



### ENROLMENT POLICY

#### Vision Statement

To see parents and children experience the benefits of Bible based, Christ-centred, parent-controlled education in order that they may be prepared and equipped for a life of service as disciples of Jesus Christ.

#### Mission Statement

To serve Christian families by operating one or more schools, as the Lord enables and prospers us, and that while remaining faithful to our vision, and to the Reformed faith and the worldview of our founders, to provide Christian education of the highest quality for as many as desire it for their children.

#### Enrolment Policy

We will enrol students according to the Policy described below.

#### Our selection criteria and ethos

Our selection criteria are established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand, accept and are supportive of the Christian aims and objectives of the School as stated in our Vision Statement, Mission Statement, and Educational Creed.

Admission to the school will be subject to:

- a position being available in the relevant year
- there being no outstanding fees owing to the school in reference to the child/children already attending.

There are categories of priority for admission to the school

- Association member – sibling child/children; Association member – first child enrolling
- Non-Association member – (Christian) sibling child/children; Non-Association member – (Christian) first child enrolling
- Non-Christian with Christian child; Non-Christian sibling child/children; Non-Christian first child enrolling

*All applications to enrol will be assessed against these criteria.*

#### Our enrolment process

##### Points at which we take in new students

- Our normal entry points are Prep (must turn 4 before July 31), Kindergarten (must turn 5 before July 31), Year 7 and Year 11.
- We will consider applications for entry to other years, but only if places are available.
- We advise parents to apply for entry for their child well before the desired year of entry. We have limited places to offer.
- After we offer places we will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept their offers, or if students already enrolled withdraw from the School.

##### You cannot defer an offer

If we offer a student a place for a particular entry point, that offer only applies to that point of entry: it does not apply for a later entry point. For example, if we offer a child a place at the School starting in Year 7, but the parents then decide that they wish to defer the child's entry until Year 10 they cannot defer the original offer to take it up at the later entry point. In these circumstances we will put the child on the normal application list and will reconsider their application at the next entry point.

##### Fees during the enrolment process

We will charge an Enrolment Fee to be paid by the parents when they accept an offer of a place. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.

### **Privacy of information supplied**

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

If the student is transferring from an interstate school we will also collect information from the previous school. Schools are required to collect and provide this information under the Australian Government's *Schools Assistance Act 2008*. The information collected covers three broad areas

1. School information;
2. Student progress and support needs; and
3. Student behaviour and management issues.

### **Enrolment Contract**

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the Enrolment Fee. This will establish the parents' agreement to support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination.

### **Parents' declaration**

In completing the Application to Enrol form we will ask the Parents to declare that to the best of their knowledge they have:

1. disclosed any special needs of their child
2. provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and completed fully the *Application to Enrol* form.
3. If a parent withholds information relevant to the enrolment process then we will reserve the right to refuse, or terminate the enrolment process on these grounds.

### **Obligation to attend all school activities**

When a place at the school is accepted the student will be expected to attend all the activities of the school, including classes, sporting events, extracurricular activities and special school functions.

### **School Fees**

All tuition fees are invoiced to the family account annually and are payable by the second week of each school term unless periodic payment plans have been previously arranged with the school. The current School Fees will be set out in the *Fee Schedule* which will be included in the enrolment pack. All fees and charges are reviewed annually.

### **When guardians or carers are enrolling children**

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

### **Our Enrolment Policy may change**

The School reserves the right to alter its Enrolment Policy. If there have been any changes to the policy, the revised policy will be posted on the school website. Parents are encouraged to view the website to find out if there have been any changes.