



Enrolment Policy

Purpose:	The purpose of this policy is to ensure that Christian parents have access to Christian Education which supports the academic, social and spiritual development of their children so that they may grow and mature in an environment that is favourable to the practise of their faith in Christ	
Scope:	The Principal, Registrar and other staff involved in the enrolment process.	
Status:	Draft v180611	Supersedes: v2006
Authorised by:	Board Chair	Date of Authorisation:
References:	<ul style="list-style-type: none">● Grievance Policy and Procedures● Conflict of Interest Policy● Fees● Enrolment Enquiry Pack● Enrolment Interview Pack● Enrolment Form	
Review Date:	Annually	Next Review Date:
Policy Owner:	School Board	

Policy Statement

- The College aims to ensure that Christian parents have access to Christian Education which supports the academic, social and spiritual development of their child/ren so that they may grow and mature in an environment that is favourable to the practise of their faith in Christ.
- Families that enrol with the College understand, agree with, and support the values and philosophies of the College as outlined in the College Prospectus.
- Decisions about applicants are based on the Selection Criteria together with the current availability of student places in the College.

Eligibility Criteria

An eligible family is:

- Parent/s who have read and agree with the College's Christian philosophy and values as outlined in the College Prospectus
- Actively involved in (or intending to be involved in) or affiliated with a Christian Fellowship
- Able to provide a pastoral reference
- Able to provide a personal reference

Decisions about attendance at the College will be based on the above eligibility criteria balanced with available student places:

- All exceptions to the eligibility criteria will be referred to the Board at the next meeting.

Student Places

The Principal or their designate will ensure a student/teacher ratio of no more than

- 1:30 for Primary and Secondary
- 1:25 for Preparatory.

Procedure

Initial Enquiry

- All enquiries should be treated with respect and professionalism
- Any staff member receiving an enquiry should explain the College mission and vision statements, offer to send an Enrolment Application Package and note the enquirers name and contact details into the school database
- Enrolment applicants should be informed about the availability of places in the College
- If an enquirer wants to continue, the Enrolment Application Package should be sent to the enquirer as soon as practicable after the enquiry is complete
- All Enrolment Application Packages should be processed by the Registrar
- Under no circumstances should an offer of a place be made to the enquirer at initial enquiry

Initial Interview

- Once an Application for Enrolment has been received, an initial interview is organised between the applying family and the Principal or designate, at a time convenient to both parties

- The initial interview is an opportunity for the family (including the intended students) to become familiar with the College and the Principal and discuss College philosophy and values together with our approach to education
- The Principal or designate will determine eligibility of the family for the College based on the eligibility criteria
- The Principal will ensure the applicants:
 - Are familiar with the College and the College curriculum
 - Have read and understand the College Prospectus
 - Have provided two references (including one Pastoral reference)
 - Has provided a copy of the latest report card from the previous school (if applicable)
 - Understand and can comply with the uniform dress code
 - Have completed a separate enrolment form for each student
 - Understand and agree that the College cannot use enrolment application information for any other purpose than for further contact with the family about enrolment
 - Understand and can comply with fees payment
- At the initial interview, the student's physical, emotional, social, behavioural and/or learning support needs should be identified and discussed

Acceptance of Application for Enrolment

- The Principal is authorised to decide the success or otherwise of the enrolment application
- Upon acceptance of an application, the applying family should be advised and a start date negotiated
- The Principal shall ensure a Student File is commenced for each student and stored in a secured file cabinet Administration

Unsuccessful Enrolments

- Unsuccessful applicants should be advised of the reasons for their non-acceptance and, if eligible, offered to be added to the waiting list
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Waiting List

- The waiting list should be available to all admin staff and stored in a lockable cabinet in Administration

Disputes

- Any enrolment disputes should be addressed in the first instance to the Principal or designate and, if unresolved, usual grievance procedures apply