



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

As part of an employment package children of HOPL employees who fall under the Executive category are automatically eligible to have up to six children enrol at Hargy International School. When suitable places are available, enrolment may be offered to HOPL junior staff and other fee-paying students (external to the company). Students must be at least 4 years of age on April 30th and fully toilet trained to enrol in Pre-School. Students will be assessed on enrolment to determine the appropriate grade level.

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, a grade entry assessment will be conducted by the grade teacher (primary) or homeroom teacher High School Deputy Principal/Senior Teacher HS conducts appropriate assessments.*
- 6. Office Assistant ensures all paperwork is completed and provides information about uniform etc. Fee paying students will be given a school fee structure and issued an invoice for the starting term.*
- 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

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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 th 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