

## ENROLMENT POLICY

### POLICY

The college has been established to provide education primarily, but not exclusively for Melbourne Christadelphian Children. This environment will promote Godly principles which embrace the emotional, physical, social, spiritual and academic needs for each student.

### PURPOSE

- To operate the College in a manner that would make it accessible to as many Melbourne Christadelphian children as possible.
- To provide a College environment that meets the individual needs of students academically, socially, emotionally and physically.
- To provide access for non-Christadelphian students in accordance with the requirements contained in this policy.

### PROCEDURE

All who express interest in enrolling their child are requested to read all the information included in the initial Application for Enrolment pack. If after reading the information the parent/guardian decides to enrol their child, they are to fill out the Application for Enrolment form (see Policy no. E1b) and return it to the College.

Parents will receive a "Receipt of Application" letter stating the next step. An interview may be requested.

Successful applicants will be required to pay a non-refundable holding fee. The amount paid will be deducted from the annual fee once the child commences at the College.

Parents/guardians will be requested to submit the following, for each child, to the College:

- Previous school or pre-school reports of the student's achievements and progress
- Birth certificate or documents demonstrating Australian citizenship or residency
- Any specialist reports which may have a bearing on the child's education ie. psychological, speech language, paediatric, sight, hearing etc.
- Any custodial court orders or access rights
- Immunisation History Statement from the Australian Immunisation Register.

Parents/guardians of non-Christadelphian children will be interviewed by the Principal to outline the philosophy, beliefs and aspirations of the Christadelphian community to ensure parents are aware of the College, the ecclesial environment and the aims of the College. They will be required to sign a form agreeing to their support of the objectives of the College.

After the interview with the Principal, successful applicants will be required to pay a non refundable holding fee when lodging their enrolment and commitment forms. The amount paid will be deducted from the annual fee once the child commences at the College.

## **APPLICATION**

Factors which will be considered when making decisions on enrolment will include, but not be limited to:

- a. Current class numbers at the year level of the applicant;
  - b. Current class make-up in relation to –
    - i. Number of year levels and numbers within those levels
    - ii. Gender mix
    - iii. Special Needs of the current cohort of students and the applicant
    - iv. Social grouping within the cohort of students
    - v. The ability, experience and skills of the teacher
    - vi. The current challenges or needs within the cohort the student/s would be joining;
  - c. The applicant family's attitude and relationship to our school ethos and goals;
  - d. Transport requirements.
- All applications will be considered on an individual basis.
  - In the case of students with special needs, consideration will be given to the child's individual needs and the College's ability to meet those needs.
  - Enrolment is not guaranteed and the College reserves the right to refuse enrolment. Refusal or postponement of enrolment might be made where, in the Principal's estimation, either the College could not currently meet the needs of the child or that the child's enrolment would adversely affect others in the College.
  - Maximum class numbers will be set as are recommended by *The Guidelines for Government Schools Agreement 2008*. The College reserves the right to accept enrolments above the class maximums in special circumstances. Any such enrolments are to receive approval of the Board of Governors following recommendation from the Principal.
  - Priority will be given to children of Christadelphian families. Children with an immediate Christadelphian relation (ie. a parent or guardian, an uncle, aunt or grandparent) and who attend a Christadelphian Sunday School will be considered Christadelphian children, for the purposes of enrolment.
  - All applicants, including Non-Christadelphian applicants and their children, must express sympathy with, and willingness to uphold the objectives, philosophy, beliefs and aspirations of the College. Attendance at a Christadelphian Sunday School, by the child/ren concerned, will be given favourable consideration when determining non-Christadelphian applications for enrolment.

- As a guide, it is anticipated that no more than 50% of the total number of primary school students should be non-Christadelphian students. Not more than three non-Christadelphian students or 50%, whichever is the greater, will generally be accepted in each year of the secondary school. Any enrolments above these guidelines are to receive the approval of the Board of Governors following a recommendation from the Principal.
- Parents will agree to abide by the College's Complaints Procedure as outlined in the *Information for Parents Handbook*.
- The fee structure will be set by the Board on an annual basis.

**Ratified by the Board of Governors on: 19 June 2018**

**Review due: July 2019**