

ENROLMENT POLICY & PROCEDURES

INTENDED USE

This policy and procedural document outlines the schools procedures for managing enrolment. The policy is available to all parents, carers, and staff on request from the School Office. It should be read in conjunction with:

- Enrolment Terms and Conditions
- Disability Policy
- Discipline Policy

EXECUTIVE SUMMARY

This policy sets out the manner in which enrolment procedures will be enacted in the school.

WE BELIEVE:

- Christ's love extends to children of all ability, development and background
- Children are valued on the basis of who they are before God, not on the basis of their academic, cultural or other merit
- God has given primary responsibility to parents to raise their children. As a school we seek to partner with parents in this responsibility
- Both Christian and non-Christian families should have access to Christian education
- NCS has a responsibility to promote and maintain its distinctively Christian ethos

THEREFORE WE WILL:

- Enrol children without reference to their skills, abilities or disabilities
- Be open and transparent about the school, providing a clear understanding of the teaching and values of the school as a Christian School
- Ensure parents understand the mutual responsibilities of each party in enrolling in a Christian school
- Be open to people from all faiths and backgrounds
- Prioritise enrolment applications from Christian families who share the mission and vision of the school

ENROLMENT POLICY

INTRODUCTION

Nepean Christian School is a Christian school for boys and girls from Kindergarten to Year 12.

The School is founded and operates on biblical beliefs within a Reformed, Evangelical framework. The School's purpose is the spiritual, educational, emotional, social and physical development of every student in a holistic way aligned with those beliefs as set out in the mission statement of the school: "To unfold authentic, adventurous and accessible Christian education, founded on the Bible, within a community where God is glorified and enjoyed."

The School is established as a ministry of Nepean District Christian Education Association Ltd to support families seeking a biblically-based education to raise and educate their children.

The School will accept enrolments from all families, including, wherever possible, for children with disabilities.

Commonwealth legislation makes it unlawful for any school to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at the School.

Commonwealth and other legislation also make it unlawful in some circumstances to refuse to enrol a child on a number of other grounds, including sexual orientation, gender identity, marital or relationship status or pregnancy. The School is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the biblical beliefs of the School, the School will not discriminate unlawfully against any applicant for enrolment.

DEFINITIONS

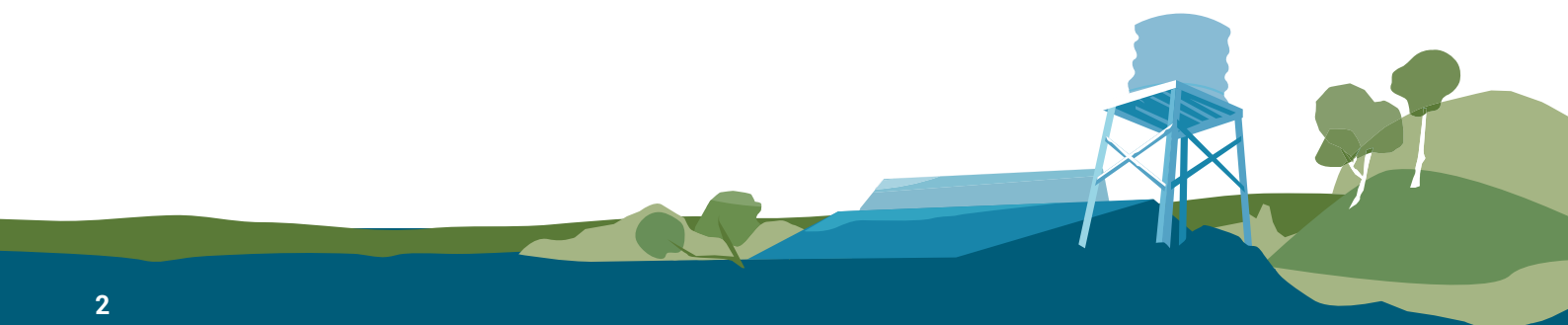
Throughout this Policy, unless the context requires otherwise:

- a) parents includes guardians or any other person who has applied to have a child enrolled at the School and, where the child has only one parent, means that parent.
- b) disability, in relation to a child, means:
- c) total or partial loss of the child's bodily or mental functions; or
- d) total or partial loss of a part of the body; or
- e) the presence in the body of organisms causing disease or illness; or
- f) the presence in the body of organisms capable of causing disease or illness; or
- g) the malfunction, malformation or disfigurement of a part of the child's body; or
- h) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- i) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

and includes a disability that:

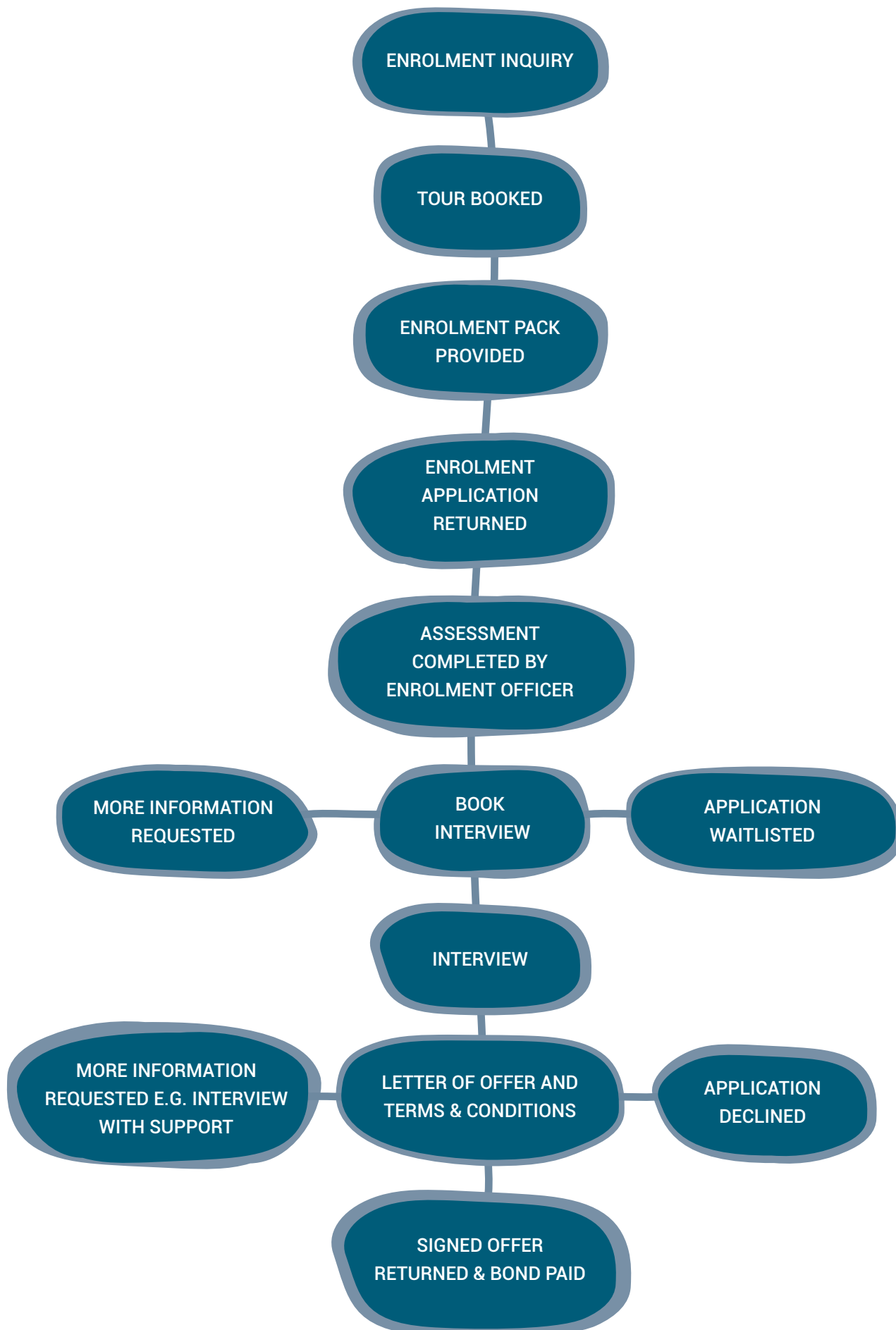
- a) presently exists; or
- b) previously existed but no longer exists; or
- c) may exist in the future (including because of a genetic predisposition to that disability); or
- d) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.



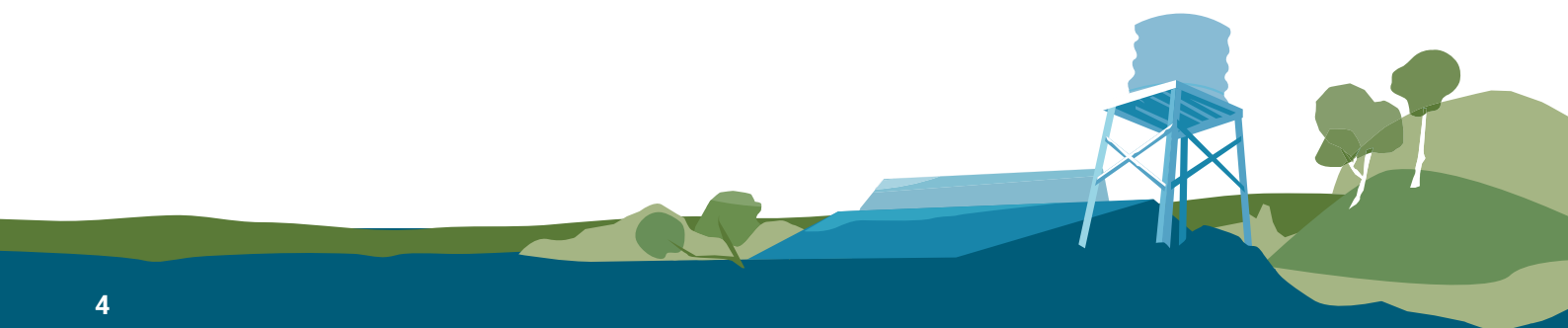
ENROLMENT PROCESS

The following processes will generally be followed in relation to enrolments at the School:



ENROLMENT PROCESS

The following processes will generally be followed in relation to enrolments at the School:



NEW ENQUIRIES

The School will make available on its website:

- a) information about the School,
- b) general information about eligibility for enrolment based on this Policy,
- c) the procedure for applying to enrol a child at the School,
- d) information about school fees,
- e) the enrolment Terms and Conditions.

TOURS

Parents are encouraged to attend a school tour prior to submitting an application form. School Tours are conducted each term but can also be arranged on a private basis.

The purpose of the tour is to

- a) Outline the nature and character of the school
- b) Ensure parents are in alignment with the values and ethos of the school
- c) answer preliminary questions

An enrolment pack is provided at the end of the tour. In exceptional circumstances an enrolment pack can be sent to prospective parents without the need for a tour.

APPLICATION

The Enrolment Officer is responsible for the maintenance of inquiry and applications for entry to the School.

An application will be assessed for enrolment when the child's parents return:

- a) the Application Form;
- b) a copy of the child's birth certificate;
- c) copies of the child's last two school reports, NAPLAN reports (for children already attending school);
- d) all medical, psychological or other reports about the child in their possession or control; and
- e) other information about the child which the School considers necessary.

In addition, overseas students must also provide:

- a) copies of Passport and Visa;

Failure to provide all required information may result in the School declining to process the enrolment to the interview stage.

ASSESSMENT

The School will undertake an assessment process after receiving an application. As part of the assessment process, the School may ask the parents to provide more information about the child.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or the Principal's delegate to contact:

- a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- b) any medical or other personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the School suggests:

- a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; or
- b) the parents may not be able to meet the financial commitment required by having a child at the School,

notwithstanding that the child be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

DISABILITY

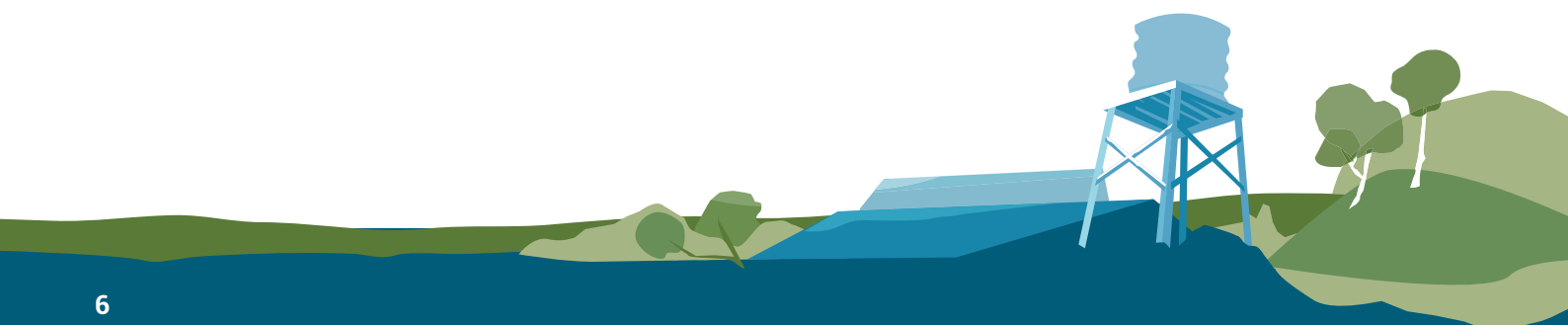
Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the child's needs. This will include consultation with the child and/or the child's parents and the Support Department. In addition, the Principal may:

- a) require the parents to provide medical, psychological or other reports from specialists outside the School; and/or
- b) obtain an independent assessment of the child.

Where information obtained by the School indicates that the child has a disability, the Principal will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal in consultation with the Support Department will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the School's courses or programs or to use the School's facilities or services that are not required by students who do not have the child's disability.

Where the Principal determines that the child would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular child is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- a) the child's disability;
- b) the views of the child or the child's parents about:
 - i) whether the particular measure or action is reasonable;
 - ii) the extent to which the particular measure or action would ensure that the child was able to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a child without the disability;



- c) the effect of the adjustment on the child, including the effect on the child's:
 - i) ability to achieve learning outcomes; and
 - ii) ability to participate in courses or programs; and
 - iii) independence;
- d) the effect of the particular measure or action on anyone else affected, including the School, its staff and other students;
- e) the costs and benefits of taking the particular measure or action.

The School will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the School.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, the Principal will take into account all relevant circumstances of the case, including:

- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the child, the family of the child, and the School community); and
- b) the effect of the child's disability; and
- c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and
- d) the availability of financial and other assistance to the School.

Where the Principal determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School's courses or programs, or to use the School's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

The school will ensure that it meets all requirements under the Disability Discrimination Act. Further advice about enrolling students with disabilities can be found [here](#).

INTERVIEW

When a position becomes available, the School will invite the child and parents of the child on the pre-offer waiting lists to attend an interview at the School with the Principal or a member of staff appointed by the Principal. At the interview, among other things, the Principal will:

- a) inform the parents of their responsibility to the School in relation to fees;
- b) will seek to establish that the expectations and commitments of the parents are consistent with the School's Christian vision, values, and goals, and with the policies and resources of the School.

SCHOOL RESERVES RIGHTS

The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

SCHOOL'S CONSIDERATIONS

When considering making offers of a place at the School, the School gives preference to:

- a) Christian families with siblings already at the School;
- b) families with siblings already at the School;
- c) Christian families
- d) Other families

The School reserves the right to vary the priority order to take into consideration the particular mix within a Year group and the needs of that Year Group.

LETTER OF OFFER

At the satisfactory conclusion of the assessment and interview process, the School may make an offer to the parents to enrol the child. To accept the offer, the parents must within seven days of receiving the Letter of Offer, return to the School:

- a) the Acceptance Form which includes acceptance by the parents of the then current Terms and Conditions of Enrolment;
- b) the enrolment bond
- c) any further information requested by the school.

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the School.

PROBATIONARY ENROLMENT

All enrolments are on a six-month probationary period. Where there have been no serious concerns within the six-month period, the enrolment progresses to full enrolment. The school does not confer this in writing unless requested.

Any specific conditions applying to the probationary enrolment will be set out in writing in the letter of offer. During the probationary period, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded, and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

ENTRY AT THE START OF KINDERGARTEN

NORMAL ENTRY

5 year-olds and 4 year-olds whose 5th birthday falls on or before 30th April of the proposed year of entry are eligible to commence Kindergarten.

All children must undertake a "readiness for school" assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn 6 until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for school, the Principal may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year.

In respect of any prospective enrolment, the School reserves the right to have members of its staff contact the child's preschool, to more accurately assess the learning needs of the child.

EARLY ENTRY

Early entry to Kindergarten for a 4 year-old, whose 5th birthday falls after 30th April of the proposed year of entry, may be accepted, subject to the School's assessment of the child concerned confirming that he or she is ready for admission to Foundation.

HOLDING OF CLASS PLACES

Places at the School will not be held for students who are withdrawn from the School for any longer than one calendar term. Should the period of intended absence be less than 10 months, places may be held subject to School fees being maintained for the period of absence.

Version	Author	Change	Date
1.0	Geoff Wheaton	Creation	Unknown
2.0	Cameron Nunn	Revision	04/2021