

Policy Title	Enrolment Policy
Date Policy Approved	September 2018
Policy Owner & Position	Board
Team Responsible for Policy	Principal
Authorised by	Board
Who is the Policy for?	Students, Parents/Carers (current and potential) and Staff
Version Control	Version 2
Statutory/ Legislative Requirement	<ul style="list-style-type: none"> <li>• Education and Training Reform Act (2006)</li> <li>• Disability Discrimination Act (1992)</li> <li>• Disability Discrimination Act (Educational Standards) (2005)</li> </ul>
Relevant cross references	<ul style="list-style-type: none"> <li>• Vision, Purpose, Objects &amp; Values, Child Safety Undertaking, Principles &amp; Statement of Faith</li> <li>• Child Safety Policy</li> <li>• Fees Policy</li> <li>• Grievance Complaints Resolution Policy</li> <li>• Records Management Policy</li> <li>• Students Transferring from Other Schools or Home Education Policy</li> </ul>
Include during Induction	No
Review Date	September 2020

Purpose of the Policy	<p>Ballarat Christian College is a non-denominational school catering for students from Preparatory to Year 12. The College exists to provide each student Christian education that gives opportunities to develop gifts and talents to fulfil the will of God in his or her life. This will be delivered in line with the College's Vision, Purpose, Objects &amp; Values, Child Safety Undertaking, Principles &amp; Statement of Faith.</p> <p>Ballarat Christian College seeks to support Christian parents/carers in their task of nurturing and training their children in God's ways.</p> <p><b>Galatians 6:10</b> (NIV) Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers.</p> <p><b>Ephesians 6:4</b> (NIV) Fathers, do not exasperate your children; instead, bring them up in the training and instruction of the Lord.</p> <p>In all of the above the College would conclude that in enrolling a child, we are providing a service for these families and committing ourselves to the task of delivering an education that is Christ-focused and academically relevant to our culture and society, whilst complying with the regulations of government and</p>
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	<p>statutory authorities as we are instructed in Scripture. As such all families must indicate their support of the College’s Vision, Purpose, Objects &amp; Values, Child Safety Undertaking, Principles &amp; Statement of Faith, and agree to all other conditions as outlined in all application documentation.</p> <p>Parents must also be aware that the College supports and promotes the principles and practice of Australian democracy in accordance with Australian law; which includes: respect for the authority of the elected government, the rule of law, equal rights for all, freedom of religion, and freedom of speech and association.</p>
<p>Definitions</p>	<p><b>“Disability”</b>, in relation to a child, means:</p> <ol style="list-style-type: none"> <li>a. total or partial loss of the child’s bodily or mental functions; or</li> <li>b. total or partial loss of a part of the body; or</li> <li>c. the presence in the body of organisms causing disease or illness; or</li> <li>d. the presence in the body of organisms capable of causing disease or illness; or</li> <li>e. the malfunction, malformation or disfigurement of a part of the child’s body; or</li> <li>f. a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or</li> <li>g. a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.</li> </ol> <p><b>“Enrolment Contract”</b> means the Agreement forming part of these Terms and Conditions of Enrolment by which the parent/carer agrees to be bound.</p> <p><b>“Enrolment Application Form”</b> means the document which the parent/carer is required to complete in order to be eligible to be considered for enrolment at the College.</p> <p><b>“Student”</b> means the child of the parent/carer identified in the Enrolment Application Form that is seeking enrolment at the College.</p> <p><b>“Principal”</b> means the Principal of the College, or his/her delegate.</p>
<p>Responsibility for Management of Policy</p>	<p>Principal</p>
<p>The Policy</p>	<p>It is a prerequisite that the parents and the child are in agreement with the ethos of the College and do not oppose the principles being taught, nor the worldview being espoused throughout the curriculum. A clear understanding of these issues is vital for effective partnership in the education of the child and it is therefore imperative that the College’s Vision, Purpose, Objects &amp; Values, Child Safety Undertaking, Principles &amp; Statement of Faith and other conditions as outlined within the Application for Student Enrolment form is accepted as a condition of enrolment.</p>

At all times it is incumbent upon the Principal to ensure that the Christian ethos of the College is not placed in jeopardy by the enrolment of children, where the children or family may directly oppose or subvert the objectives of the College.

The discretion to refuse or terminate an enrolment remains with the Principal.

Should a parent or student cease to uphold the terms of the enrolment, or exhibit behaviour or conduct which is inconsistent with enrolment conditions, or become a member of a group whose beliefs are inconsistent with the College ethos, then the Principal reserves the right to terminate the enrolment of that child at his/her discretion.

### **Child Safety**

When new students enrol at Ballarat Christian College, the College will request from the previous education provider any information they hold pertaining to child protection and general wellbeing. This includes, but is not limited to: any previous notifications to the DHHS and/or police pertaining to the student, any other child safety concerns and any issues related to the student's mental and emotional health.

Ballarat Christian College will ensure appropriate consent has been sought from parents/carers before such information is exchanged. Ballarat Christian College views such information as significant to enable effective transition and ensure appropriate supports are in place.

### **Age at Commencement**

Foundation/Prep students will need to turn 5 years of age by 30 April of the year that they start school.

### **Enrolment Eligibility**

- That the parents/carers accept the right of Ballarat Christian College to uphold its authority, and agree to support the College's Behaviour Management Policy.
- The articulated desire of students to attend Ballarat Christian College must be evident.
- The family's capacity to pay the fees charged by the College. (Where families do not fulfil their financial obligations by the due date and have not made acceptable alternative payment arrangements prior to the due date, contact will be initiated by the Business Manager to discuss the matter before a return to the forthcoming term is confirmed).
- Where there is a failure to comply with these conditions or other breaches of College policies and rules, the College reserves the right to suspend or terminate enrolment at its discretion.
- To submit an application, families must provide the documents listed in Appendix 1.

## **Enrolment Offers**

The College's primary objective is to provide places for children of Evangelical Protestant families, however families of other Christian denominations and those supporting the Vision, Purpose, Objects & Values, Child Safety Undertaking, Principles & Statement of Faith of the College will be considered for placement. The College maintains a conviction that the desire for Christian education cannot apply selectively within a family.

At the discretion of the College, preference may be given to:

1. Families with children already enrolled in the College
2. Children of College Staff
3. Children of Pastors who are engaged in a Pastoral role at an Evangelical Protestant Church
4. Christian families with a strong Church affiliation, but without a sibling currently at Ballarat Christian College
5. Children of Old Collegians
6. Other families

Enrolments are considered with reference to the priorities outlined above, and subject to place availability in the College.

Where places are not immediately available, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.

There are three main entry points for students into the College, being Prep, Year 7 and Year 11. When assessing whether a place can be offered at other levels, the need to accommodate future enrolments meeting enrolment criteria at the next main entry point will be a consideration.

The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so. Where enrolment information is misleading or deliberately incomplete, the College may refuse or terminate an enrolment.

All students will be on a probationary enrolment until their first school term is completed. Parents/carers will be notified if there is a reason that their child cannot be granted full and ongoing enrolment.

The College reserves the right to terminate the enrolment of a child when the parent/carer of that child is guilty of serious or persistent misconduct in relation to a student, a member of staff, another parent/carer, or to the reputation of the College.

Not all applications received will result in an enrolment offer. Applications that are successful and result in the offer of an enrolment position are secured by the payment of a Family Bond (\$500) at the time of acceptance. The bond is refundable at the conclusion of your child/ren's education at Ballarat Christian College provided that the parent's fees obligations have been finalised.

Enrolment acceptance is at the absolute discretion of the Principal, acting in accordance with the Enrolment Policy.

	<p><b>Waiting List Guidelines &amp; Class Sizes</b></p> <p>Class ceilings of 28 are to be maintained, with the following exceptions:</p> <ul style="list-style-type: none"> <li>• Where we receive an enrolment application from a family where one class is full and we wish to avoid splitting a family</li> <li>• If existing numbers in a year level do not sufficiently allow for there to be a split into two classes</li> </ul> <p>If classes are close to full, siblings of students already enrolled at the College will take priority.</p> <p><b>Class Sizes</b></p> <p>The preferred maximum class sizes are as follows:</p> <table> <tr> <td>Prep - 2</td> <td>25</td> </tr> <tr> <td>Years 3 - 6</td> <td>28</td> </tr> <tr> <td>Years 7 - 10</td> <td>28 students per subject grouping</td> </tr> <tr> <td>Years 11 - 12</td> <td>25 students per subject grouping</td> </tr> </table> <p>The Principal may increase the enrolment of a class, in consultation with the relevant Head of School and class teacher, provided that the class teacher is given an increase in teacher aide time (up to 1 hour per week per extra student for all classes in P-6).</p> <p>No class shall exceed 30 students without prior approval of the Board.</p> <p><b>Waiting Lists</b></p> <p>If an application to enrol a student is received for a class that already has the maximum number of students then the student’s name will be placed on a waiting list. The student will be offered a position when a vacancy occurs using the ‘order of enrolment’ guidelines.</p>	Prep - 2	25	Years 3 - 6	28	Years 7 - 10	28 students per subject grouping	Years 11 - 12	25 students per subject grouping
Prep - 2	25								
Years 3 - 6	28								
Years 7 - 10	28 students per subject grouping								
Years 11 - 12	25 students per subject grouping								
<p>The Procedure</p>	<p><b>Initial Requests for Enrolment</b></p> <ol style="list-style-type: none"> <li>1. If a parent/carer makes an enrolment enquiry, the College Registrar will send the parent/carer an enrolment pack and record the details of the enquiry in the TASS database for follow-up. If the enrolment enquiry is for enrolment some years in the future, the Registrar will request enough information to register the applicant for future detailed assessment.</li> <li>2. If a parent/carer makes an enrolment enquiry, the Registrar will ask the parent to provide the College with any documents relevant to their child’s abilities and needs including psychologist/psychiatrist reports, health practitioner reports, Individual Education Plans (IEP), and student reports (as noted in Appendix 1). The documents are to be provided no later than the date of the enrolment interview with the Principal.</li> </ol>								

3. The Principal will require all parents/carers of a prospective student to attend an interview with the Principal before they are invited to make an enrolment application. The Business Manager will also meet with the parents/carers during the interview if possible. The Principal or Principal's delegate will also conduct a tour of the College.
4. Unless the Principal determines otherwise, the College may conduct pre-testing of a prospective student to determine his or her needs.
5. The pre-testing will act as a means by which the College will determine the prospective student's ability and how the prospective student's needs might be catered for in the relevant grade cohort in accordance with the prospective student's best interests.
6. The Principal may invite the prospective student to enrol in the College for a trial period of up to six weeks. The trial period will assist the Principal in determining whether the child and parent/carer can integrate into the College and share its ethos. School fees will not be applied while the trial period is being conducted.

#### **Prospective Students with Disabilities**

7. Any prospective students with a disability will have comparable opportunities and choices in the enrolment process as any prospective student without a disability.
8. The making of any decision on enrolment with respect to a prospective child with a disability, will be made on the basis that reasonable adjustments will be provided for that child, subject to any concerns of unjustifiable hardship on the College.
9. If in the pre-testing or six-week trial period the Principal finds that any adjustments to be made are not reasonable within the meaning given by Part 3 of the Disability Standards for Education 2005 (the Standards), then having regard to the consultation process under Part 3.5 of the Standards, the Principal may decline an offer of enrolment. The process for making reasonable adjustments is outlined below.
10. In determining whether an adjustment is reasonable, the Principal or their delegate will consult with the applicant and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College.
11. Following this consultation, the College will assess whether it is necessary to make an adjustment to ensure that the child is able to participate in the courses or programs of the College, and the reasonableness of such adjustments.

12. If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the maximum extent not involving unjustifiable hardship.

13. In determining whether any adjustment would cause unjustifiable hardship, the Principal will take into account the relevant circumstances of the case, including:

- a. The nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and the family of the student). This includes (without limitation):
  - Costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
  - Benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
  - The effect of the disability of the child;
- b. The College's financial circumstances and the estimated amount of expenditure required to be made by the College community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- c. The impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- d. The availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
- e. The nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

14. The Principal will discuss with the child and the parent/carer (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

15. If the Principal is satisfied that he/she has sufficiently consulted the child and the parent/carer, and adjustments required are not reasonable within the meaning given under Part 3 of the Disability Standards for Education, the Principal may decline to offer the child a position or may defer the offer.

#### **Decision on Enrolment**

16. After the enrolment interview and any testing or trial period, the Principal, in consultation with the relevant Head of School will

determine whether or not to invite the prospective student's parents/carers to make an application for enrolment.

17. If the Principal decides not to invite a prospective student's parent/carer to make an enrolment application, the Principal will send a letter giving reasons for the decision.

18. If the Principal decides to invite a prospective student's parents/carers to make an enrolment application, the Principal will request that a Family Application for enrolment and Student Application/s for enrolment be completed. The application is to be lodged with a \$200 non-refundable application fee and Family Bond (\$500).

19. Prior to the student commencing at Ballarat Christian College, the College Registrar will provide a copy of the application form to the Finance Department who will then confirm with the parent/carer their preferred option for fee payment.

20. After considering all available evidence about the prospective student, the Principal will determine whether to accept or reject the application.

21. If the Principal decides to accept the application, a Letter of Offer, and Enrolment Contract will be sent to the parent/carer.

22. A letter confirming enrolment will be sent once the signed Enrolment Contract has been returned and the Principal has signed the Family Application for enrolment as acceptance of the enrolment.

23. If the Principal decides to reject the application, The Principal will send a letter to the applicants notifying them of the rejection.

24. The Principal may decline an enrolment where he/she forms the view that the College would be unable to reasonably protect the health and welfare of the child or other persons.

25. As a condition of enrolment, parents/carers must complete the Parent Induction Course "Educating students in the most excellent way in our School" with the Principal.

26. Prior to a student commencing at Ballarat Christian College the Registrar will complete the following:

- |                             |                         |
|-----------------------------|-------------------------|
| * Registration details      | Record in TASS database |
| * Family/personal details   | Record in TASS database |
| * Emergency contact details | Record in TASS database |

\* Notify relevant teachers and Executive Leadership Team, Timetabler, ICT, Library, Chaplain and Administration staff of enrolment details and the student's start date

	<p>* Medical information First Aid officer to record in TASS database</p> <p>* Student file To locked student file cabinet</p> <p><b>Notice of Withdrawal</b></p> <p>Families are required to provide one term’s written notice of their intention to cease the enrolment of a student, other than at the completion of Year 12. Where such notice is not provided, families shall be required to pay one term’s fees in lieu of notice, other than with the approval of the Principal in exceptional circumstances.</p> <p>All outstanding fees and charges will be due and payable in full as of the date that students exit the College. Payment arrangements (where necessary) must be finalised with the Business Manager prior to students departing.</p>
<p>Acknowledgement</p>	<p>The College acknowledges the permission of the following Christian Schools to use the content of their policy in developing this document;</p> <ul style="list-style-type: none"> <li>• Chairo Christian School</li> <li>• Circular Head Christian School</li> <li>• Heathdale Christian College</li> <li>• Leighland Christian School</li> <li>• Mount Evelyn Christian School and</li> <li>• Victory Christian College</li> </ul>

## APPENDIX 1

- Completed Application for Enrolment form
- Immunisation History Statement
- Birth Certificate
- Passport/Visa documentation
- Most recent school report/s
- Latest NAPLAN results (where applicable)
- Letter from professional referee
- Specialist medical and/or specialist educational support reports
- Evidence of payment of enrolment fee
- Out of home care documentation (Victoria) or interstate equivalent
- Any guardianship or custody/court order documentation (as applicable)
- Health care card, where applicable