

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

TITLE:	Enrolment Policy and Procedures
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ACKNOWLEDGEMENTS:	Trinity Christian School, ACT
PURPOSE:	To provide policy and direction for all the College Community.

KEY DATES

ISSUE DATE:	November 2019
REVIEW DATE:	2023



1. RATIONALE

St Andrews Christian College exists to provide a Christian education program that meets the curriculum outcomes and standards set out in the Australian Curriculum, whilst encouraging all students to explore the Christian faith and to use their God-given talents and abilities to achieve excellence in their studies.

Curriculum content is presented from a biblical world-view perspective. Christian teachers encourage students to explore and develop personal beliefs and values through examining ideas and information in the light of biblical text.

The College welcomes applications for enrolment from families who understand and are fully supportive of the Christian Education framework, and are willing for their child to be educated and nurtured as a member of a Christian community. Parents need to read the Statement of Faith and other Policies to fully understand the beliefs and values that will frame a student's education at St Andrews Christian College. All children will be considered for enrolment regardless of ethnic origin, gender or disability.

Enrolment is academically non-selective, that is, no tests of ability or aptitude are required. However, a range of criteria are applied in the process, based on the information provided in the Application Form, to ensure that the College is able to provide for the educational and personal needs of each student.

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 in the education of their children by providing a Christian education¹, delivered by Christian teachers within a Christian community. The College partners with parents to raise godly, responsible and skilled young men and women who will apply God's wisdom and grace to transform their community. For this reason, preference is given to Christian families seeking enrolment. We seek to maintain that at least 80% of students enrolled across the student body will come from Christian families who are able to provide evidence of Christian faith, Church membership and are committed to living by biblical principles in everyday life.
- **The maintenance of a College culture** that is safe and promotes the development of Christian faith and values in the students.
- **Compliance with all Victorian and Australian laws and regulations**, so that the process of enrolment is fair and transparent.

¹ A Christian education views the curriculum through the beliefs and premises of a biblical, Christ-centred faith. Central to this is the acknowledgement that God exists and that He desires relationship with humans. God has made this possible through the life, death and resurrection of Jesus Christ, God the Son. The belief that God is the creator and sustainer of all things has a profound impact on the world-view presented through Christian education.



3. THE APPLICATION AND ENROLMENT PROCESS

3.1 Get Informed.

- Browse the College website: www.standrews.vic.edu.au;
- Book a tour of the College and receive an Information Pack and Prospectus;
- Request or download a College Application Form;
- Families are encouraged to attend Open Days, as advertised.

3.2 Complete the Application Agreement and Declaration Form.

No consideration of a prospective student can begin prior to the submission of a completed and signed Application Agreement and Declaration Form. (One per family)

The Student Background Information page should be completed for each child.

3.3 Provide all supporting documents.

This includes:

- All **academic reports** from the previous two years (except for Prep applications). Reports should indicate at least satisfactory results in the core subjects. Reports regarding behavior and attitude will be taken into consideration;
- **Proof of identity and date of birth:** Photocopy of birth certificate or passport;
- **Any other reports**, diagnostic testing or any other material that has bearing on the student's learning or management.
- **Any legal documents** relating to court orders, plans or for any other matter pertaining to the students for whom enrolment is sought.

3.4 Provide evidence of the family's Christian faith or desire for Christian Education.

Examples of such evidence include:

- A reference from the pastor/minister of the church attended, if this applies;
- A character reference attesting to the good character of the family and support for Christian teaching and learning. (If there is no church relationship, then please provide two (2) character references.

3.5 Sign the Application Agreement and Declaration Form

Return to the College by mail or email and pay the non-refundable **Application Fee** of \$100.



3.6 The Enrolment Interview.

On receiving the **Application Form**, the College will exercise its discretion in offering an Enrolment Interview. Enrolment decisions shall be based on a range of information and other factors, and determined on a case-by-case basis. Each application will be judged on its merits, taking individual circumstances, finances and other practical implication of the enrolment into account. These include:

- The physical number of students currently enrolled at the year levels sought;
- The resources available to cater for the specific educational needs of applicants;
- The completeness and verified integrity of the Application Form;
- The age of the student. Students seeking to enroll for the Preparatory class must have turned 5 years of age by the 30th of April of the year of entry;
- Readiness of Preparatory students. Other indicators of readiness for school, both social and academic, will be considered, especially the recommendations of the Pre-school;
- EAL students must demonstrate satisfactory English skills as determined by screening tests and a pre-interview;
- Willingness of the family to endorse the College's Christian ethos and comply with all Policies and Procedures.

3.7 Offer of Enrolment:

Where a satisfactory Enrolment Interview has been completed, the College will make an **Offer of Enrolment** in writing, within five working days of the interview. This will state the starting date for the enrolment and the time limit for acceptance of the offer or if the student has been put on a Waiting List.

Being on the Waiting List for a number of years does not guarantee a position. The College will review the Enrolment Application prior to making an Offer of Enrolment, to ensure information is still accurate and relevant.

Please note: In order to be enrolled as a *domestic Australian student*, the student must qualify to be enrolled as such. We reserve the right to request that evidence of such qualification be provided.

3.8 Acceptance

Once the Offer of Enrolment is made, 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.



3.9 Withdrawal of Enrolment.

An enrolment offer may be withdrawn, regardless of availability of places, in situations where:

- i. Relevant information is found to have been withheld or provided information is found to be false or inaccurate;
- ii. There is significant change in the family circumstances and/or that of the student, which affects the capacity of the College to reasonably accommodate the student. In this case, appropriate consultation will take place to ensure fairness and due process;
- iii. The applicants fail to accept the offer within the time required, or on the terms stipulated (esp. payment of the Enrolment Fee).

The College reserves the right to refuse an application or to remove an application from the list if there are reasonable grounds for doing so.

4. OTHER ENROLMENT CONSIDERATIONS

At the discretion of the College some applications may be given preference on the basis of criteria such as:

- The age and starting year level of applicants;
- Applicants who have a sibling claim – members of their immediate family currently attend the College;
- Applicants whose parents are current employees of the College;
- Families whose values and beliefs clearly align with the Christian ethos of the College.

5. INTERRUPTION TO ENROLMENT

Students who are 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.

6. TERMINATION OF ENROLMENT

6.1 Formal Withdrawal. 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.



6.2 Termination or Suspension: 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 include:
 - 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 and/or a lack of support by parents for the disciplinary process.
 - 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.

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.

7. COMMUNICATION OF THE ENROLMENT POLICY AND PROCEDURES

This Enrolment Policy and Procedures is available on the St Andrews Christian College website (www.standrews.vic.edu.au) or on request from the Registrar.

8. CHILD SAFETY

St Andrews Christian College has a commitment to child safety, and has zero tolerance for child abuse. The College's Policies, Child-safe Code of Conduct and key Reporting Procedures are outlined in the Child Protection Policy, Child-safe Code of Conduct and Procedures document and the Staff Manual in Child Protection.

Every person working within the St Andrews Christian College community is responsible for the care and protection of students and reporting child abuse, where a reasonable belief has been established.

All staff have current Working with Children Clearance (included in the VIT registration for teachers) and undergo annual training in Child Protection, including the completion of the eLearning Mandatory Reporting Module, through the Victorian Department of Education and Training.