



<b>Last Review:</b> December 2013, July 2015, June 2016, March 2017, June 2018	<b>Constructed /Reviewed by:</b> Clayton Utz
<b>Next Review:</b> March 2020	<b>Approval Required:</b> Board Motion
<b>Policy Number:</b> 1	<b>Board Sign Off Date:</b> 10 May 2016

## ENROLMENT POLICY

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### 1. Statement of Context and Purpose

The philosophy, aims, values and ethos of Brindabella Christian College is in accordance with the Objects and Statement of Faith articulated in the Constitution of Brindabella Christian Education Limited (**the Constitution**), as amended from time to time. This policy is subordinate to the Constitution. Employees, teaching staff and students must adhere to the philosophy, aims, values and ethos of Brindabella Christian College. As a faith and religious based educational institution, Brindabella Christian College upholds the doctrines, tenets, beliefs and teachings of Christianity and in doing so, it acts in good faith in order to avoid injury to the religious susceptibilities of adherents of Christianity.

Choosing the right school can be one of the most difficult decisions every parent has to face. Brindabella Christian College strives to ensure that students are treated with respect and courtesy.

It is the responsibility of Brindabella Christian College's Principal and employees to provide a safe and positive learning environment and develop each student to reach their full potential.

Brindabella Christian College provides students with a strong academic program and offers a range of extra-curricular activities to enable each student to continually grow.

This Policy is designed to provide guidelines and processes to enable appropriate selection and enrolment of students at Brindabella Christian College consistent with the philosophy, aims and ethos of Brindabella Christian College.

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## **2. Application**

This policy applies to parents, students, prospective parents and prospective students of Brindabella Christian College.

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## **3. Reference Points/Background Papers**

- Privacy Policy;
- *Privacy Act 1988* (Cth).

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## **4. Brindabella Christian College's Discretion to Accept**

Brindabella Christian College has limited places that can be offered each year. It is highly likely that the number of applicants will far outweigh the number of places available. Due to the limited places available, applicants may not be offered a place.

Offers of places are made at the discretion of Brindabella Christian College and Brindabella Christian College reserves the right to refuse any application for enrolment without providing a reason or to defer the offer of a place to any student.

At the discretion of Brindabella Christian College, some applications may be given preference after taking into account the following factors:

- siblings of current or past Brindabella Christian College students;
- children of past Brindabella Christian College students;
- children of current Brindabella Christian College employees.

Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the College will make an initial assessment of the student's needs (including any additional services and facilities required to be provided by the College for the student). In order to make this initial assessment, the College will consult the student concerned and their parent/guardian about the student's needs.

In addition, the Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the College;
- obtain an independent assessment.

If there is a cost associated with obtaining an independent assessment or any assessments or reports required from non-school personnel this will be at the parents' expense.

In considering all prospective enrolments, the College may ask parents to authorise the Principal or his delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;

- any medical or other personnel information considered significant for providing information pertaining to the needs of the student.

Where information obtained by the College from the student's previous school suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College, notwithstanding that the student is the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies and resources required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the College. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by all persons concerned (including other students, staff, the College, the student, the family of the student); and
- the nature of the disability of the student concerned; and
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline to offer a position or defer the offer.

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## **5. Enrolment Process**

The Enrolments Officer and the Principal are responsible for the enrolment process. Brindabella Christian College will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on Brindabella Christian College's internet page for further information.

The enrolment process outlined below is intended as a guide only. For more information parents are encouraged to call the Enrolments Officer or person designated to carry out this role.

### **Initial Application**

Applicants are required to complete an application form which can be located on Brindabella Christian College's internet page. The completed application form should

be returned to the Enrolments Officer with an application fee of \$200 <sup>1</sup>per student, together with a copy of an Extract of Birth Certificate.

### **Interview**

After applications have been assessed, applicants may be invited to attend an interview with their parents. These interviews will be conducted by the Principal or a senior employee nominated by the Principal and allow Brindabella Christian College to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment at Brindabella Christian College.

Brindabella Christian College may request for further information to be provided at the interview.

### **Formal Offers**

When an applicant is accepted, parents will be sent an acceptance letter with a Formal offer of a place and Enrolment Agreement. Upon receiving this letter parents are required to complete the Enrolment Agreement and contact the Enrolments Officer to confirm enrolment. Upon confirmation of enrolment, a non-refundable enrolment fee of \$500<sup>2</sup> per family will be required. This sum may vary from time to time at the discretion of Brindabella Christian College.

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## **6. Withdrawals**

Parents must give one term's notice in writing to the Principal of the intention to withdraw a student from Brindabella Christian College. If the required notice is not given, a charge equivalent to a term's fees will apply. This charge may be reduced or waived by the Principal, taking into account the grounds for the withdrawal of the student.

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## **7. Brindabella Christian College's Discretion to Expel**

A student may be asked to leave Brindabella Christian College if their conduct or performance is unsatisfactory or they fail to obey Brindabella Christian College's rules and policies. Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

Where a Formal Offer is accepted, parents, guardians or carers agree to conform to the policies and rules of the Brindabella Christian College set out in the Prospectus and such variations to those policies and rules as are made by the Board of Brindabella Christian Education Limited or the Principal, once such variations have been published in either the College Newsletter or future editions of the Prospectus.

A student may be asked to leave Brindabella Christian College if:

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<sup>1</sup> This fee may be adjusted from time to time

<sup>2</sup> This fee may be adjusted from time to time

- they breach the Enrolment Agreement;
- the conduct of their parents, guardians, or carers brings Brindabella Christian College, its Board Members, Executive Staff, teachers or staff (individually or collectively) into disrepute; or
- the parent, guardian or carer fails to comply with Brindabella Christian College's rules and policies.

Any decision to suspend or expel a student is at the discretion of the Principal. In such circumstances, the Principal's decision is final.

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## **8. Implications for practice**

### **8.1 At Board / Principal Level**

To properly implement this policy, Brindabella Christian College, the Board and/or the Principal must ensure:

- that this policy is endorsed on an annual basis;
- that copies of this policy are made available to prospective parents and prospective students, for example on the Brindabella Christian College internet page;
- that this policy is incorporated into the Board's / Principal's record of current policies.

### **8.2 At Other Levels**

To properly implement this policy, all Brindabella Christian College's prospective parents and prospective students will be required to sign appropriate terms and conditions of enrolment.

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## **9. Transfer of Students**

When a student leaves or enrolls at the College details of the student will be provided to the central office of the department to ensure that the Student Transfer register is up to date.