

# Enrolment Policy

*Foundation for Life*

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## 1 Purpose

This policy sets out the approach Coast Christian School (“the School”) takes to student enrolment for Preparatory students and those students enrolling in Early Stage One to Stage Three. It is important that parents are aware of and supportive of the ethos and policies of the School. This policy outlines our context so that prospective families can understand our Christian philosophy and approach prior to student enrolment.

Our desire in enrolling students in the School is that students and their families will choose to make Jesus Christ their Lord and Saviour. Families who choose our School, share the desire and/or agree to support the School in the desire that students will make Jesus Christ their Lord and Saviour, and grow towards grace, wisdom and maturity in accordance with the teachings of Jesus Christ.

We recognise that our approach will not appeal to everyone but we do expect that for enrolled students, the values of family life at home will be consistent with the principles taught at the School.

We acknowledge our responsibility to publish clear guidelines so that parents know what to expect of the School and what is expected of themselves and their children.

## 2 Coast Christian School as a Ministry of Coast Community Church

The School was commenced in 2000 by Coast Community Church and is an ongoing ministry of the Church with the aim of providing an educational setting for students and their families to participate in Christian schooling.

Students who are enrolled at the School, and their families, should expect to have many and varied opportunities to connect with Coast Community Church over the time of their education at the School and to receive care and nurture from the Church.

## 3 Policy Approval

This Policy has been set in place and approved by the Board of Directors to ensure the philosophy described in this policy is a critical and foundational part of the functioning of the School and that the Board’s role in monitoring the outworking of this policy is understood at a governance level

## 4 Enrolment pre-conditions

### 4.1 Standard enrolment pre-conditions

A. At least one parent/carer is a committed Christian who affirms the School's [Statement of Doctrines and Beliefs](#), is affiliated with a local church and whose church leader confirms their Christian character and participation in church life in a written or verbal character reference directed to the Principal or delegate

AND

B. At least one parent/carer is able to demonstrate the following:

- i) an understanding of our Christian philosophy of education and
- ii) a commitment to our Christian influence on the development of their children

AND

C. At least one parent/carer accepts that the ongoing partnership between School and home may challenge them personally with issues about the child's welfare and growth in God's grace and wisdom.

Subject to places being available at the School, an enrolment application that meets the above criteria will be accepted.

### 4.2 Additional substitute considerations

Where a family is unable to meet the conditions of paragraph 4(i) above, the following additional enrolment considerations may apply in substitution – as long as the parents/carers can also satisfy 4(i)B and 4(i)C above:

When a significant family member (for example, Grandparents) will vouch for the spiritual input into a child's life and the parents/carers agrees to support the Christian values of the School.

When a prospective student professes a strong personal faith in Christ supported by a reference from the Pastor/Youth Pastor of the church at which they attend.

### 4.3 Non-church affiliation considerations

We also make some enrolment spaces available for families who are supportive of the philosophy 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, the parents/carers will be invited to attend an interview with the Principal and a Pastor from Coast Community Church. The purpose of this interview is to provide information about the School, including the School's faith ethos and strong connection to Coast Community Church, and to provide the parents/carers with an opportunity to ask questions regarding the Christian faith and the Christian philosophy of education that is

applied at the School. Parents/carers may be invited to participate in a course conducted by Coast Community Church aiming to further explain the Christian faith.

If, at the conclusion of this interview, the parents/carers agree to support and uphold the Christian values of the School and can commit to satisfy 4(i)B and 4(i)C, an enrolment place may be offered - at the combined discretion of the Principal and Pastor.

#### **4.4 Acknowledgment of Conditions of Enrolment**

Parents/carers making an application for enrolment will be required to sign an acknowledgment of the relevant conditions of enrolment.

#### **4.5 Non-discrimination provisions**

We are very mindful of its obligations under anti-discrimination legislation and 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 each individual child - together with all other children enrolled. We will make this assessment and decision after comprehensive consideration and full consultation with the parents.

Therefore, it is expected that parents/carers will fully disclose any educational, emotional, physical or other special needs that may affect the education of their child in the context of the School encompassing other children.

A failure to disclose any such relevant information during the enrolment application phase may result in an immediate termination of the enrolment if it is later determined that the child's enrolment was untenable, as it reflects a fundamental breach of the essential trust between the School and the parents/carers concerned.

#### **4.6 Overarching Age Provisions**

##### **4.6.1 Early Stage One through to Stage 3 students**

This policy should be read in conjunction with the Student Attendance Policy (which applies only to Early Stage One through to Stage 3 students) which sets out the minimum enrolment age for children, and relevant exemption possibilities. Generally, a child must turn 5 years of age before 1<sup>st</sup> of January in their Kindergarten year.

##### **4.6.2 Preparatory students**

Generally, a child must turn 4 years of age before 1<sup>st</sup> of January in their Preparatory year.

#### **4.7 Australian Immunisation Register (AIR)**

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 not an outbreak at the School. In such circumstances, there are Department of Health protocols that the School will follow which necessarily override the stipulations in this enrolment policy.

In accordance with our obligations under the Australian Privacy Principles stipulated in the Privacy Act 1988 (Cth), the immunisation status of all enrolled students must be maintained confidentially at all times. Should a parent/guardian enquire about the immunisation status of another enrolled student(s), this information must not be provided.

Where applicable, 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, or if otherwise required under legislation which overrides the Privacy Act.

## 5 Enrolment processes

The enrolment processes that apply at the School are as follows:

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, relevant Preparatory or Early Stage One to Stage 3 (Kindergarten to Year 6) 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 teaching staff.

For Kindergarten and Preparatory: A School Readiness Assessment will be conducted by a relevant member of the 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.

## 5.1 During the Enrolment Application phase:

- ❖ The opportunity for a 'Developmental Play Group' as part of the enrolment process for Preparatory and Early Stage 1 (Kindergarten) enrolments may be provided.
- ❖ Students enrolling for a Year 1-6 position may be provided with the opportunity to participate in the relevant cohort class for a morning, as part of the Enrolment Process for all).
- ❖ 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 the School at the interview – it will likely be the Principal. We expect you will advise us who will be representing and/or accompanying the student at the interview. At least one week is needed to follow up references and school reports before the interview can be scheduled.

- ❖ As part of management reporting, the School Board will be informed of any new enrolments at various stages throughout the year.
- ❖ Once an application has been approved, the School will send an Enrolment Offer signed by the Principal, if a place is available. Parents respond with a signed acceptance of the Enrolment Offer (or decline, if relevant). At this point, an acceptance of Enrolment Offer activates a formal enrolment of the student at the School and the Orientation Process commences (as set out in Section 10 below).
- ❖ It is noted that enrolment in the School's Preparatory class is not an automatic offer of enrolment into Early Stage One at the School. Families seeking to continue their education at the School from the Preparatory class need to reapply for enrolment into Early Stage One, as outlined in the Parent Handbook.

## 6 Waiting List

Where no place is available at the School, the child's name is placed in a waiting pool, movement through which is prioritised according to the following criteria – and which is applied consistently for all applications to accord with principles of procedural fairness:

**Priority 1** - Families who already have children in the School (Kindergarten – Year 6).

**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.

## 7 Orientation processes

The School office will provide parents/carers with relevant information regarding details of Orientation Day; commencement date; uniform and other requirements for the child to start School. The Orientation process will include an information session from the Senior Leader and Associate Pastor of the Church.

## 8 Enrolment bond

An enrolment bond is required in advance in order to secure an enrolment placement offered by the School. The amount of the bond is calculated in accordance with our Schedule of Fees.

A maximum bond will be held by the School per family (see current Fee Structure for further details).



The Bond is refundable at the end of the last student in the family's schooling at the School, provided all accounts have been settled and relevant materials returned. 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 in accordance with a schedule pre-agreed with the School.

## 9 School fees

Relevant fees will be charged in accordance with the Schedule of Fees which is applicable at the time the child commences School (ie not any Schedule in place at the time of the application – because many families apply years ahead to secure a placement), and as amended from time to time thereafter.

## 10 Conditions for continued enrolment

We earnestly desire that all our students will enjoy a rewarding and complete Christian education. We will do everything reasonable within our power to help families meet the conditions for continued enrolment (set out below). We believe the conditions are fair and proper ongoing conditions for families wishing to place children in the School.

Failure to meet any of the conditions below is a reason for terminating enrolment - after reasonable efforts have been made to help a parent/carer and/or relevant student meet them:

1. Allowing 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. Supporting the aims of the School, academic, social and spiritual, by facilitating consistency between home and School life.
3. Providing 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 and as required by School policy.
4. Providing 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. Accepting 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. Paying School fees in accordance with the School Fee Policy.
7. Giving 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. Parents/carers and students behaving, whilst present on the School premises or at any 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 abiding by the School's Codes of Conduct (Child Safe Code of Conduct, Code of Conduct: School Community Members and the Code of Conduct: Students).
9. Obeying the rules of the School and these enrolment conditions where applicable.
10. Disclosing relevant information and particulars to the School required under legislation or policy. The School reserves the right to terminate or review enrolment if relevant information is not disclosed.
11. Abiding by all School policies regarding acceptable use of computers including the internet. This includes parents/caregivers and our children.
12. Permitting the 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. Principal's assessment of the enrolling parents' understandings of Christian Education as espoused by Christian Schools Australia.

We may suspend, expel or terminate enrolment at its discretion for failure to comply with these conditions, or other serious breaches of the School's integrity.

## 11 Unmet expectations

Where a parent/carer has unmet expectations or dissatisfaction, we encourage a frank discussion about the issues so that a collegiate and encouraging resolution might be reached. We encourage any complaints or feedback to be communicated to the relevant class teacher or Principal – preferably informally, but otherwise as per our Complaint and Grievances Policy which draws on principles of Jesus' teaching on conflict resolution between Christians is recorded in Matthew 18:15-17).

An ended enrolment that comes without notice can otherwise be a very sad and unsettling time for the whole School community.

We undertake 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 a family.

## 12 Termination of enrolment

We will terminate enrolment under the following circumstances:

- a) persisting failure by the family to meet the pre-conditions and/or conditions for continued enrolment,
- OR
- b) following reasonable consultation, the inability of the School to meet the child's needs without seriously disadvantaging either the best interests of the child or those of other students.

We will not terminate an enrolment unless the School Board has been advised of the relevant issues and endorsed the Principal's recommended approach.

When we terminate 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 endeavour as far as practicable to arrange for the student to finish up at a time that suits both the School and the family. We will refund any money paid in advance excluding any costs and fees owed to the School. The School will request that any outstanding fees up until the last day of enrolment are paid. The bond will be held until the outstanding fees are forwarded to the School upon which the bond will be returned to the family.

## 13 Termination of enrolment by a parent/carer

We expect that when parents or carers terminate a student's enrolment they will give at least a full term's notice in writing, including information about where the student will continue to be educated alongside any relevant evidence of this. Where this notice is not given, we reserve 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.

## 14 Documents provided to parents

In the Enrolment Application Pack and follow up email

- ❖ *Welcome letter to parents in regard to our Prep Program/Early Stage One to Stage Three classes;*
- ❖ *Preparatory/Early Stage One to Stage Three enrolment application form;*
- ❖ *Medical form and image permission form;*

- ❖ *Statement of Doctrine and Beliefs*
- ❖ Copy of Enrolment Policy;
- ❖ Fee structure;
- ❖ Prospectus;
- ❖ Code of Conduct – School Community Members
- ❖ Links to website for the Child Safe Code of Conduct;
- ❖ Links to website for the Code of Conduct – Students and

Additional documents once Enrolment Application is finalised and Offer of Enrolment occurs to finalise application:

- ❖ Letter of Enrolment Offer – If the Enrolment Offer is accepted through the 'Accept' selection box with signature and date of the student's parent/s

then the following are provided

- ❖ Parent Handbook
- ❖ Internet user agreement (digital form/submission from 2024)

To note:

- ❖ Each year, parents are required to complete the following forms as online submissions:
- ❖ Medical information
- ❖ Changes e.g. address, names,
- ❖ Internet user agreement
- ❖ NB: 'Volunteers' resign the Child Safe Code of Conduct each year

## 15 Responsibilities under this policy

The School Board is responsible for approving substantive amendments to this policy.

The Principal or delegate is authorised to make minor inconsequential amendments to this policy.

The Principal is responsible for ensuring organisation-wide implementation, training and monitoring to ensure the obligations and requirements of this policy are complied with.

## 16 Amending this policy

We reserve the right to amend this policy (including pre-conditions of enrolment and continuing conditions of enrolment) from time to time as the Principal sees fit, and subject to Board approval of any amended policy. In this situation, as far as practicable

parent/carer consultation will take place and reasonable notice of changes shall be given in accordance with principles of procedural fairness.

## **17 Related policies**

Complaint and Grievances Policy

Student Attendance Policy