

Document Guardian	Enrolment Supervisor	Last Review	March 2014
Ratified by Board	May 2011	Next Review	2019

1 CONTEXT

For this reason the College enrolls students from Australia and overseas who align with its vision for the child's education and their future. The College believes that children and young people should be raised and educated in the light of Biblical truth – that God created mankind in His image and loves each person, making it possible for each one to have a relationship with Him through the death and resurrection of His Son, Jesus Christ.

2 PURPOSE

The College aims to provide an environment where students can be educated in the light of God's truth; to make their entitlements and its expectations clear for all students and families seeking enrolment; and to provide them with an efficient enrolment process with minimal disruption and maximum support; satisfying the needs of parents, students and the College.

3 POLICY STATEMENTS

- 3.1 The College will comply with relevant legislation and regulations, and the highest standards of ethics.
- 3.2 The College endeavours to engage with students and their families prior to enrolment to ensure that they have sufficient information to make a well-informed decision about studying at the College and in the case of overseas students, living in Sydney, Australia.
- 3.3 The College will enrol local and overseas students where the family:
 - 3.3.1 seek a Christian Education for the student;
 - 3.3.2 declare all information relevant to the enrolment decision, including health, learning or behavioural difficulties;
 - 3.3.3 support all College policies, practices, values, ethos and its Statement of Faith;
 - 3.3.4 form an effective partnership with the College in their children's education;
 - 3.3.5 agree to comply with the Student and Parent Codes of Conduct and where the Principal believes that they have the capacity and commitment to do so;
 - 3.3.6 commit to pay their fees in accordance with College policies;
 - 3.3.7 commit to provide uniform and equipment as required; and
 - 3.3.8 commit to comply with all relevant legislation and regulations.
- 3.4 The College will enrol overseas students where in addition to the above:
 - 3.4.1 the student/parent has an appropriate visa;
 - 3.4.2 the student meets the English literacy requirements of the course;
 - 3.4.3 the family commit to comply with all regulations of the Education Services for Overseas Students Act 2000; and
 - 3.4.4 the family accept that College does not offer course credit when transferring into a course.
- 3.5 The College's Board of Directors is responsible for final decisions regarding enrolment.
 - 3.5.1 Each enrolment decision will be assessed on its individual merits and governed by the capacity of the College to cater for the student's academic, social, psychological, emotional, and physical needs.
 - 3.5.1.1 The College may administer testing, or require professional testing at the parents' expense, to identify the specific needs of a student prior to an offer of enrolment.
 - 3.5.1.2 Applicants for Kindergarten will be required to undergo a readiness assessment before enrolment. The College may recommend deferral of enrolment for students it deems not ready.
 - 3.5.1.3 The College may contact current or prior schools or professionals from whom information has been provided for relevant information regarding the student.
 - 3.5.2 Where the Principal deems it necessary students may be offered probationary enrolment, or an enrolment conditional upon an individual plan or Risk Assessment and Management Plan, outlining any provisions the College will make for the student and any conditions or requirements placed on the student and/or parent.

- 3.6 All enrolments will be formalised by written agreements between parents and the College.
- 3.7 Where any of the conditions outlined above cease to be the case, or it is found that they were not the case at enrolment, the College reserves its right to terminate the enrolment.

4 GUIDELINES

Procedures for the internal management of enrolment matters are itemised in a separate statement for staff.

5 DOCUMENT GUARDIAN RESPONSIBILITIES

5.1 Implementation & Practice

Responsible for initial implementation of this policy and any version changes, and for ensuring that its spirit and content are embedded and maintained in practice.

5.2 Evaluation & Review

Responsible for monitoring legislation, regulations and industry best-practice to regularly evaluate this policy and its guidelines. They will coordinate a review as necessary or at the date specified.

5.3 Communication & Training

Ensures training is provided and relevant elements are communicated to:

Students	N/A
Parents	as required
Staff	each Semester

5.4 Accessibility

Community	Policy & summary on web/Info Guide.
Staff	Policy & Guidelines on Canvas.

6 REQUIREMENTS, SOURCES, CONSULTATION AND ACKNOWLEDGEMENTS

Education and Care Services National Law (Cth)

Education and Care Services National Regulations (including the National Quality Framework) (Cth)

Education Act 1990 (NSW)

Education Services for Overseas Students (ESOS) Act 2000 (Cth)

- including the National Code (Standards 2, 3, 7, 10, 11, 13, and 15); and
- Tuition Protection Services (TPS) framework - Section 24 and Part 5),