

## Governance – Vision, Mission, Core Values

### v1.0 Enrolment Policy

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Prepared by Executive Principal

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Date ratified by Board

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Monitored by Principal

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Review by Principal, Executive Business Manager

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Date for review 2022

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Policy pertains to All staff

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NESA reference RANGS reference 3.1, 3.6.2, 3.8

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#### Version History

Version	Date	Notes
1.0	March 2021	New policy

## 1. INTRODUCTION

Yattalunga Valley Christian School seeks to enrol children of families who wish to see Biblical principles and Christian values supported in their child's learning. The School is founded on such principles and values and so encourages the fullest possible development of the spiritual, social, intellectual, cultural and physical potential of each student. The motto of Yattalunga Valley Christian School is *Equipped for Life*.

The School is a ministry of Green Point Baptist Church. It is a Christian school for children on the autism spectrum from Kindergarten to Year 2.

While the School is primarily established to support Christian parents in the education of their children, the School welcomes enrolment applications for children from families who are supportive of the School's purpose, principles and values, irrespective of the faith, race, sexual orientation, gender identity or intersex status of the child or the child's family.

The school is established to offer a specialised service to families with children with autism spectrum disorder (ASD). This policy gives guidance to those within the School community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

## 2. CHRISTIAN RATIONALE

God gives the care and raising of children to parents, with the support of the community. *Start children off on the way they should go, and even when they are old they will not turn from it.* (Proverbs 22:6, NIV).

A parent's choice of Christian schooling for their child is in keeping with the State and Federal governments' commitment to choice for parents in education. The Christian school provides an education grounded in a Biblical Christian worldview that recognises God as Creator and Sustainer of all and of Christ as our Redeemer. God's Word to parents is that children should be well-trained in the commandments He gives. *Impress (these commandments) on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:7)

The development of a Biblical Christian worldview in education is the School's mandate to partner with parents in the formation of young people of Godly character who will be redemptive agents in their community. The decision by parents to enrol their children in the School is to assist them to fulfil their duty in raising children who will love God and love their neighbours through applying themselves to make the most of their schooling experience. Scripture's concern for children leads us to the provision of an education program that will support those who live with ASD.

## 3. PURPOSE

The School's philosophy is grounded in Biblical principles, values and beliefs. The purpose of this document is to set out the policy and procedures of the School in relation to enrolment of students. It includes:

- the selection criteria for enrolling new students;
- the procedures to be followed to ensure procedural fairness in the assessment of enrolment applications;
- administrative procedures.

#### 4. LEGISLATIVE FRAMEWORK

The provisions described in this policy are informed by the constraints outlined in the following legislation:

- Disability Discrimination Act 1992 (Cth) and the Disability Standards for Education (2005)
- Sex Discrimination Act 1984 (Cth)
- Race Discrimination Act 1975 (Cth)
- Anti-Discrimination Act 1977 (NSW)

This legislation makes it unlawful to discriminate against a person on the grounds of their disability, sex, sexual orientation, gender identity, intersex status or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Policy.

#### 5. TABLE OF RESPONSIBILITIES

This policy is to be read in conjunction with related Yattalunga Valley Christian School policies as stated in this policy.

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
<b>Executive Principal</b>	
Ensure the development of this policy within the School	Enrolment Policy
Ensure compliance with procedures set out in this document	Enrolment records
<b>Executive Business Manager</b>	
Report to the School Board on enrolment trends	Board reports
<b>Principal</b>	
Ensure compliance with procedures set out in this document	Enrolment records
Ensure all relevant people are aware of these processes and policies	Staff meetings; emails
Approve all student enrolments	Signed enrolment record
Maintain Register of Enrolment	TASS.Web
<b>Registrar</b>	
Promotion of the school to potential enrolling families	Advertising materials and digital communications; Enquiries
Receive and process enrolment enquiries and applications	Digistorm Funnel CRM (TASS.Web records)
Co-ordinate enrolment interviews	Calendar
Maintain enrolment documentation	Digistorm Funnel CRM (TASS.Web records)
Advise administration and teaching staff in preparation for new enrolments to the School	Email
Process new enrolments	TASS.Web records
<b>Interview Panel</b>	
Assess enrolment applications: <ul style="list-style-type: none"> <li>• with regard to the criteria and priorities outlined in this policy and procedures document.</li> <li>• equitably, to assist parents to make the best decision for their child's schooling.</li> <li>• make a decision about each application.</li> </ul>	Interview Records
<b>Teaching Staff</b>	
Preparations for the incoming student	TASS.Web

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
<b>Parents and Students</b>	
Comply with the Terms of Enrolment	Signed Enrolment and Fee agreements Signed Student Code of Conduct Signed Parent Code of Conduct
Provide to the school all information required	School records
Inform of any changes to information	Record of notice; updated files
Maintain fee payments	Fee Statements

## 6. DEFINITIONS

Throughout this policy, unless the context requires otherwise:

**Application Register** means the register of families who have applied for a place for a child in the school. They are awaiting an enrolment interview.

**Disability**, in relation to a child, means:

- a. total or partial loss of the child's bodily or mental functions; or
- b. total or partial loss of a part of the body; or
- c. the presence in the body of organisms causing disease or illness; or
- d. the presence in the body of organisms capable of causing disease or illness; or
- e. the malfunction, malformation or disfigurement of a part of the child's body; or
- f. a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

and includes a disability that:

- a. presently exists; or
- b. previously existed but no longer exists; or
- c. may exist in the future (including because of a genetic predisposition to that disability); or
- d. is imputed to a person.

**Enrolment Register** is the register a school is required by law to keep of all enrolled students. A child is placed on this register following an application, enrolment interview and the offer by the school and acceptance by the parents, of a place in the school.

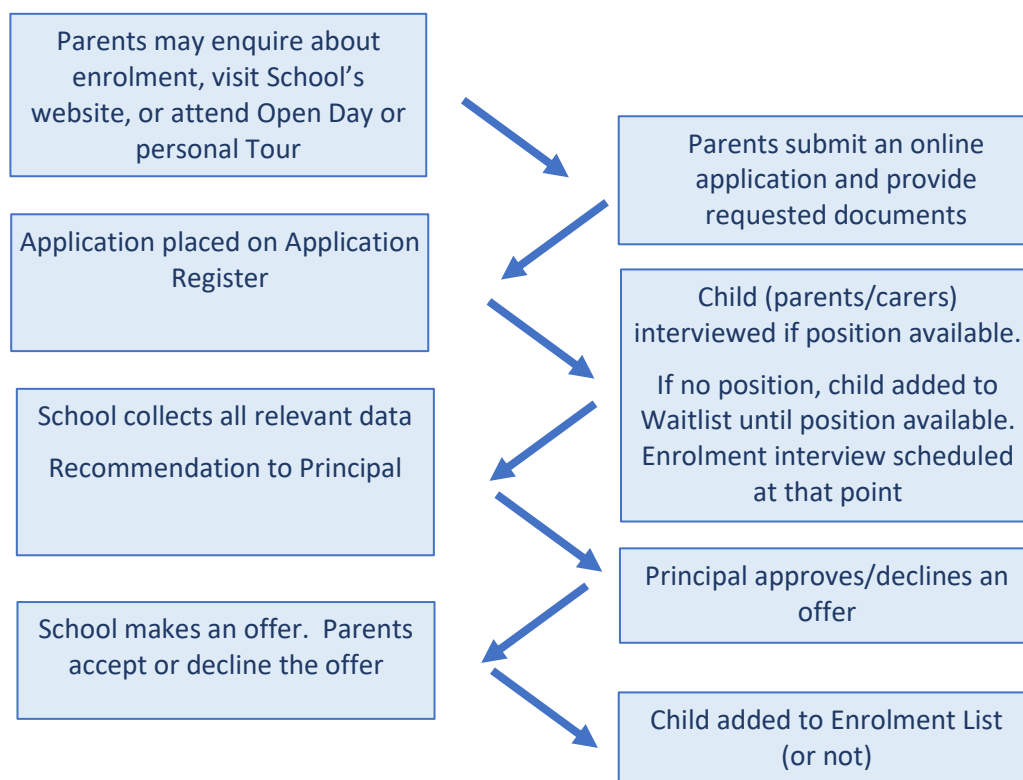
**Parents** includes guardians or any other person who has applied to have a child enrolled at the School and, where the child has only one parent, means that parent.

**Wait List** means the list of students who have applied but for whom there is no current vacancy in the Year level applied for. They are waiting for a vacancy to occur and to be called for an enrolment interview.

## 7. POLICY

- a) The School is established to cater primarily for children with autism spectrum disorder at the NCCD defined substantial and extensive levels.
- b) When considering making offers of a place, the School may have regard to availability of places and, if places are limited, the priorities set out in this policy.
- c) An application to enrol does not guarantee a place at the School.
- d) The School will maintain an Enrolment Register.
- e) The School collects information required by legislation, regulations and for the purpose of providing education to students.
- f) The information collected, used and disclosed by the School is subject to the Privacy Act, and will be managed by the School in accordance with the Australian Privacy Principles.
- g) The School reserves the right to alter this policy from time to time.

## 8. ENROLMENT PROCESS



## 9. ENROLMENT PROCEDURES

### 9.1. New Enquiries

The School will make available on its website:

- a) information about the School;
- b) general information about eligibility for enrolment based on this policy;
- c) the procedure for applying to enrol a child at the School;
- d) information about school fees and discounts;
- e) the Enrolment Conditions.

## 9.2. Application Register and Waitlists

The Principal through the Registrar is responsible for the maintenance of the Application Register and Waitlists for entry to the School.

Entrance to the School is primarily in Kindergarten. Entrance at other Year levels (up to Year 2) is generally limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the school year depending on circumstances.

The name of a child will be entered on the Application Register when the child's parents return:

- the Application Form;
- a non-refundable Application Fee of \$50;
- a copy of the child's birth certificate;
- a recent photo of the child (digital or hard copy);
- copies of the child's last two school reports (for Years other than Kindergarten, Year 1 and Year 2) if applicable.
- the name and mobile number of two referees the School can contact to support the application for enrolment. If the family applying is involved or affiliated with a Church, please provide the name and mobile number of your pastor as one of the two referees being supplied;
- all medical, psychological or other reports about the child in their possession or control; and
- other information about the child which the School considers necessary.

If further information to support the enrolment application is required by the School, the Registrar will seek this information prior to an enrolment interview.

Should a Year level be full, the child will be entered on the Waitlist for that Year and an enrolment interview offered should a place become available.

Failure to provide all required information may result in the School declining to enter the child's name on the Application Register or Waitlist or delaying such entry and may also result in the School declining or delaying the child's enrolment.

## 9.3. Interview

The School will undertake an enrolment interview at a time decided by the School after a child's name has been entered on the Application Register.

At the interview, among other things, the School's representative will:

- a) seek to establish that the expectations and commitments of the parents are consistent with the School's Christian vision, values, and goals, and with the purpose, policies and resources of the School;
- b) inform the parents of their responsibility to the School in relation to fees.

The parents must pay for any assessments or reports which are required from non-school personnel (if applicable).

In considering all prospective enrolments, the School may ask parents to authorise the Principal or the Principal's delegate to contact:

- a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- b) any medical or other specialist personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the School suggests:

- a) the family are willing to support the Christian character of the School and its policies and practices and

- b) the child does not have a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; and
- c) the parents are able to meet the financial commitment required by having a child at the School,

The enrolment will normally proceed. Should any of these conditions not be met, the Principal may decline to offer enrolment notwithstanding that the child may be a sibling of a current student.

Following the enrolment interview and the collection of all relevant information, the child will be offered a position, placed on a waitlist, or declined a position.

#### **9.4. School Reserves Rights**

The School reserves the right not to offer any child a place at the School or to defer the offer of a place to any child in its discretion but particularly when the parents withhold any relevant information pertaining to their child.

#### **9.5. School's Considerations**

When considering making an offer of a place at the School, the School gives preference to:

- a) children of families attending Green Point Baptist Church;
- b) siblings of students from church affiliated families already at the School;
- c) children from Coast Christian School;
- d) children from church affiliated families;
- e) children of former students of the School;
- f) siblings of students from non-church affiliated families already at the School;
- g) others.

The School also considers:

- a) evidence of a place at a similar Christian school elsewhere;
- b) the date of lodgement of the Application for Enrolment.

#### **9.6. Offer and Enrolment Register**

At the satisfactory conclusion of the interview process, the School may make an offer to the parents to enrol the child. To accept the offer, the parents must within twenty-one days of receiving it deliver to the School:

- a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- b) the non-refundable Enrolment Fee of \$250;
- c) Enrolment Information Form (as applicable).

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the School.

Once the offer is accepted through the Acceptance Form and the Enrolment Fee is paid the child is added to the Enrolment Register.

## **10. ENTRY AT THE START OF KINDERGARTEN**

### **10.1. Normal Entry**

Students who turn five years of age on or before 30 April of the proposed year of entry are eligible to commence Kindergarten.

In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the child's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the needs of the child.

## **10.2. Early Entry**

Early entry to Kindergarten for a 4-year-old whose 5th birthday falls after 30 April of the proposed year of entry, may be accepted, subject to:

- a) a written application being addressed to the Principal;
- b) there being vacancies after all other children, who will have attained the age of five years before 30 March, have been offered places;