



# Green Point Christian College

ABN 61 003 829 767 – ACN 003 829 767

*Equipped for life*

## Governance – Vision, Mission, Core Values

### v2.2 Enrolment Policy

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Prepared by Principal, Business Manager

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Date Prepared October 2020

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Date ratified by the Board: October 2020

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Monitored by Principal

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Review by Principal, Business Manager

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Date for review 2024

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Status Final

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Policy Pertains to: All staff

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File Details: RANGS reference 3.1, 3.6.2, 3.8

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#### Version History

Version	Date	Notes
1.0	June 2012	Initial Policy
1.1	June 2019	Reviewed policy updated for current legal framework
1.5	August 2020	Minor layout updates, update to 9.2 re written reference
2.0	September 2020	Reviewed enrolment process
2.1	May 2022	Addition to criteria and change of nomenclature: wait list to wait pool
2.2	May 2023	Re-definition of preference list

## 1. INTRODUCTION

Green Point Christian College seeks to enrol children of families who wish to see Biblical principles and Christian values supported in their child's learning. The College 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 Green Point Christian College is *Equipped for Life*.

The College is a ministry of Green Point Baptist Church. It is a Christian school for boys and girls from Kindergarten to Year 12.

While the College was primarily established to support Christian parents in the education of their children, the College welcomes enrolment applications for children from families who are supportive of the College'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.

While the College does not suit all children, there is no reason in principle that children with disabilities cannot become students at the College. Indeed, the College has since its inception enrolled many students with disabilities.

This policy gives guidance to those within the College 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, within 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).

The parental choice of Christian education for their children is a right upheld by the school and by State and Federal government education authorities who set the standards in education. The College provides an education informed by a Christian worldview that recognises the sovereignty of Christ. God's Word informs parents 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 Christian worldview in education is the College's mandate to partner with parents in the formation of young people of Christian character who will be effective leaders in their community, equipped for a flourishing life. The decision by parents to enrol their children in the College 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.

## 3. PURPOSE

The College'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 College in relation to the 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 College. The College 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 Green Point Christian College policies as stated in this policy.

<i>Responsibilities</i>	<i>Evidence of Compliance</i>
<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
Approves all student enrolments	Signed enrolment record
Maintain Register of Enrolment	TASS.Web
<b>Business Manager</b>	
Report to the School Board on enrolment trends	Board reports
<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 ( <i>TASS.Web records</i> )
Co-ordinate enrolment interviews	Calendar
Maintain enrolment documentation	Digistorm Funnel CRM ( <i>TASS.Web records</i> )
Advise administration and teaching staff in preparation for new enrolments to the College	Email
Process new enrolments	TASS.Web records
<b>Interviewer's Responsibility</b>	
Assess enrolment applications:	Interview Records
- with regard to the criteria and priorities outlined in this policy and procedures document	
- equitably, to assist parents to make the best decision for their child's schooling	

- make a decision about each application

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### Co-Ordinator's/ Teaching Staff

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Preparations for the incoming student	<i>TASS.Web</i>
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### Parents and Students

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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

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## 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:

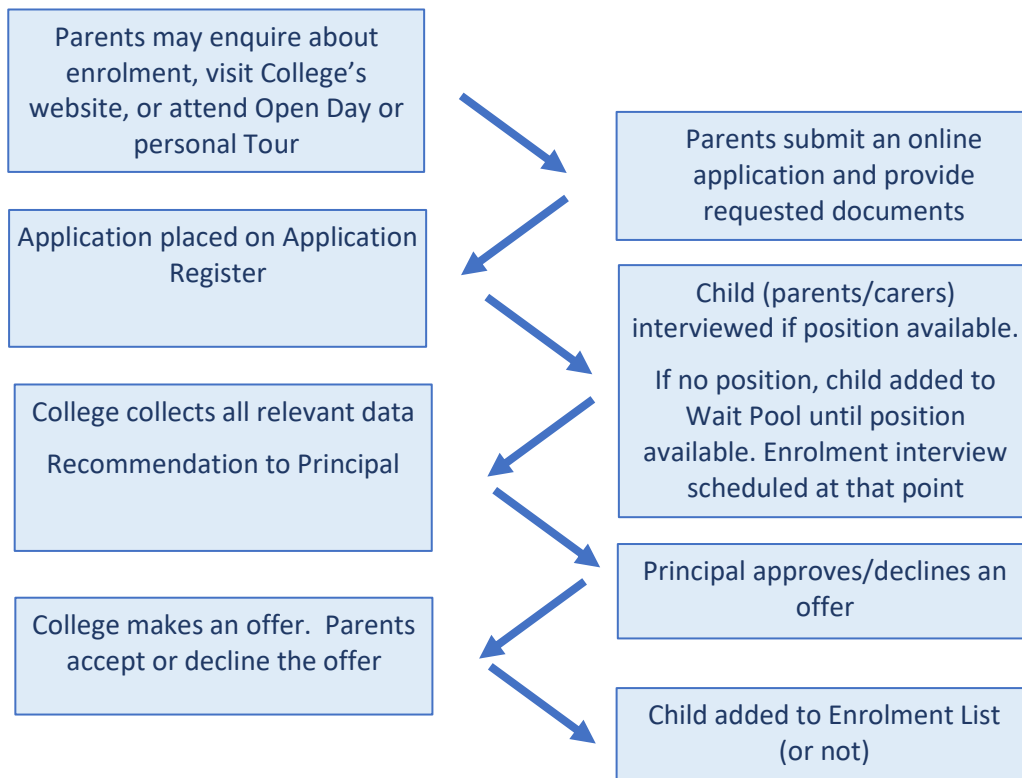
- h) presently exists; or
  - i) previously existed but no longer exists; or
  - j) may exist in the future (including because of a genetic predisposition to that disability); or
  - k) is imputed to a person.
- **Enrolment Register** is the register a school is required by law to keep of all enrolled 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 College and, where the child has only one parent, means that parent.
  - **Wait Pool** means the group 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 according to the considerations and preferences noted in point 9.6.

## 7. POLICY

- a) The College, when considering making offers of a place at the College, may have regard to school-readiness, availability of places and, if places are limited, the priorities set out in this policy.
- b) An application to enrol does not guarantee a place at the College.
- c) The College will maintain an Enrolment Register.

- d) The College collects information required by legislation, regulations and for the purpose of providing education to students.
- e) The information collected, used, and disclosed by the College is subject to the Privacy Act and will be managed by the College in accordance with the Australian Privacy Principles.
- f) The College reserves the right to alter this policy from time to time.

## 8. ENROLMENT PROCESS



## 9. ENROLMENT PROCEDURES

### 9.1 New Enquiries

The College will make available on its website:

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

### 9.2 Application Register and Wait Pool

The Principal through the Registrar is responsible for the maintenance of the Application Register and Wait Pool for entry to the College.

Entrance to the College is primarily in Kindergarten and Year 7. Entrance at other Year levels is 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:

- a) the Application Form;
- b) a non-refundable Application Fee of \$50;
- c) a copy of the child's birth certificate;
- d) a recent photo of the child (digital or hard copy);
- e) copies of the child's last two school reports and NAPLAN results (for Years other than Kindergarten, Year 1 and Year 2);
- f) the name and mobile number of two referees the College 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;
- g) all medical, psychological or other reports about the child in their possession or control; and
- h) other information about the child which the College considers necessary.

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

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

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

### **9.3 Interview**

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

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

- a) seek to establish that the expectations and commitments of the parents are consistent with the College's Christian vision, values, and goals, and with the policies and resources of the College;
- b) inform the parents of their responsibility to the College 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 College 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 personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the College suggests:

- a) the family are willing to support the Christian character of the College 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 College is likely to be detrimental to other students, the staff or the College; and

- c) the College believes it can provide an appropriate level of academic support for the progress of the child with or without reasonable adjustment and
- d) the parents are able to meet the financial commitment required by having a child at the College,

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 into the wait pool, or declined a position.

#### **9.4 Disability (Section 16a)**

Where it has been noted on the enrolment form and during the enrolment interview, that a child has a disability, or it has been identified that a child may benefit from additional supports, the College will undertake a comprehensive planning process to better understand the child's needs. This will include consultation with the child and/or the child's parents. In addition, the Principal or delegate may:

- a) require the parents to provide medical, psychological, or other reports from specialists outside the College; and/or
- b) obtain an independent assessment of the child (at the Parent's expense).

Where information obtained by the College indicates that the child has a disability or additional needs, the Principal or their delegate will seek to work in collaboration with the family to identify appropriate adjustments that would assist the child to participate in the College's courses or programs or to use the College's facilities or services.

Where the Principal determines that the enrolment of the child would require some such adjustments, the Principal or delegate will seek to identify whether those measures or adjustments required are reasonable in that they balance the interests of all parties affected.

#### **9.5 College Reserves Rights**

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs or misconduct, decline to declare those needs or conduct or to withhold relevant information pertaining to their child.

#### **9.6 College's Considerations**

When considering making offers of a place at the College, the College gives preference to:

- a) children of families attending Green Point Baptist Church;
- b) children of staff members of the College;
- c) children from evangelical church affiliated families, and the siblings of existing families already at the College;
- d) children from Coast Christian School;
- e) children of former students of the College;
- f) children from non-evangelical church affiliated families, and their siblings.

Please note that to be considered for these preference places listed above it is recommended to lodge an application for enrolment at least 2 years prior to the start year for the new student. The College is not able to consider preferential placement once the invitation for interview process has begun.

The College also considers:

- a) evidence of a place at a similar Christian school elsewhere;
- b) a student's willingness and ability to contribute to the wider life of the College;
- c) evidence of good leadership and good character; and
- d) the date of lodgement of the Application for Enrolment.

### **9.8 Offer and Enrolment Register**

At the satisfactory conclusion of the interview process, the College may make an offer to the parents to enrol the child. To accept the offer, the parents must within the specified time frame submit to the online portal:

- a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- b) the applicants pay the non-refundable Enrolment Fee;
- c) Family Commencement 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 College.

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

### **9.9 Offers for Provisional Enrolment**

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a child for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded, and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision will not be applied in the case of children with a disability.

## **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.

As a part of the enrolment process, all children will undertake a "Kindergarten Readiness" Assessment". If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

In respect of any prospective enrolment, the College 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 learning 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 April, have been offered places;
- c) the Head of Primary's (or delegate) assessment of the child concerned confirming that he or she is ready for admission to Kindergarten.