

2018

ENROLMENT POLICY

1. Why we have an enrolment policy	2
2. When we will offer enrolments	2
3. What you can expect about continuing enrolment	4
4. What the School expects of you	4
5. How we enrol students	5
6. Terminating an enrolment	7

Document No:	20161305
Publication Date:	March 2018
Replaces Document & No:	Enrolment Policy 20161702
Contact:	Alison Graeve
Review Date:	2 year cycle: February 2020
Status:	Active

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.

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

1. 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 OR

AND

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 welfare and growth in 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.

2. Where else we will consider enrolments:

- When a significant family member (e.g. Grandparents) will vouch for the spiritual input into a child and the parents or carers agrees to support the Christian values of the school.
- The student professes a strong personal faith in Christ and has a reference from the Pastor/Youth Pastor of the church at which they attend.

In each of 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.

3. 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 likely 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. AIR Immunisation Documentation Requirements:

To enrol in a school, parents/guardians should provide a copy of one of the following immunisation forms:

- a current AIR Immunisation History Statement showing that a child is 'up to date' or 'not up to date' with their immunisations, including where a child has an approved medical contraindication or natural immunity to one or more vaccines,
OR
- an AIR Immunisation History Form for a child who does not have a complete immunisation history on the AIR and may be on a recognised catch-up schedule, which has been certified by an immunisation provider. Other records must not be accepted as evidence of immunisation status, such as the NSW Personal Health Record (Blue Book), a GP letter or an overseas immunisation record.

While students can still be enrolled if an approved immunisation certificate is not provided, these children will be classified as unimmunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease at the school OR if they come into contact with a person with a vaccine preventable disease, even if there is no an outbreak at the school. In such circumstances, there are Department of Health protocols that the school will follow.

Privacy regarding the immunisation status of all enrolled students must be maintained at all times. Should a parent/guardian enquire about the immunisation status of another enrolled student(s), this information must not be provided. Principals must provide the name, immunisation status and other details of enrolled students to public health unit staff if the student has a vaccine preventable disease OR if the student has come into contact with a person with a vaccine preventable disease. In these circumstances, the need to provide this information overrides any privacy concerns.

3. What you can expect about continuing enrolment

Parents are required to sign and support the Conditions of Enrolment 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 meet any of the conditions below is reason for terminating enrolment - after reasonable effort has been made to help you meet them.

1. Allow the child to share fully in the life and program of the School, including Bible lessons and those planned activities which occur outside the normal school day.
2. Support the aims of the School, academic, social and spiritual, by facilitating consistency between home and School life.
3. Provide the child with all necessary textbooks and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
4. Provide the child with the correct uniform approved by the School, and to ensure that the child is always sent to School neatly and modestly dressed.
5. Accept the right of the School to employ such discipline as it deems wise and expedient for the 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.
6. Pay school fees in accordance with the School Fee Policy.
7. Give at least one school term's notice of termination of enrolment, with failure to do so rendering me/us liable for one term's fees.
8. Behave, whilst present on the School property or at a gathering involving students of our School, in a way that does not bring dishonour to the name of Christ or disgrace to the School. This includes the behaviour of our children.
9. Obey the rules of the School and these enrolment conditions where applicable.
10. The School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's integrity.
11. Disclose relevant information to the School. The School reserves the right to terminate or review enrolment if relevant information is not disclosed.

12. Abide by all school policies regarding acceptable use of computers including the internet. This includes parents/caregivers and our children.
13. Permitting Coast Christian School to provide the Registrar of Green Point Christian College (subject to enrolment application to that school) with the following;
 - i. Fee payment history (without prejudice)
 - ii. Coast 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 call (e.g. name, address, telephone, church attended).
- ❖ If enquirers are not attending a church, we encourage them to demonstrate a willingness to uphold Christian values by doing so. Only by providing this example can they expect their 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. 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 registration 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: A basic skills (English and Mathematics) assessment will be conducted with the enrolment applicant/s. This will be conducted by a relevant member of the Coast teaching staff.
 - For Kindergarten: A School Readiness Assessment will be conducted by a relevant member of the Coast teaching staff.
 - Following this assessment, the School may also arrange a meeting with the Head of Learning Support. The purpose of this additional step would be to acquire further information regarding your child's learning, behavioural and physical needs in order 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 in order for 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, 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 18:15-17). 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.