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## **PURPOSE**

Wyong Baptist Church, the School Board and the parents of our children 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 principles, 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 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.

### **What You Can Expect About Continuing Enrolment**

Our earnest desire is that all students enjoy a rewarding and comprehensive Christian education. We will do everything possible to help families meet our conditions for continuing to enrol their

children. The school believes that these conditions are fair and proper 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:

- 1) Parents or caregivers continue to support the school's philosophy of education, so that the child is given every opportunity to grow up in Christ.
- 2) Parents or caregivers agree to allow their child to fully participate in the life and program of the school, including activities that reflect the school's philosophy and principles.
- 3) Parents or caregivers pay school fees in advance each term, or as arranged with the Business Manager.
- 4) Parents or caregivers provide their child with correct school uniform and ensure it is well maintained and worn neatly and modestly.
- 5) Parents or caregivers provide the child with all required equipment listed in the 'School Essentials Booklet' and any other personal equipment for them to benefit from the education offered.
- 6) 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.
- 7) Parents or caregivers of children with disabilities continue to provide current documentation to assist the school in making reasonable education adjustments. Disabilities include loss of physical or mental function and ongoing disease or illness, particularly where it affects the student's thinking and learning ability or their emotions, judgements, and behaviour.
- 8) Parents or caregivers provide the school with full disclosure of Court Orders, Parenting Plans, AVOs, Visa status, health reports and other specialist reports, that are relevant to the interests of the child attending and learning at the school.
- 9) Parents or caregivers support the school's authority to administer consequences in accordance with the school's Discipline Policy, as seems wise and expedient for their child.
- 10) Students behave in a way that does not put the safety of others at risk or bring dishonour to the name of Christ or disgrace to the school.

- 11) Students refrain from involvement in any of the following activities: use of tobacco or alcohol, possession, use or supply of drugs or prohibited substances, misuse of the internet or technology, pornography, bullying or cyberbullying and possession and use of weapons.

We consider that any serious or repeated breach of the above conditions is reason for terminating enrolment at the school's discretion. This should only occur after considerable engagement with families to help overcome serious concerns.

When WCCS terminates a student's enrolment for any reason, we will advise the parents in a formal interview and in writing. We will refund unused fees if no money is owed to the school.

## **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 encourage them to attend the four-week Understanding Faith Course, which enables them to appreciate the Christian heritage of the school and accept its Statement of Faith.
- 3) An email with the School Prospectus, Application Form, Enrolment Policy, 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 medical and/or learning disorders (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 be interviewed at a mutually convenient time by 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 interview.
  - 7) If a special fee subsidy is requested at the interview, the Business Manager 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 interview panel, 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 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 annually 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.