WYONG CHRISTIAN COMMUNITY SCHOOL

Enrolment Policy & Procedure

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PURPOSE

Wyong Baptist Church, the School Board and the parents of our students share the desire that all the children grow in God's grace and wisdom in the teaching of the Lord Jesus Christ, both at school and at home (2 Peter 3:18). This policy is designed to create a school community that gives them every opportunity to do so.

The school community also needs clear guidelines for dealing fairly with families if their situation or their commitment to the school, its philosophy and values, changes. Parents have the right to know what the school expects for continued enrolment of their children.

POLICY

When We Will Consider Enrolment

Applications for enrolment will be considered in the following situations:

1) At least one parent or caregiver is a Christian whose church leader confirms their Christian character and participation in church life.
2) A Secondary student professes a strong personal faith in Christ and has a reference from their Pastor/Youth Pastor.
3) If there is no Pastor's reference, the parents or caregivers will be invited to attend a four-week Understanding Faith Course. These courses are run by Wyong Baptist Church and are offered throughout the year over four weeks (one night per week).
4) If there is no Understanding Faith Course before the start of the next term, the Principal may decide to proceed with a conditional application based on their assessment of the family's situation. The enrolment would be dependent on the parents' commitment to attending the next Understanding Faith Course.

WCCS will not refuse to enrol a child on the grounds of race, colour, gender or the physical capacities of the child. However, the school must ensure that it is able to meet the needs of the child. For this reason, parents must provide details and all necessary current documentation of any medical and learning needs, including professional reports, during the application process.

On rare occasions, a single parent family may have extenuating circumstances preventing one parent from being in a position to provide acknowledgement of the enrolment application. In these circumstances, the parent submitting the Enrolment Application is to provide a written

explanation of their family's situation for the Principal to review. In some situations, the Principal may exercise professional discretion and permit the Enrolment Application to be accepted with the signature of only one parent. If the Principal does exercise such discretion, he will inform the School Board of this at the next Board Meeting.

Starting Kindergarten

At Wyong Christian Community School, it is our desire to ensure your child has a smooth transition to school. School readiness is important in your child's success.

We feel this is best achieved when a child is at an age when they are emotionally and socially ready for school. We recommend children start Kindergarten at the beginning of the school year if they turn 5 on or before 1st April that year.

Our Kindy Starters program helps to prepare your child for starting school and provides an opportunity for you to discuss your child's readiness for school with the Kindergarten teachers. Kindy students should attend at least 3 of the 4 Kindy Starter sessions prior to starting school.

Enrolment Conditions

Our earnest desire is that all students enjoy a rewarding and comprehensive Christian education. We will do what we can to help families meet our conditions for gaining and continuing their child's enrolment. The school believes that these conditions are fair and reasonable for families who initially accepted the offer of enrolment.

WCCS desires to partner well with parents for the benefit of their children. This will happen best when the following enrolment conditions are adhered to, as signed off on by parents during the enrolment application process:

1) Obligations of Parents

1.1 Parents or caregivers will support the school's values and philosophy of education, including ordering their own lives and home so that the child is given every opportunity to grow up in Christ. This includes allowing the child to share fully in the School's devotional activities and doctrinal lessons.

1.2 Parents or caregivers will provide the child with all the requirements and equipment deemed necessary to enable the child to benefit from the education offered.

1.3 Parents or caregivers agree to provide their child with correct school uniform and ensure it is well maintained and worn neatly and modestly, in accordance with the *Student Uniform & Dress Code Policy*.

1.4 Parents or caregivers accept and support the school's right to employ discipline in accordance with the school's *Discipline Policy*, as seems wise and expedient for their child.

1.5 Parents or caregivers of children with additional needs will provide initial and ongoing documentation to assist the school in making reasonable education adjustments. Additional needs include medical issues, learning issues and behavioural issues.

1.6 Parents or caregivers will provide the school with full disclosure of Court Orders, Parenting Plans, AVOs, Visa status, health reports and other specialist reports relating to their child/ren.

1.7 Parents or caregivers support the measures taken by the school to assist the child to meet the academic and attendance requirements of NESA and other relevant providers.

1.8 Parents or caregivers will ensure that their child/ren will behave in a way that does not bring dishonour to the name of the Lord Jesus Christ, bring disgrace to the school, or put the safety of others at risk. This includes but is not limited to: the use of tobacco, vapes or alcohol; the possession, use or supply of drugs or prohibited substances; the misuse of the internet or technology; pornography; bullying or cyberbullying; and the possession and/or use of weapons.

2) Conditional Enrolment

2.1 All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School.

2.2 The School may decide to conclude the enrolment if it determines that the student's needs cannot be met with reasonable adjustments.

3) Fees & Charges

3.1 Upon applying for enrolment, an enrolment fee of $55 per child is required. Enrolment will not be offered until this fee is paid.

3.2 If the student does not commence the enrolment, the enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.

3.3 Parents or caregivers agree to pay school fees in advance, at the end of the preceding term.

3.4 In the case of having overdue school fees, parents or caregivers agree to pay the costs of the collection of any monies due and payable by them, including the fees of any Collection Agency or Solicitor engaged by Wyong Christian Community School.

4) Privacy

4.1 Parents or caregivers acknowledge that they have read the School's *Privacy Policy*.

5) Termination of Enrolment

5.1 Parents or caregivers agree to provide at least one term's notice (in writing) of termination of enrolment, knowing that failure to do so will render them liable for one term's fees, unless there are mitigating circumstances that are deemed reasonable by the School.

5.2 Parents or caregivers accept that if the School terminates a student's enrolment for any reason, the School will advise the parents in a formal meeting and in writing. Unused fees will be refunded if no money is owed to the school.

The School considers that any serious or repeated breach of the above enrolment conditions is reasonable grounds for terminating enrolment at the School's discretion. This should only occur after considerable engagement with families to help overcome serious concerns.

PROCEDURE

How We Process Enrolment Applications

The school will offer an enrolment after the following procedure is completed:

1) The school Registrar collects basic information during the first enquiry call (e.g., name, address, telephone, church attended). A tour of the school is offered to all interested families.

2) If enquirers are not attending a church, we ask them to attend the four-week Understanding Faith Course, which enables them to appreciate the Christian heritage of the school and understand its Statement of Faith.

3) An email with the School Prospectus, Application Form, *Enrolment Policy & Procedure*, tour invitation and Fees Advice, is sent out promptly. Please note that individual members of

the school staff and Board do not have the power to predict the success of any application.

4) Parents or caregivers return the completed application with all the required documents and the application fee. The application will only progress if all the following documents are included:

    - Child's Birth Certificate
    - A parent's Birth Certificate or Passport (as proof of residential status)
    - Passport and/or Visa – if applicable
    - Pastor's Reference (unless a parent has attended the Understanding Faith Course)
    - Past School Reports and NAPLAN
    - Applicable Court Orders, Parenting Orders, AVOs
    - Immunisation History Statement (K-12), where possible
    - Copies of reports from health professionals and/or specialists regarding any additional needs (including medical, learning or behavioural) – if applicable
    - Enrolment Application Fee

5) The school will advise parents/caregivers if the application is incomplete or more information is required. The Principal will inform the School Board of any unusual or controversial enrolment applications and it will decide how the application is then handled. They may seek legal advice to assist their decision.

6) When the completed application is received, the Registrar arranges for the parents or caregivers to have an enrolment meeting at a mutually convenient time with the Principal or Assistant Principal and the relevant Heads of School or delegates. At least one week is needed to follow up references and School Reports before the enrolment meeting.

7) If a special fee subsidy is requested at the enrolment meeting, the Chief Financial Offer (CFO) will communicate with the parents or caregivers to determine the appropriate fees, prior to the application being approved.

8) After the application has been approved in writing by the Principal or delegate, the Registrar will allocate the child a class position, if one is available. If there is no class

position available, the child's name is placed on the waiting list. The Registrar will then prepare a Letter of Offer, with an Enrolment Acceptance for the parents to sign.

9) Parents or caregivers must return the signed Enrolment Acceptance within two weeks of receiving the offer. Otherwise, the child will be placed on the waiting list and when the acceptance is received, a place will be offered when it is available.

10) Fees are then due in advance in the last week of the preceding term.

The Registrar determines who will be given a newly available place in a class from those on the waiting list by applying the following priorities:

Priority 1: Families with a Pastor's reference who already have children in the school

Priority 2: Families with a Pastor's reference who are new to the school

Priority 3: Other families

Within each case, the children are listed in order of the date when their Enrolment Acceptance was received by the school. Consequently, parents or caregivers of current students are encouraged to make their applications to enrol siblings as early as possible in the preceding year.

How Applications by Separated Parents are Processed

Under the Family Law Act, both parents have joint parental responsibility for their children, unless court orders are made to change this. Ideally, both parents enrol their child and therefore two individuals are jointly and separately responsible for the enrolment and payment of fees. Even if there are no court orders, there may be a parenting plan or agreed arrangements. In their Enrolment Application, parents must supply the school with clear information in writing about the child's living arrangements, as well as pick up and drop off arrangements if applicable.

As a matter of practice, day-to-day decisions are the responsibility of the parent with whom the student lives. Longer term decisions regarding the student's care, welfare and development are the responsibility of both parents.

The School will generally send academic reports and notices to the email address/es provided by the parents. Where parents do not reside together, academic reports and notices will be sent to both parents at the email addresses provided by them, unless:

a) there are Court Orders in place stating that academic reports and notices are to be sent to one parent only;

b) there is an agreement between both parents that the academic reports and notices will be sent to one parent only; or

c) the School in its reasonable discretion considers that it is in the best interests of the student that academic reports and notices should be sent to one parent only.

The school applies the following guidelines in considering two particular situations involving application for enrolment from separated parents:

1) **When one parent applies to enrol a child without providing information about the other parent.**

   Unless the Birth Certificate does not identify the other parent, the school will enquire either directly or indirectly about their role. The school requires both parents' consent to the application in writing before it can proceed unless certified Court Orders state otherwise.

2) **When the child lives with one parent most, or all, of the time, but the parents cannot agree on the application.**

   The school cannot process the application unless certified Court Orders state otherwise.

MAINTENANCE & REVIEW

The Senior Leadership Team will review this policy regularly to ensure that it meets best practice standards, complies with the applicable legislative and regulatory requirements and continues to meet the needs of the school.