

# *Enrolment Policy and Procedures*



ST ANDREWS  
CHRISTIAN COLLEGE

INSPIRED BY  
FAITH

DISTINGUISHED BY  
CHARACTER

LEADERS BY  
INFLUENCE



# *Enrolment Policy and Procedures*

## PREAMBLE

All policy, protocols and procedures flow from the St Andrews Christian College Mission Statement:

*“To educate our students so that they are well skilled, understand life on the basis of biblical truth, and are motivated to walk with God and serve Him in their lives, so that they will be a positive Christian influence in the world.”*

## POLICY DOCUMENT INFORMATION

<b>TITLE:</b>	Enrolment Policy and Procedures
<b>AUTHORS:</b>	C. Wansbrough; J. Bligh; S. Rowland
<b>ACKNOWLEDGEMENTS:</b>	Trinity Christian School, ACT
<b>PURPOSE:</b>	To provide policy and direction for all the College Community.
<b>RELATED DOCUMENTS:</b>	

## KEY DATES

<b>ISSUE DATE:</b>	February 2018
<b>REVIEW DATE:</b>	2019



## 1. RATIONALE

The intake at St Andrews Christian College is non-selective, in that there are no tests of ability or aptitude which make final and exclusive judgements of an applicant, unless the applicant is applying for a specialist program. If a student has a specific need, the College may advise that it does not have the facilities or personnel to provide adequately for the student. Not everyone has outstanding academic ability and as such it is understood that the intake at St Andrews Christian College will cover a wide ability range. It is therefore important that we provide a community in which the students may develop to the maximum extent both their realised and their latent skills and abilities.

St Andrews Christian College offers a Christian-based education programme. All children will be considered for enrolment regardless of ethnic origin, gender, denomination or disability, provided that:

- Through the enrolment procedures, parents seeking enrolment for their child / children undertake to willingly and freely support the distinctively Christian basis of the College and the College Statement of Faith and College Policies.
- Adequate space and resources are available.

## 2. AIM

The aim of this policy is to ensure that the criteria for enrolment of students in the College are consistent with:

- The mission of the College to assist Christian parents to train their children in a godly environment, so that they will become a godly and skilled generation who will apply God's wisdom and grace to transform their community.
- The maintenance of a College culture that is safe and promotes the development of Christian faith and values in the students.

## 3. DEFINITION

Where 'parents' are referred to in this policy, this is taken to include a child's guardians or carers as appropriate.

## 4. ELIGIBILITY FOR ENROLMENT

The Principal will determine the eligibility of an applicant to attend St Andrews Christian College on the basis of the following criteria / minimum requirements:

- Parents and students must:
  - Accept the *Statement of Faith*.
  - Support of the Christian Ethos and Mission of St Andrews Christian College; the goals, aims and community of the College in its educational philosophy, Christian teaching and emphasis on community and service.
  - Either identify themselves as Christians (with a supporting reference from the family's pastor / minister), or be prepared to express an unambiguous desire for Christian schooling which includes an overt Christian spirituality and teaching from a Biblical Christian worldview aligned with the College's *Statement of Faith*.
  - Agree to comply with the College policies and requirements.



- School Reports:
  - Satisfactory results in core subjects at the student's current / previous school; and
  - Positive comments from the student's current / previous school regarding the student's behaviour and conduct. If an applicant's reports from a previous school indicate behavioural problems, it must be clear that this student's negative behaviour and attitude will not cause significant detriment to the healthy culture of the College.
- Students enrolling in Preparatory need to be 5 years of age by 30 April of that year. Potential students must also demonstrate a readiness for school.
- EAL students must demonstrate satisfactory English skills as determined from screening tests / interviews.

## 5. STUDENT BODY COMPOSITION

St Andrews Christian College was established as a mission to the children of Christian families for the purpose of discipleship. For this reason at least 80% of the students enrolled across the student body will come from Christian families. This means that as a form of Christian outreach, up to 20% of places in the student body will be available to children from non-Christian families who support the College's ethos.

## 6. ENROLMENT PROCEDURES

- After initial contact with the College, families are directed to the St Andrews Christian College website ([www.standrews.vic.edu.au](http://www.standrews.vic.edu.au)) where they will find details of the College Enrolment Policy and Procedures, and where they can download an Enrolment and Agreement Form.
- The name(s) of the child(ren) is / are recorded on the waiting list when the following documents are completed and returned to the College:
  - *Enrolment and Agreement Form* for each child.
  - Two written family references (preferably one from a minister of religion).
  - A photocopy of the student's birth certificate or passport (proof of date of birth is required prior to enrolment).
  - A photocopy of the student's two most recent school reports (except for Prep applications).
  - A photocopy of any reports relating to educational, medical, communication, behavioural issues or special support required (where applicable).
  - A copy of any family court orders or parenting plans that have been issued in relation to the enrolling student (where applicable).
  - Payment of the non-refundable Application Fee.
- Being on the waiting list does not guarantee a position even when applications are received several years in advance.
- All children on the waiting list will be considered for enrolment.
- In accordance with the selection criteria as identified by the College, parents / students may then be called for an interview.
- It is the parent's responsibility to keep the College up to date on any changes in the individual Enrolment Form, such as contact information, family situations and medical changes. St Andrews Christian College has a right to forfeit any pending application if details submitted are not correct. Contact the Registrar for assistance in this procedure.



## 7. ACCEPTANCE

- Following the interview, an offer of a place may be made by the Principal / interviewing panel. Parents have 14 days in which to accept the offer. Submission of the Immunisation Certificate for each applicant and a non-refundable Enrolment Agreement Fee of \$1,400 per student is payable within 14 days to secure the offer.
- \$1,000 of the non-refundable Enrolment Agreement Fee will then be deducted from tuition fees for the first term of enrolment.

## 8. ALLOCATION OF POSITIONS

Priority of enrolment will be given to Christian families. The establishment of this priority facilitates the achievement of a clear majority of Christian families in the student body and also encourages access to the College for children of Christian families.

The following additional criteria may also be used in consideration of placements at St Andrews College:

- A sibling of a current school family.
- A child of a staff member.
- A child of a Christian family re-enrolling.
- A child transferring from another Christian School.
- The length of time a child has been on the waiting list.
- The age and readiness of the child.
- Mutual agreement in the ability of the school to meet the educational needs of the child.
- Special circumstances as approved by the Principal or Council.

## 9. INTERRUPTION TO ENROLMENT

Students who may be withdrawn from the College for a short period of time, with the intention of returning, will, at the discretion of the Principal, have their places held for them. In these circumstances, the payment of normal fees for the period of absence will continue. For longer periods of absence (greater than one term) it is not unusual to charge fees to guarantee a position on return. However, this may be considered by the Principal. For students on an extended withdrawal period, their names will be placed on the waiting list and they may be offered a place to fill any vacancy that exists on their return.

## 10. TERMINATION OF ENROLMENT

Parents are required to give one term's notice of withdrawal or pay one term's fees in lieu of notice as a reasonable pre-estimate of the costs to the College. Library books and other outstanding items issued to a student and not returned will be billed to the family account. Parents may request that their children be put on a waiting list for future re-enrolment with no additional application fees.

In the case of a student who is on long term suspension or exclusion, there will be no refund of fees for the term in which the suspension / exclusion is in place. Fees paid in advance for any subsequent terms will be refunded, less any money outstanding for school materials not returned or other debts owing to the school.

The Principal is entitled to decline the continued enrolment of a student if the conditions of the enrolment are deemed to have been breached in any way. Such circumstances include, but are not limited to:

- Persistent failure of the family / student to meet conditions of enrolment. Such conditions might be:



- Non-compliance to College Policies and Procedures.
- Failure to pay College fees or meet financial agreements.
- Persistent failure of the student to respond to disciplinary procedures.
- Gross misconduct on the part of the student and / or parent(s) in relation to the College.
- The inability of the College to meet the student's needs without seriously disadvantaging other students.

Termination of enrolment will be at the discretion of the Principal and will only take place after consultation with the parents / carers has occurred in an attempt to resolve the situation.

## 11. COMMUNICATION OF THE ENROLMENT POLICY AND PROCEDURES

The Enrolment Policy and Procedures will be available on the St Andrews Christian College website ([www.standrews.vic.edu.au](http://www.standrews.vic.edu.au)).

## 12. CHILD SAFETY

St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse.

Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting information about child abuse.