



Enrolment Policy

Why We Have an Enrolment Policy

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.

Wyong Baptist Church, the School Board and the parent body share to wish that our children will grow to grace and wisdom in the teaching of the Lord Jesus Christ. 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 in various circumstances.

When We Will Offer Enrolment

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

- A. At least one parent or caregiver 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

- 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, gender 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.

When We Will Offer Enrolment - *continued*

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 agree 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.

For an offer of enrolment to occur in each of these circumstances, parents or carers need to also agree to the conditions set out in B and C above.

3. Other considerations:

If there is no Pastor's reference, the parents or caregivers will be invited to attend a four-week course explaining the Christian faith and services at Wyong Baptist Church. These courses are offered once per semester over four weeks (one night per week). If at the conclusion of this course the parents or caregivers agree to support and uphold the Christian values of the school, at the Pastor's/Principal's discretion, a place may be offered. For an offer of enrolment to occur in these circumstances, parents or carers need to also agree to the conditions set out in B and C above.

Should a waiting list exist for the year in which a position is being sought, then these enrolment applications are the lowest priority on that waiting list.

What You Can Expect About Continuing Enrolment

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 full consultation in advance, if it cannot meet the child's needs or if the education of other children is seriously disadvantaged by the child's presence.

What the School Expects Of You

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

1. Parents/carers support the School's educational philosophy by continuing to allow the child to share fully in the life and program of the School. This specifically includes, but is not limited to, the devotional activities and doctrinal lessons.
2. Parents/ carers support what they expect from the School by ordering their own lives and home so that the child will be given every opportunity to grow in God's grace and wisdom.
3. At least one parent/carer continues to maintain their Christian faith and witness and to contribute to their church. At least one parent/carer continues to support School functions or activities by their attendance.
4. Parents/carers will continue to provide the child with the correct uniform, ensuring the child wears it neatly, modestly and clean.
5. Parents/carers provide the child with all personal equipment required by the School for full participation in the education offered.
6. Parents/carers support the responsibility of the School to use discipline and give punishment, in accordance with its policies, as it seems wise and suitable for the child.
7. Agreed fees are reliably paid in advance at the end of the proceeding term, or as the Business Manager arranges in accordance with School policy. In the case of a family's first enrolment, agreed fees must be paid by the date set for accepting a place in the School.
8. Students will behave in a way that does not bring dishonour to the name of the Lord Jesus Christ or disgrace to the School. This includes but is not limited to:
 - a) Not using alcohol or tobacco; and
 - b) Not abusing other substances viewed by the School as harmful to the student or other students.
9. Parents/carers provide full disclosure of any details pertaining to the child's medical conditions, behavioural issues, court orders and/or visa status.

How We Enrol Students

1. The School Registrar collects basic information during the first enquiry call (e.g. name, address, telephone, church attended).
2. 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.
3. A letter with the school prospectus, application form, enrolment policy and fees advice is sent out promptly, either by post or email. Please note that individual members of school staff and Board do not have the power to predict the success of any application.
4. Parents/carers 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.
5. When the application is complete and depending on the availability of positions, the Registrar arranges for parents/carers to be interviewed by at least two of the following at a mutually convenient time: Principal, Assistant Principal or Head of School; Business Manager; Pastor or delegate; School Board members or delegate. At least one week is needed to follow up references and School reports before the interview.
6. The whole School Board will consider any unusual or controversial enrolment applications. They will also be informed of any new enrolments.
7. 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 Letter of Offer has a return Acceptance of Enrolment form for parents to sign when accepting the offer.

The criteria the Board will consider for potential enrolments are:

Priority 1: Families with a strong Christian commitment and church affiliation who already have children in the school.

Priority 2: Families with a strong Christian commitment and church affiliation who are new to the school.

Priority 3: Families who do not have a strong Christian commitment and church affiliation, who have children in the school and those who would be new families to the school.

8. Parents/carers return the signed Acceptance of Enrolment form with one term's fees in advance (fees thereafter are due in advance during the last week of each term).
9. The Registrar sends details of Orientation Day, commencement date, uniform and other requirements for the child to start school.

How We Terminate 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 when 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 cooperative relationship between School and family.

The School will terminate enrolment under two 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 exhausted. 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.

The School expects that when parents or caregivers terminate a student's enrolment they will give at least a whole term's notice. Otherwise, the School will continue to hold them liable for the remainder of the term's fees. The School Board *may* decide to return part or all of any unexpired fees at its discretion.

Payment of Fees

The School expects that parents and caregivers abide by the following with regards to the payment of fees:

1. Pay one term's fees in advance, per child, upon the acceptance of a position at the school.
2. Agreed fees are to be reliably paid in advance at the end of the preceding term, or as the Business manager arranges in accordance with the School policy.

Where fees are not paid according to the School policy:

- An account keeping fee of \$25.00 per month could be applied to accounts which are outside our Trading Terms.
- The costs of the collection of any monies due and payable by customer / parent / guardian, including the fees of any Collection Agency or Solicitor engaged by Wyong Christian Community School will be payable by the customer / parent / guardian.

If a dispute arises between parents over fees, we strongly urge the parents to negotiate this amongst themselves. As the original enrolment contract is between both parents, both are jointly and severally liable; therefore, the school cannot split accounts. Enrolments can only continue if fees are paid when due, or a new enrolment contract is entered into stating who is responsible for the fees. In the event that one parent requests to remove the other parent from the enrolment contract and take over responsibility of paying fees, or if one parent wishes for the enrolment to cease, both parents need to be aware and agree to any change in writing.

Enrolment Procedure

When you have read the Prospectus and obtained all other relevant information to answer any questions you may have – we ask you to prayerfully consider the enrolment of your child at Wyong Christian Community School. If this is where you would like to enrol your child, then we ask you to follow the procedures detailed below:

1. **Complete and sign the enclosed application form** and return it to the school office along with the non-refundable application fee.

Your application will be processed after we have received ALL of the following:

- One **reference** for your family from your **Minister or Pastor**;
 - One **reference** from a person who knows your family well;
 - A copy of your child's **Birth Certificate**;
 - A copy of **parent's proof of residential status** (e.g. birth certificate or passport);
 - Recent **school reports and NAPLAN** (except Kindergarten applications);
 - Immunisation History Statement – Required for all students K – 12. For Kindergarten applications please send the statement when the four year old immunisation is complete.
2. Depending on the availability of positions, you will be contacted to arrange an **interview** with the Principal and Head of School. The criteria the School will consider for potential enrolments are:
 - Priority 1** Families with a strong Christian commitment and church affiliation who already have children in the school.
 - Priority 2** Families with a strong Christian commitment and church affiliation who are new to the school.
 - Priority 3** Families who do not have a strong Christian commitment and church affiliation, who have children in the school and those who would be new families to the school.

3. A time will be made for the student to undergo an **assessment**.
4. Following the completion of the parents' interview and student assessment, you will be advised of the outcome of your application and a possible commencement date.

Please read the preceding **Enrolment Policy** which may answer any further questions you have about our policy for both *initial* and *continued* enrolment.