

# RADFORD COLLEGE

## Registrar's Frequently Asked Questions



### **Q: How do I go about 'enrolling' my child at Radford College?**

A: All children need to be registered on the Radford College waiting list, in order to be considered for a place at the College in the future.

To place a child's name on the waiting list, please download the online registration form from the Enrolments page of this website. Once this is completed, you can either submit it online, or print it out and send it in to the Registrar, with your choice of payment option. A letter of confirmation and receipt for your records will be sent to you in due course.

Please note that registration on the waiting list is not a guarantee of enrolment in the future.

### **Q: What is the cost to register a child on a Radford College waiting list?**

A: The current charge is \$150 per child. Please see the registration form for payment options. This is a once-off payment.

### **Q: Do I get my money back if my child does not gain a place or does the \$150 go towards my fees when my child starts at Radford?**

A: The \$150 registration fee is non-refundable and is not a deposit. It is not part of the enrolment fee or subsequent fees charged at the College.

### **Q: Are there any other charges?**

A: No further monies are requested until if and when a child is offered a place at the College. Please see the left hand margin of the Enrolments page of this website for Current Fees and Charges at Radford College.

### **Q: Does Radford College offer scholarships to students?**

A: Radford College does not offer any scholarships. We are a non-selective school and entry is based on the date a child was registered on our waiting lists. A child's academic, sporting or musical abilities is irrelevant to our enrolment processes.

### **Q: Does Radford College accept full fee paying students from overseas?**

A: No, Radford College does not have the necessary registration to be able to accept full fee paying students from overseas.

**Q: How many waiting lists can I place each child on?**

A: A child can only be on one waiting list at a time at Radford College. If unsuccessful in gaining a place at the requested year level, the child's name will roll across to each successive year maintaining the original date of registration.

For example, if a child's name is placed on the Year 3 2012 waiting list, and Radford is unable to make an offer for that year level, the child's name will automatically roll up each year to the Year 4 2013 waiting list, then the Year 5 2014 waiting list, then the Year 6 2015 waiting list, and so on.

**Q: Do I need to do anything else once my child is registered on the waiting list, such as phone the school from time to time to see how my child's name is going?**

A: It is most important to keep contact details up to date and we require these to be in writing. An email to the Registrar from the link on the Enrolments Page will be sufficient. A confirmation email for your records will be sent to you once the requested changes have been made.

Otherwise you do not need to contact the school. The College Registrar will contact you if and when a place becomes available. If you wish to change the entry point for your child, please email or call the Registrar on (02) 6162 6212 to facilitate this.

**Q: Does the school take students into every year level?**

A: The current intake years at Radford College are PreKindergarten, Year 3 and Year 7: these are the year levels where the number of classes at the school are increased.

Each year, 44 places are available in PreKindergarten, 52 places are available in Year 3, and 80 places are available in Year 7.

Pre Kindergarten is the Preschool year and is based on full time attendance five days per week. Children need to have turned 4 years old before April 30 in order to be eligible for PreKindergarten in that year.

In all other year levels we take in students only if a vacancy arises as a result of a student departing from the College.

**Q: What happens if I am made an offer and I don't want the place at that time but want a place in the future?**

A: Families have the opportunity to decline two offers of places from Radford College and still retain their child's original date of registration. The child's name returns to the waiting list with their original date of registration. If a third offer is declined then the child's name goes back on the waiting list at the date of the third offer.

Please note that should you choose to decline an offer, we cannot guarantee a place at another entry point.

**Q: Can I place my unborn child on a list?**

A: A child must be born, as his/her name and actual date of birth is needed in order to be registered on the waiting list.

**Q: Who gets priority on the waiting list?**

A: At the top of each year's waiting list, there is a number of children with priority status. The College considers all registrations for enrolment subject to the following priorities:

- first preference given to children of staff;
- second preference given to students connected with the College through the attendance of siblings;
- third preference given to students connected with the College because a parent attended Radford College and is a member of the Radford Collegians Association;
- fourth preference given to children of full-time Anglican clergy

Children will then be ranked on the waiting list according to the chronological order of date of registration.

**Q: My nephew/niece attends Radford College – does this give my children priority on the waiting list?**

A: No. Priority is only given to siblings, not cousins.

**Q: If I am a former student will my child definitely be offered a place?**

A: Students who have attended Radford College and are members of the Radford Collegians' Association will receive some priority for their children ahead of those registered who have no prior connection to the College. We can never guarantee a place for any child at Radford College.

Please contact our Public Officer for the Collegians' Association on (02) 6162 5307 for details of membership or head to the Collegians' section of Community/News on this website.

**Q: If I register my child early, am I guaranteed a place for my child?**

A: We can never guarantee a place at Radford College.

**Q: Can I still register even if I am new to Canberra or didn't register when my child was very young?**

A: The option to register a child on any of Radford's waiting lists is entirely up to each family.

**Q: When is the best time to place my child on a waiting list?**

A: As soon after the child is born is the best time as offers for places are based on the original date a child was registered on the waiting list.

**Q: Can I have a look at the school before I register?**

A: Tours of the College are held regularly throughout each school year as well as during the annual Twilight Fete in November. Please keep an eye on the Enrolments page for tour dates and instructions on how to book for a tour.

**Q: When will I know if I have a place for my child?**

A: The enrolment process for intake years starts the year before the preferred entry year. For example, the enrolment process for PreKindergarten 2012, Year 3 2012 and Year 7 2012 began in March 2011. Information sessions are held, followed by offers and interviews with Heads of School. The process continues throughout the year as families accept and decline places.

For some families, circumstances change and places become available later in the year. Places are offered first to children with priority status, then to children in chronological order of their date of registration, maintaining a balance of male and female students in each year group.

No notification will be sent indicating that a student on a particular waiting list has not been offered a place.

**Q: Why can't I be told what number on the list my child is?**

A: The waiting lists for Radford College are not static: they can often change as children are moved from one list to another, priority students join lists, and children's names roll up into the next year level. At all times children are ranked by their date of registration.

For example, a girl (let's call her Anna) may be fourth on the Year 2 2011 waiting list, ranked by her date of registration. During the year another girl, Bella, who was ranked further down the list, gains sibling priority as her older brother joins the school – so Bella moves up ahead of Anna, moving Anna to fifth place. Then, at the end of the year, all the girls on the Year 2 2011 list 'roll up' to the Year 3 2012 waiting list. There are already girls on the Year 3 2012 waiting list (who weren't interested in an earlier spot at the school). All the girls from the Year 2 2011 list and the Year 3 2012 list are re-ranked according to their dates of registration. It turns out that there are ten girls who have earlier registration dates than Anna, so they are ranked ahead of her. So on the Year 3 2012 waiting list, Anna is now 15<sup>th</sup> on the list.

This is a simplistic example, but it shows that if Anna's parents had been told that she was fourth on the waiting list one year, and then suddenly became 15<sup>th</sup>, this would have been misleading. Therefore we do not give out the number that a child sits on the waiting list.

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