

1. VERSION HISTORY

Version	Date	Notes
1.0	May 2011	Policy Ratified.
1.1	March 2014	Policy updated.
2.0	July 2024	Amendments by Enrolments Manager
3.0	June 2025	Minor Edits to formatting
4.0	October 2025	Minor Edits to include new areas of policy

2. CONTEXT

The College enrolls students eligible for local enrolment in Australia into:

- 2.1. The Early Learning Centre (ELC) - Preschool And Preparatory
- 2.2. the School (Kindergarten to Year 12)
- 2.3. the Out of School Hours Care (OSHC) Centre

The College will enrol students where the family aligns with its vision for the child's education and their future. The College believes that children and young people should be raised and educated in the light of Biblical truth – that God created mankind in His image and loves each person, making it possible for each one to have a relationship with Him through the death and resurrection of His Son, Jesus Christ.

3. OPERATING ENVIRONMENT

This policy is implemented in the following environments of NWCC Ltd:

- Norwest Christian College
- ELC
- OSHC

4. DEFINITIONS

ELC	Refers to the Early Learning Centre located within Norwest Christian College
OSHC	Refers to Outside School Hours Care located within Norwest Christian College
Norwest	Refers to Norwest Christian College (including ELC and OSHC)

5. PURPOSE

The College aims to provide an environment where students can be educated in the light of God's truth; to make their entitlements and its expectations clear for all students and families seeking enrolment; and to provide them with an efficient enrolment process with minimal disruption and maximum support; satisfying the needs of parents, students and the College.

6. POLICY STATEMENTS

- 6.1. The College will comply with relevant legislation and regulations, and the highest standards of ethics.
- 6.2. The College endeavours to engage with students and their families prior to enrolment to ensure that they have sufficient information to make a well-informed decision about studying at the College.
- 6.3. The College will enrol students where the family:

- 6.3.1. seek a Christian Education for the student;
- 6.3.2. declare all information relevant to the enrolment decision, including health, learning or behavioural difficulties;
- 6.3.3. support all College policies, practices, values, ethos and its Statement of Faith;
- 6.3.4. form an effective partnership with the College in their children's education;
- 6.3.5. agree to comply with the Student and Parent Codes of Conduct and where the Principal believes that they have the capacity and commitment to do so;
- 6.3.6. commit to pay their fees in accordance with College policies;
- 6.3.7. commit to provide uniform and equipment as required; and
- 6.3.8. commit to comply with all relevant legislation and regulations.

6.4. The College's Board of Directors are responsible for final decisions regarding enrolment.

6.4.1. Each enrolment decision will be assessed on its individual merits and governed by the capacity of the College to cater for the student's academic, social, psychological, emotional, and physical needs.

- The College may administer testing, or require professional testing at the parents' expense, to identify the specific needs of a student prior to an offer of enrolment.
- Applicants for Kindergarten will be required to undergo a readiness assessment before enrolment. The College may recommend deferral of enrolment for students it deems not ready.

When making enrolment decisions for the Early Learning Centre, the College is informed by the Priority of Access Guidelines per the Start Strong for Long Day Care Program.

- The College may contact current or prior schools or professionals from whom information has been provided for relevant information regarding the student.

6.4.2. Where the Principal deems it necessary students may be offered probationary enrolment, or an enrolment conditional upon an individual plan or Risk Assessment and Management Plan, outlining any provisions the College will make for the student and any conditions or requirements placed on the student and/or parent.

6.5. All enrolments will be formalised by written agreements between parents and the College.

6.6. Where any of the conditions outlined above cease to be the case, or it is found that they were not the case at enrolment, the College reserves its right to terminate the enrolment.

7. GUIDELINES

Procedures for the internal management of enrolment matters are itemised in a separate document for staff.

8. DOCUMENT GUARDIAN RESPONSIBILITIES

8.1. Implementation & Practice

Responsible for initial implementation of this policy and any version changes, and for ensuring that its spirit and content are embedded and maintained in practice.

8.2. Evaluation & Review

Responsible for monitoring legislation, regulations and industry best-practice to regularly evaluate this policy and its guidelines. They will coordinate a review as necessary or at the date specified.

8.3. Communication & Training

Ensures training is provided and relevant elements are communicated to:

Students	N/A
Parents	as required
Staff	each Semester

8.4. Accessibility

Community Policy & summary on website.

9. REQUIREMENTS, SOURCES, CONSULTATION AND ACKNOWLEDGEMENTS

Education and Care Services National Law (Cth)

Education and Care Services National Regulations (including the National Quality Framework) (Cth)

Education Act 1990 (NSW)

AIS NSW

NSW Department of Education

Education and Care Services National Regulations Reg 168 (2)(k)