



THE HUTCHINS SCHOOL

Enrolment process for Australian citizens and residents

STEP 1 Contact our Enrolments Assistant for information

- Via our website www.hutchins.tas.edu.au
- Email enrolment@hutchins.tas.edu.au
- Telephone (03) 6221 4236

STEP 2 Invitation to tour the School or come for a 'trial day'

Prospective parents/carers and their son will have the opportunity to meet with the Registrar and take a tour of the School, or perhaps arrange a 'trial day' to join our classes.

STEP 3 Submit an Application Form

In order to place your son on the nominated entry list for any given year, you need to:

- Complete and return the Application Form (including the signed Students With Special Needs section as confirmed acknowledgement) and the Contact Authorisation Form which is available from our website or enclosed in the Prospectus.
- Pay a non-refundable application fee (as stated on the Application Form).
- All applications will be considered in the order of the date of receipt of the Application Form and fee.

- Closer to the nominated date of entry, parents/carers will be advised as to the availability of places.
- If a place is available in the year group in which your son is seeking enrolment, your son will be invited to undertake testing.

STEP 4 Formal testing

New students wishing to enrol at Hutchins (other than Pre-Kindergarten to Year 2) will be required to undertake testing, which may include online testing, to identify their educational level and any areas of support either for special needs or for giftedness (as per the Application Form Addendum). Students wishing to enrol into Years 1 and 2, in lieu of testing, will be invited to attend a half day in the classroom so that the class teacher may be able to observe their academic and social skills.

STEP 5 Assessment of any special needs

The School will consider the information provided through the application process and the formal testing to assess whether any special needs are required to support students seeking enrolment. The School will then consult with the student's parents/carers regarding what adjustments may be required to reasonably support the student's needs and wellbeing.

STEP 6 Interview process

- The School will invite parents/carers and their son to attend a formal interview with the Registrar.
- Testing results will be discussed with parents/carers along with any special needs and reasonable adjustments required.

STEP 7 Formal Offer of a Place and acceptance

Following a full assessment of all the information concerning the student seeking enrolment, the School may issue a formal Offer of a Place for parents/carers to consider accepting for their son for the following year's entry.

- The School's assessment will, where appropriate, include the student's special needs and whether the adjustments required for the prospective student are reasonable, having regard to the impact on the student, the other students of the School, the staff and the School community and whether those reasonable adjustments will impose unjustifiable hardship on the School, having regard to the resources available, the financial cost, the health and safety of the prospective student, the students of the School, the staff and school community.

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- To accept the formal Offer of a Place, parents/carers will be required to complete, sign and return the Enrolment Form, Acceptance of an Offer of a Place Reply Slip and School Rules Reply Slip.
- To secure a place at The Hutchins School, it is further required that a non-refundable enrolment fee be paid on acceptance of a place, the amount as specified in the Offer of a Place letter, and must be received by the School by the due date specified in that letter. The enrolment fee must be paid in full before a student is able to commence.
- If the School is unable to offer a place to the student as a result of not being able to provide reasonable adjustments or on the basis of unjustifiable hardship in providing for a student with special needs, the School will consult with the parents/carers in advising of the School's decision.

STEP 8 Orientation to the School

- The School will invite your son to attend an orientation day as part of his introduction to The Hutchins School.
- Dates for orientation day vary depending on the year level of entry, however most year levels are conducted in November/December.

STEP 9 Further documentation

The School will send further information regarding the start of the new school year, including dates and times for uniform and textbook/stationery sales, commencement procedures and any other information relating to the start of the year. This information will be provided by late November, early December.

