subject to the completion of an annual satisfactory medical assessment. The annual medical assessment will be carried out by the Lihir Medical Centre. Expatriate parents have the option of including their children in these assessments, or have their children medically assessed in their home country.

In the case of enrolment being accepted a school transition process will follow.

Criteria:

The following factors will be taken into consideration prior to accepting or declining an enrolment application for a child of a non NML Townsite family.

1. Siblings of students already attending Lihir International Primary School.
2. Siblings of students who have previously attended Lihir International Primary School
3. Children of NML employees who are not NML Townsite Residents
4. Children of non NML employees who live in NML Townsite.
5. Year level vacancies
6. Date of enrolment application.
7. Satisfactory completion of pre-enrolment medical assessment.

Minimum Enrolment Age

Junior Kindy

- 3 years old on or before 31st Jan for a semester one start
- 3 years old on or before 30th June for a semester two start

Senior Kindy

- 4 years old on or before 30th June in the year of their commencement.

Final acceptance of enrolment of Junior and Senior Kindy children, for all children, including children identified as NML Townsite Residents, will not be confirmed until an "Early Years Readiness Assessment"

has been completed by the kindy teacher and discussed with the principal. These details can be found in the Kindy Parent Information Brochure.

First year of School - Prep

- 5 years old on or before 30th June in the year commencing full-time primary school

Parents are required to present the child's birth certificate when applying for enrolment.

Class Placement

Class placement will be at the discretion of the principal and take into account the following:

- Age
- Academic development
- Specific learning needs.

The principal and NML Manager HR reserve the right to make decisions based on the overall effect of each child's enrolment on the whole school population.

Enrolment applications, to commence the following year, will be considered towards the end of the preceding school year. Applicant families will be notified of the decision to approve or decline an enrolment application during December.