

2018

ENROLMENT POLICY

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Contact:	Alison Graeve
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1. Why we have an enrolment policy

It is essential that all families who have their children enrolled at Coast Christian School are supportive of the ethos and policies of the School.

The School is based on a Christian philosophy of education which will not appeal to everyone. The School also expects that the Christian principles taught at School will be consistent with the training of family life at home.

Coast Community Church, the School Board and the parent body share the desire that our children will choose to make Jesus Christ their Lord and Saviour and grow towards grace and wisdom in His teachings. The Enrolment Policy is designed to foster a School community that gives them every opportunity to do so. At COAST Christian School we believe this choice provides the best FOUNDATION FOR LIFE for our students.

The School also has a responsibility to publish clear guidelines about its relationship with students' families so that parents know what to expect of themselves, their children and the School in various circumstances.

2. When we will offer enrolments

Offers of enrolment will be made when the following circumstances apply:

- A. At least one parent or care-giver is a Christian who affirms the School's confession of faith, and whose church leader confirms their Christian character and participation in church life

AND/OR

- B. The parents or carers demonstrate
- i) understanding of the School's philosophy of education and
 - ii) commitment to its influence on the development of their children.

AND

- C. The parents or carers accept that the partnership between School and home may challenge them personally with issues about the child's growth in their understanding of God's grace and wisdom.

When these apply we will accept enrolments. We will not refuse to enrol a child on the grounds of the race, colour, sex or physical capacities of the child. However, the School must judge that it is able to meet the needs of the child together with all others enrolled. We will do this in consultation with the parents. Therefore, it is expected that parents / carers will fully disclose any educational, emotional or physical special needs that may affect the education of their child or other children. A failure to disclose any such relevant information during the enrolment application process may result in an immediate termination of the enrolment as it reflects a fundamental breach of the essential trust between the School and the family concerned.

Other considerations:

The School also makes some places available for families who are not only supportive of the policies of the School and wish their children to be taught Christian principles and values, but who are not affiliated with a church. In these cases where there is no Pastor reference to support the application,

the parents or caregivers will be invited to attend an interview with the Principal and a Pastor from Coast Community Church. The purpose of this interview will be to provide the parents or caregivers with an opportunity to ask questions regarding the Christian faith and the Christian philosophy of education that is applied at Coast Christian School. At this interview it is possible for parents to be invited to participate in a course that will even further explain the Christian faith. This course will be conducted by Coast Community Church and will provide opportunities for parents and caregivers to meet with others who are also seeking a better understanding of Christianity. If, at the conclusion of this interview, the parents or caregivers agree to support and uphold the Christian values of the school, a place may be offered. This is, however, at the Pastor and/or Principal's discretion. In these circumstances for an offer of enrolment to occur parents or carers need to also agree to the conditions set out in B and C above.

Please be aware that The School's desire in enrolling such families is that the children and their families will choose to make Jesus Christ their Lord and Saviour during the course of their enrolment and as a result of normal School activities,

Minimum starting age:

The child must turn **5 years of age on or before 30th April** in their Kindergarten year. This may be varied if the child has had specialist assessment which recommends that the child commence school at an earlier age. It may also be varied if there are other special circumstances.

3. What you can expect about continuing enrolment

Parents are required to sign and support the Enrolment Agreement as outlined in the Enrolment Application. The School reserves the right to add to and amend these conditions of enrolment from time to time as they see fit.

We earnestly desire that all our *students will enjoy a rewarding and complete Christian education. We will do everything reasonable in our power to help families meet the conditions below for **continuing** enrolment of their children.* We believe the conditions are fair and proper for families wishing to place children in the School.

The School will move to discontinue enrolment, with consultation in advance, if the School considers it not to be in the best interests of the child or if the education of other children is seriously disadvantaged by the child's presence.

4. What the School expects of you

The School, at its discretion, considers that your failure to abide by the Enrolment Agreement conditions below is reason for terminating enrolment - after reasonable effort has been made to help you meet them.

We expect you will:

1. Provide, when requested, any information concerning your child's education or medical history.
2. Accept that the school reserves the right to terminate or review enrolment if relevant information is not disclosed to the school.
3. Allow your child to share fully in the life and program of the School, including Bible lessons and devotional activities.
4. Support the aims of the School academically, socially and spiritually by facilitating consistency between home and school life.
5. Provide your child with all requirements and equipment deemed necessary to enable your child to benefit from the education offered.

6. Accept the right of the School to employ such discipline as it deems wise and expedient for your child and agree to uphold in every way possible the School's authority and right to administer appropriate discipline in accordance with the policies of the School.
7. Accept that the School may suspend or terminate enrolment at its discretion for failure to comply with the enrolment conditions or other serious breaches of the School's policies and procedures.
8. Support the school's expectation that all students will use computers and internet access appropriately and in compliance with school policy and with the Internet Agreement.
9. Give at least one term's notice, in writing, of termination of enrolment, knowing that failure to do so will render you liable for one term's fees (in the case where there are mitigating circumstances that are acceptable to the School, this notice period may be waived).
10. Accept that a refund of unutilised fees on termination of enrolment for any reason whatsoever will be solely at the discretion of the School.
11. Accept that completing this application does not guarantee a placement/s at the School for your child/ren and that careful and fair consideration will be given in accordance with COAST'S published student Enrolment Policy.
12. Ensure that, whilst present on the school property or at a gathering involving students of our school, your child/ren will behave in a way that does not bring dishonour to the name of Christ or disgrace to the school.
13. Provide your child with the correct uniform approved by the school and to ensure that your child is always sent to school neatly and modestly dressed.
14. Pay school fees in accordance with the School Fee Policy (refer to the 'Fees' section of COAST Christian School's website for details).
15. Accept that COAST Christian School may provide the Registrar of Green Point Christian College (subject to your enrolment application to that school) with the following:
 - (i) Fee payment history (without prejudice)
 - (ii) Coast Christian School Principal's assessment of the enrolling parents' understandings of Christian education as espoused by Christian Schools Australia

5. How we enrol students

- ❖ The School office collects basic information during the first enquiry (e.g. name, address, telephone, church attended). PLEASE NOTE: If enquirers are not attending a church, we will encourage them to demonstrate a willingness to uphold Christian values by doing so. We believe that it is by providing this example to your children you can then expect your children to learn and adopt the Christian values we teach.
- ❖ A letter with school prospectus, application form, enrolment policy and fees advice is sent out promptly. (We call this an enrolment pack). Please note that individual members of school staff and board do not have the power to predict the success of any application.
- ❖ Parents/caregivers return the completed application plus all the required documents and the application fee. The application will **not** progress while any one of the required documents is not included. Please be aware that the School will follow up references and School reports.
- ❖ When the application is complete and depending on the availability of positions the School arranges:
 - For Years 1-6: An English and Mathematics assessment will be conducted with the enrolment applicant/s. This will be conducted by a relevant member of COAST Christian School teaching staff.

- For Kindergarten: A School Readiness Assessment will be conducted by a relevant member of COAST Christian School teaching staff.
 - Following this assessment, the School may also arrange a meeting with the Learning Support teacher. The purpose of this additional step would be to acquire further information regarding your child's learning, behavioural and physical needs to deem whether the School is already equipped with the resources required to meet any special needs and requirements for your child. This process will include consultation with the child's previous school or Pre-School. Parents and caregivers will be advised and consulted throughout this process.
 - From time to time, the School may request parents to obtain further reports, diagnoses and the like to help us to gain a clearer picture of any specific learning, behavioural or physical needs a child may have. This step may slow the enrolment process considerably and could result in the School declining the application for enrolment based on the School's inability to provide the required level of support. Such inability would be dependent on the School experiencing "unjustifiable hardship" in accordance with the Disability Discrimination Act 1991 (Cth). Parents and caregivers will be advised and consulted throughout this process.
- ❖ Once the above information has been obtained and the School is satisfied that the enrolment application can proceed, an appointment is arranged for parents/caregivers to be interviewed at a mutually convenient time. You will be advised who will be representing COAST Christian School at the interview. We expect you will advise us who will be representing the enrolment applicant/s at the interview. PLEASE BE ADVISED that at least one week is needed to follow-up references and School reports before the interview can be scheduled.
 - ❖ The School Board will be informed of any new enrolments at various stages throughout the year.

When an application has been approved the School offers a place to the child, if one is available. Where no place is available the child's name is placed on the waiting list. The Waiting List is prioritised according to the same criteria as for applications.

- ❖ Applications will be prioritized according to the following criteria:
 - Priority 1** - Families with a strong Christian commitment and church affiliation who already have children in the school.
 - Priority 2** - Committed Christian families who are members of Coast Community Church.
 - Priority 3** - Families with a strong Christian commitment and church affiliation who are new to the school.
 - Priority 4** - Other families.
- ❖ When a new student is offered a position at the School, an enrolment bond will be required to secure the position. The Bond is refundable at the end of the last student in the family's schooling at COAST Christian School, provided all accounts have been settled and relevant material returned. The maximum bond held by the school per family will be \$1200. In the case of enrolment offers being accepted more than 6 months prior to the student's starting date, the bond may be paid in instalments as per the school's current schedule.
- ❖ The School office sends relevant information regarding details of Orientation day; commencement date; uniform and other requirements for the child to start school.

6. Terminating an enrolment

Whether the family or the School terminates the enrolment it is a sad time for the whole School community. Sometimes there is only the sadness of a farewell - e.g. when a parent's job is transferred. Sometimes the enrolment is ended because somebody's expectations have not been met. That is when there can be some pain involved.

Ended enrolments can be painful for the School if there is a complaint about the School's performance which has not been clearly presented to the most-immediately involved person, and the Principal, beforehand. Ended enrolments can be painful for the family for similar reasons. (Jesus' teaching on conflict resolution between Christians is recorded in Matthew 13:15-17). For our part, the School undertakes to make every reasonable effort within its power to help with a problem that threatens to break down a co-operative relationship between School and family.

How the School will terminate enrolment

The School will terminate enrolment under two kinds of circumstances -

a) persisting failure by the family to meet the conditions for continued enrolment,

OR

b) the inability of the School to meet the child's needs without seriously disadvantaging other students.

When the School terminates a student's enrolment for one of these reasons we will advise parents/carers in an interview and in writing, after less formal communications have been attempted. We will try to arrange for the student to finish up at a time that suits both the School and the family. We will refund unexpired fees if no money is owed to the school.

How the family will terminate enrolment

The School expects that when parents or care-givers terminate a student's enrolment they will give at least a whole term's notice. This notice must be received in writing. Where this notice is not given, the School reserves the right to charge one term's fees. The School *may* decide to return part or all of any unexpired fees at its discretion.

The enrolment bond will not be refunded unless:

- one term's notice of termination has been provided
- all accounts have been settled
- all relevant material returned to the School.