

Enrolment Policy



ST ANDREWS
CHRISTIAN COLLEGE

INSPIRED BY
FAITH

DISTINGUISHED BY
CHARACTER

LEADERS BY
INFLUENCE



Enrolment Policy

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
AUTHORS:	St Andrews Christian College on advice from Russell Kennedy Lawyers
ACKNOWLEDGEMENTS:	
PURPOSE:	To provide policy and direction for all the College Community.
RELATED DOCUMENTS:	

KEY DATES

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1. PURPOSE AND SCOPE

- 1.1 St Andrews Christian College (the **College**) is an independent school that exists to provide a Christian education program for students from Prep to Year 12, whilst encouraging all students to explore the Christian faith and to use their God-given talents and abilities to achieve excellence in their studies.
- 1.2 The College currently provides a school curriculum for:
 - (a) Prep to Year 10 based on the Australian Curriculum priorities and standards (or equivalent if superseded).
 - (b) Years 11 and 12 based on the Victorian Certificate of Education or Vocational Education and Training standards (or equivalent if superseded).
- 1.3 Curriculum content is presented from a biblical world-view perspective, which flows from the College's Mission Statement (on page 2).
- 1.4 Consistent with the College's Mission Statement, 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 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.
- 1.5 This policy sets out the enrolment principles and requirements for families of prospective students who are seeking to enrol a child at the College, including specifically the College's approach to inclusivity.

2. WHAT IS A CHRISTIAN EDUCATION?

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. AIM AND KEY PRINCIPLES

- 3.1 Through this policy, St Andrews Christian College aims to:
 - (a) Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
 - (b) Maintain a College culture that is safe and promotes the development of Christian faith and values.
 - (c) Promote a Christian education framework and a learning environment where students are educated and nurtured as members of a Christian community.
 - (d) Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).
 - (e) Ensure that the College can provide for the educational needs of all its students.
 - (f) Ensure the College maintains its core values and supports its Mission Statement.



- (g) Comply with the requirements of *Education and Training Reform Act 2006* (Vic) (as amended or replaced from time to time), and other relevant legislation.
- (h) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 9).

3.2 To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	Responsibilities
Board	• Ensure the College meets its legal and regulatory responsibilities. • Review and endorse this policy. • Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	• Establish and implement an Enrolment Policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.
Registrar	• Ensure compliance with this policy. • Ensure enrolments are compliant with the College's Constitution. • Provide prospective parents with the necessary information about the College's enrolment and enrolment processes.
Parents	• Read and comply with this policy. • When seeking enrolment of a prospective student, complete the College enrolment application form (available on the College website). • Disclose any special needs which may be relevant to the College providing an education to a child, the child's welfare, or the education and welfare of other students.

4. ENTRY POINTS

4.1 The main entry points into the College are traditionally:

- (a) Preparatory (**Prep**)
- (b) Year 7
- (c) Year 11

4.2 Places are offered at other levels if vacancies exist.

4.3 Parents may apply for a place at the College for their child at any time from the child's birth.

4.4 To be eligible for entry to Prep, children must be 5 years of age on or before 30 April in the year they begin schooling and, in the College's reasonable opinion, school-ready.



4.5 In determining the school readiness of a child, the following are examples of factors that will be considered:

- (a) Separation: Is the child ready to separate from the parent for a day?
- (b) Physical independence: Can the child manage toileting and their own clothes and belongings independently?
- (c) Social maturity: Is the child ready to be part of a large group with 25 children, one teacher and one learning assistant teacher in Prep? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
- (d) Confidence: Is the child able to ask for help and assistance when required?
- (e) Language: Is the child able to communicate in order to be understood?

English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

5. ELIGIBILITY CRITERIA

5.1 To be eligible for enrolment, the prospective student must be either:

- (a) An Australian citizen.
- (b) Entitled to stay in Australia, or enter and stay in Australia without limitation.
- (c) Deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

5.2 Consistent with the College's Mission Statement, the College seeks where practicable to ensure that at least 80% of students enrolled across the student body at any given time will come from Christian families who are able to provide evidence of Christian faith, Church membership, and a commitment to living by biblical principles in everyday life. This ratio enables the College to maintain a culture that promotes the development of Christian faith and values in the students.

5.3 St Andrews Christian College otherwise has an open entry policy. The College is academically non-selective; that is, students are not required to participate in ability or aptitude tests as part of the enrolment process. Accordingly, all prospective students – regardless of backgrounds, personal circumstances, or needs - will be considered for enrolment.

5.4 That being said, it is expected that all families of prospective students applying for enrolment understand and are fully supportive of the College's Christian education framework, and are willing for their child to be educated and nurtured as a member of the College community.

6. APPLICATION PROCESS

Get informed

6.1 Before submitting an application for enrolment at St Andrews Christian College, families of prospective students are encouraged to:



- (a) Browse the College website: www.standrews.vic.edu.au.
- (b) Review the College's Statement of Belief, this policy, and other policies and procedures available on the College's website, to fully understand the beliefs and values that will frame a student's Christian education at St Andrews Christian College.
- (c) Attend Open Days, as advertised.
- (d) Book a tour of the College and receive an Information Pack and Prospectus.

Submit an enrolment application

6.2 An application for enrolment may be made by using the link on the College website.

6.3 An enrolment application form must be accompanied by:

- (a) Any required documentation mentioned in the online form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Kindergarten Transition Statements and visa grant notice, relevant court and parenting orders).

Academic reports should indicate at least satisfactory results in core subjects.

- (b) Evidence of the family's Christian faith or desire for the prospective student receiving a Christian education centred on a biblical worldview.

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.
- (c) A non-refundable enrolment application fee (\$100), which covers the College's administrative costs in managing the enrolment process.

6.4 Submitting the enrolment application form and paying the enrolment application fee, does not guarantee a place at the College. Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:

- (a) considering whether it can meet the child's behavioural, educational, spiritual and welfare needs; and
- (b) deciding whether to exercise its discretion to offer a place of enrolment.

Waiting lists and priority of enrolment

6.5 The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer a pre-enrolment interview, or offer a place of enrolment. All enrolment applications will be considered by the College on a case-by-case basis.

6.6 In exercising that discretion, the College takes into account a range of criteria including but not limited to the following:



- (a) The date a fully completed enrolment application form is received (noting incomplete applications will not be processed).
- (b) The information disclosed in the enrolment application form.
- (c) Whether the child is eligible for a priority offer of enrolment as:
 - (1) set out elsewhere in this policy;
 - (2) a sibling of a current student (noting that siblings will be prioritised provided an enrolment application form is submitted within 26 months of the start of the school year they are due to commence);
 - (3) alumni, or children of alumni of the College; or
 - (4) the child of a permanent staff member.
- (d) The child's academic record and behavioural history.
- (e) The starting year level of the child and whether this aligns with a main year level entry point at the College.
- (f) The College's capacity, as an inclusive school, to support a prospective student's special needs (see below).
- (g) The merits of the application, a prospective student's suitability for enrolment at the College, and individual circumstances and practical implications including the:
 - (1) number of students currently enrolled at the College;
 - (2) prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - (3) prospective student's interests and participation in extra-curricular activities;
 - (4) school-readiness and age of the student (for entry to Prep only); and
 - (5) willingness of the student and their family to support the College's Mission Statement, and involve themselves in the life and strong Christian faith of the College.
- (h) Any other considerations set out in this policy.

6.7 A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

Pre-enrolment Interview

6.8 If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with an executive staff member (eg Principal, Deputy Principal, Head of Secondary or Head of Primary).

6.9 For families seeking entry to Prep, this interview will (ordinarily) be during Term 3 of the year prior to enrolment to discuss the prospective student's school readiness.



6.10 For families seeking entry to the College at all other years, this interview will:

- (a) enable the College to better understand the prospective student's strengths, weaknesses and special needs (if any), as well as what they and their family can contribute to the life of the College; and
- (b) enable the prospective student and their family to better understand the College and its commitment to a Christian education.

6.11 Prior to the interview, families will be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including academic and psychometric assessments).

6.12 Prospective students will be interviewed, either in person or by telephone, Zoom, Microsoft Teams or other platforms as appropriate.

6.13 Attending a pre-enrolment interview does not guarantee a place at the College, and is not an offer of enrolment.

6.14 If for any reason in the College's absolute discretion the College forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

Offer of Enrolment

6.15 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.

6.16 Any offer of enrolment will be made by the College in writing. Families will be informed at the pre-enrolment interview about when to expect a decision about the prospective student's enrolment.

6.17 It is not the College's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).

6.18 An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:

- (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the enrolment agreement fee and return of requested documents by the stated deadline).
- (b) Acceptance of an offer of enrolment must be provided within 14 days unless the College's offer states otherwise.
- (c) Acceptance of an offer of enrolment must be accompanied by payment of a non-refundable enrolment agreement fee (currently \$1,400). A portion of the non-refundable enrolment agreement fee (currently \$1,000) will be applied to the enrolled student's tuition fees for the first term of enrolment.



- 6.19** Details about the College's tuition fees and course levies, and other charges and levies, imposed by the College for a school year (collectively, the **School Fees**), and the terms on which School Fees must be paid, are set out in the Terms and Conditions of Enrolment and associated fee schedules published by the College. A copy of the current Terms and Conditions of Enrolment and fee schedule is available on the College's website.
- 6.20** If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment agreement fee and any tuition fees paid in advance to the College, unless one term's written notice is provided.
- 6.21** Parents may appeal an enrolment decision in accordance with the College's Grievances Policy. A copy of the Grievances Policy can be found on the College's website.

Defer, Refuse or Vary an Offer of Enrolment

- 6.22** Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 6.23** Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:
- (a) Notice must be given to the College in accordance with clause 6.22.
 - (b) The College in its absolute discretion may or may not agree to that request.
 - (c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.
 - (d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.
 - (e) The College may or may not in its absolute discretion require the payment of a further enrolment agreement fee.

7. ORIENTATION

Orientation and induction takes place for all new students and their families, and includes:

- (a) Orientation days.
- (b) Student orientation on commencement.
- (c) The use of the buddy system.
- (d) Feedback.



8. THE COLLEGE'S COMMITMENT TO INCLUSIVITY

- 8.1** The College is an inclusive school and welcomes students and other members of the school community with a varying range of backgrounds, personal circumstances, and special needs. In this policy, special needs includes allergies, health conditions, physical or intellectual disabilities, behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 8.2** The College is committed to complying with its legal obligations regarding inclusivity, and supports the National Disability Standards for Education and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's needs. The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour.
- 8.3** Accordingly, prior to an offer of enrolment being made parents must inform the College of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare or others).
- 8.4** If a parent fails to promptly inform the College of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 8.5** Where a parent promptly informs the College about a student or prospective student's needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

9. REGISTER OF ENROLMENTS

- 9.1** The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:
- (a) Name, age and address of student.
 - (b) Parent names and contact details.
 - (c) Date of enrolment.
 - (d) The Victorian Student Number allocated to the student.
 - (e) Medical information for emergency management purposes.
 - (f) Emergency contact details.
 - (g) Date of leaving the College and details concerning student's departure, where appropriate.
 - (h) For students older than six years, details of previous schools or pre-enrolment situation.
- 9.2** The register is retained for a period of seven years after the student leaves the College, and copies of information in the register are stored off-site at regular intervals.