



# Enrolment Policy and Procedure

## Rationale

Enrolment at Hargy International School is available to children of eligible employees of Hargy Oil Palm Ltd. Fee paying students, external to HOPL, may be accepted into the school if places are available in classes. Purpose This policy and procedure is to inform students, parents and teachers of the process for enrolment

## Enrolment Eligibility

Executive Employees of Hargy Oil Palm Limited are eligible to enrol a maximum of four biological or legally adopted dependent children at Hargy International School free of charge while employed by the company.

Where capacity allows, up to two extra biological or legally adopted dependent children may be enrolled from pre-school through to Grade 7 at no cost. The company reserves the right to apply school fees for the fifth and subsequent children enrolled in Grades 8 to 12, and for the seventh and subsequent children in pre-school to Grade 7.

Subject to availability, students who pay fees (not affiliated with the company) may be accepted. Pre-School enrolment is open to children who have turned four years old by 30 April and who are fully toilet trained. Enrolled students will undergo an assessment to allocate them to the appropriate grade.

## Enrolment Procedure

- 1. Parents contact school and ask for enrolment form.*
- 2. Parents complete enrolment form and return to the school.*
- 3. Office Assistant checks with HR to ensure eligibility*
- 4. Principal/Deputy Principal or Senior Teacher (High School), review enrolment form, and arrange for meeting between parent and teacher.*
- 5. If there is uncertainty about appropriate grade level, Deputy Principal/Senior Teacher HS conducts appropriate assessments.*
- 6. Office Assistant ensures all paperwork is completed and provides information about uniform etc.*
- 7. Principal completes final sign-off on enrolment*
- 8. Student begins school ⚠ Note that no child may join the class until all enrolment paperwork is complete and submitted.*

## Cancellation of Enrolment

Student enrolment may be cancelled under the following circumstances:

- *Parent no longer an employee of the company*
- *Continued student absence which is unable to be improved*
- *Serious student misconduct*
- *Parent abuse of staff*
- *Failure to pay fees (fee paying student) at the end of each school term.*

## Document Control

Document ID	HIS Enrolment Policy and Procedure
Approver/Owner	Nerrida Johnson
Author	Nerrida Johnson
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## Version History

Version	Effective Date	Description of changes from previous version	Authors
0.1	1 Feb 2021	Draft	Nerrida Johnson
1.1	19 May 2021	Add information that no child may enter class without completed enrolment process	Nerrida Johnson
1.2	19 May 2021	Add point 7 to enrolment process – principal sign-off	Nerrida Johnson
1.3	2 Feb 2024	Age of 4 on 30 <sup>th</sup> April	Tony Greaves
1.4	3 March 2024	4 children to 6 children for executive families	Tony Greaves
1.5	6 June 2025	Failure to pay fees (fee paying student) at the end of each school term.	Tony Greaves