

# **LAUTOKA ANDHRA SANGAM COLLEGE [9764]**

## **ENROLMENT POLICY**

LAUTOKA ANDHRA SANGAM COLLEGE (LASCO) is blessed of having a range of 350 to 370 students enrolled in Years 9-13. We welcome prospective students and their parents to enquire about visiting or enrolling at LASCO.

Prior to enrolment, parent(s)/Guardians must understand and agree with the purpose and policies of LASCO.

### **POLICY OBJECTIVE**

The purpose of this policy is to provide a framework to guide Lautoka Andhra Sangam College to address access, quality and equity in enrolling students at the College.

### **1. Application for Enrolment**

The enrolment process for the Academic School Year begins with an “Application for Admission”. All particulars as required by the College must be attached to the “application for enrolment” form for vetting. Transfer students from other schools also need to attach a Character Reference from the School Principal.

### **2. Enrolment Date for Year 9**

The enrolment date will be given to school students to come and enrol in the school, if they miss out on the stated date of enrolment than their place will be given to other student in the waiting list.

### **3. Zoning Policy**

School Zoning involves the defining of catchment areas for schools at different levels. Such catchment areas, which are determined and approved by the MOE is referred to as the School Home Zone. Students who live within a school’s home zone that is within the 2km radius of the College shall have absolute right to be enrolled at the College. Bus fares will only be provided by the MOE to students who fall in the Zoning Policy.(Policy on School Zoning 2014:6.1.2)

### **4. OUT OF ZONE STUDENTS ENROLMENT**

Selection of “out of zone” students to take up available places shall adhere to the school’s enrolment scheme where the following are prioritized;

- a) Children of the School Staff;
- b) Children whose parents work within the school zone;
- c) Siblings of current students;

d) Siblings/children of former students;

.f) Lautoka Andhra Sangam College begins to enrol “out of zone” students on the third Monday of January each year if places are available. (Policy on School Zoning 2014:6.3.1)

## **5. International Students**

LASCO ensures that students get exposure with students from different culture and country. Zoning policy does not apply for these places. Students wishing to enrol must apply with the application of admission form. If their application is accepted then an offer letter will be given by the school to enable the child to apply for a student’s visa. All international students will only be enrolled once they receive a student visa. If by 3<sup>rd</sup> week of January these places are still available then it will go to students who are listed in the reserve list.

International Students pay four times the FEG for Tuition Fees.

## **6. Repeaters Years 12 & 13**

Student will only be enrolled to repeat if they have scored a total mark of **190/400 – 199/400** in External Examination. This is done to avoid overcrowding in classrooms.

## **7. No discrimination Policy**

LASCO enrolls students of any race, color, national, or ethnic origin to all the rights, privileges, programs, and activities which are generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national, or ethnic origin in administration of its educational policies, admissions policies, sports and other school administered programs.

## **8. Admissions**

A) Prospective Year 9 must have satisfactorily completed Year 8. An official transcript of the student's academic record is necessary for enrolment. Transfer students also need current academic result.

b) **Proof of residential address**- evidence of residential address (power or water bill) of the parents should indicate that they are in the zone. Document submitted must have the residential address. If any proof of residential address is not available then a declaration of **Justice of the Peace (JP)** stating the residential address will be acceptable.

## **9. Mid-Year School Transfers**

### **Eligibility**

a) Transfers during the school year are disruptive for students and schools and will generally not be accepted. Transfers are not permitted after the enrolment period ends but considered in limited circumstances:

1. Change of residence- relocation

2. Disciplinary action (refer to BMP)

3. Safety concerns

b) If the child has completely enrolled at LASCO then immediate clearance will not be given to the child to enrol in another school in Lautoka. The child needs to explain why there is a change in the choice of school. If the explanation does not suffice the cause, the matter will be forwarded to Ministry where upon their approval clearance will be issued. Student who are changing the district will be issued clearance. Students should make their minds up prior to enrolment.

### **10. Appearance on the day of interview**

Students should be well groomed and neatly dressed. The interview panel may choose not to attend to students who are not groomed to the College's expectation. Dressing refers to haircut; appropriate finger nails length, proper shoes and attire.

### **11. CHILDREN IN FEEDER SCHOOLS**

Children in Primary Schools which are feeder to LASCO shall be given preference for enrolment.(Policy on School Zoning 2014:6.7.2)

### **12. LASCO ZONE BOUNDARY**

a) Zone boundary refers to the 2km radius from Lautoka Andhra Sangam College.

b) The 2 km zone boundary includes Vio Island, Lautoka Wharf, Vietari Ward, Tavakubu Ward, Natokowaqa, Field Forty, Field Forty Sub Division, Balawa Estate, Rifle Range, Sukanaivalu Road, Kashmir, Golf Link, Razak Road, Navutu, Natabua, Natabua Sea Side, Saru, Saru Back Road, Velovelo.

### **13. Dishonest Practice**

Any evidence of dishonest practice by the child or parent/guardian on the admission form leads to automatic disqualification for admission without any further reconsideration. The matter will also be forwarded to Ministry of Education.

**14.** The final say on all enrolments to the school solely lies with the **Head of the College and MOE.**

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**Mrs.Aruna.Singh**  
**Principal**

**EFFECTIVE DATE.....18 January, 2016**