

# Enrolment Policy

Policy No. 6

Approved by School Board  
September 2023



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## Rationale & Structure

Kerang Christian College seeks to provide a solid foundation of academic excellence and spiritual growth towards authentic Christian living.

The Bible clearly teaches that children should be brought up to base their lives on the commandments of God. Deuteronomy 6:5-7 records the greatest of all commandments: *“You shall love the Lord your God with all your heart, with all your soul and with all your might.”* We are commanded to love God with all our being, not just in the spiritual realm but also in the practical areas of our thinking and our doing; at business or at school, and not simply while at church.

## Aims

Kerang Christian College aims to see the following achieved:

- An integration of Christian faith and character in students.
- Excellence in Christian education from a Christian biblical worldview.
- A Christian education community where every person is valued and nurtured in their faith and healthy relationships are promoted.
- Enhanced partnerships between parents/guardians, students and staff, strengthening the teaching and learning process.
- The provision of high quality facilities and resources.
- The effective stewardship of assets, both human and physical.
- Students equipped for service and citizenship as an expression of their Christian faith.
- Students achieving personal excellence in academic, social, physical, cultural and spiritual outcomes.
- A culture of continuous improvement, professional development and pastoral support among staff and the school community.
- Effective communication with parents/guardians and the wider community.
- Provision of a safe environment.

## Key Definitions

### Enrolment Register

A permanent record of the students admitted to the school. The school is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored and is maintained on the school management system.

### Waiting List

Kerang Christian College maintains a waiting list if and when the College is oversubscribed in one or more age groups. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.

**Trial Period**

Any enrolment received at the School will be initially received on a trial basis. At the conclusion of the trial period, which will be for a minimum of one term, the enrolment may be reviewed and a decision made as to whether it will be a permanent ongoing enrolment, a further review period determined or the enrolment terminated.

**Compulsory School Age**

A child who is six years and up to the age of seventeen years and is a resident in Victoria is required to be in full-time attendance at school or be in registered home schooling.

**Proof of Age and Enrolment Name**

Kerang Christian College requires proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.

**Background Characteristic Data**

Under the Australian Education Act 2013 (Cth.) Kerang Christian College is required to collect Student Background Characteristics Data as part of the school enrolment process and report the data to the VCAA – Victorian Curriculum Assessment Authority or other testing agents when requested.

**Retention of Records**

The Australian Education Regulation 2013 (Cth.) (s.37) requires student enrolment records to be retained for 7 years after the end of the school year in which the last entry was made. Student enrolment records may be audited by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.

Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.

**Privacy and Use of Private Information**

The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

An Information Release Form has been provided with the Enrolment Application. This form gives consent for the personal information included in the Enrolment Application to be received and stored by Kerang Christian College.

Kerang Christian College is required to request and record the immunisation status, called the Child History Statement, for each-student prior to enrolment.

## **Overseas Students and Students on Visas**

Kerang Christian College is required to request and record the visa status when enrolling a student on a visa: that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.

Kerang Christian College cannot accept overseas full-fee paying students as we currently do not have registration to do this, nor have we sought to be registered at this stage.

## **Fee Assistance**

A family's ability to pay required fees will be considered, however this should not be the main determining factor in the decision-making process. Fee Assistance can be applied for by prospective parents and guardians of children attending Kerang Christian College who can demonstrate that the payment of fees may impose a financial burden on the family. Such arrangements will be subject to review and amendment on an annual basis, or more frequently if the College requires.

## **Guidelines for Enrolment**

In the enrolment process, Kerang Christian College seeks to:

- welcome and consider all enrolment applications without undue delay, with confidentiality and with open communication between the College and parents/guardians.
- proceed applications to the interview stage, at the discretion of the Principal, only after all enrolment forms have been completed and the appropriate attachments have been included.
- aim to maintain a student/teacher ratio of 1:17 in primary and 1:15 in secondary.
- consider the welfare of the whole College community, the School's Christian ethos and the capacity of the School to cater for the individual needs of an applying student.

Kerang Christian College strongly encourages parents/guardians to enrol Prep students who will be 5 years of age by the end of January in the year they commence school. In keeping with Government guidelines students may be enrolled in Prep if they will turn five years of age by 30<sup>th</sup> April of the year they are enrolled in Prep.

If there is a vacancy, make an offer of enrolment in the following order, but always at the discretion of the Principal, subject to individual assessment and subject to the date of application within each category:

1. Preference will be given to those families already enrolled in the College.
2. Parents/guardians who are professing Christians, as defined as those who attend church at least monthly, who sign on the enrolment form to indicate that they accept and personally believe the statement of faith.
3. Parents/guardians not attending a church, who can endorse the School's Vision Statement and Goals.

Require that all parents/guardians allow their child to engage in the full life of the College, including its promotion of Christian belief and character, with due consideration to the child's abilities and background. This includes spiritual, academic, physical, cultural, off-site and social events.

Terminate the enrolment of a student who, for example, undermines the College's Christian ethos or policy, engages in serious unacceptable behaviour, repeatedly disrupts learning or

jeopardises the welfare of other students and staff. See Section titled Terms and Conditions of this policy document.

### **General Enrolment Procedures**

Kerang Christian College is a School founded by committed Christian people to serve Christian families in the educational nurture of their children. All School families agree to support the School's distinctively Christian framework. The School will seek to maintain a minimum 70% of enrolments from Christian students in Primary and 50% Christian families in Secondary according to these guidelines:

- Students who come from a non-Christian family, but who make a credible and sincere confession of their own Christian commitment are included in the Christian category.

Printed enrolment information in the Information Pack includes but is not limited to:

- Prospectus
- Fee Schedule / Policy
- Enrolment Procedure
- Enrolment Application
- Terms and Conditions
- Parent Code of Conduct

Families who are not Christians are very welcome to apply for enrolment and to join our School community. Such families do so agreeing that their children will receive an education that is firmly and authentically grounded in the Christian faith – a faith that is relevant to all areas of School life. All parents/guardians will be required to acknowledge, on the Enrolment Form and upon reading the Parent Code of Conduct, their support and willingness to encourage the Christian belief and character of the School, both directly & indirectly.

Permission to consult third parties regarding a child whose family is applying for enrolment will be sought in writing with due consideration to discrimination, privacy and other relevant laws. (See Information Release Form of the Enrolment Form)

One term's notice of intention to withdraw enrolment from the College is required. If one full term's notice of intention to cease enrolment is not provided, the College reserves the right to charge a full terms fees.

A position will not normally be reserved for a student who leaves the College temporarily. Any changes to this procedure are at the Principal's discretion.

Any requests for financial assistance or fee relief will be referred to the Principal at the time of application for enrolment.

### **Students with Special Needs**

Students with disability have the right to enrol at Kerang Christian College on the same basis as students without disability as outlined in the *Disability Standards for Education 2005*. Schools are expected to make reasonable adjustments so that enrolment processes are fair to all students.

Some of the ways Kerang Christian College can comply with the *Disability Standards for Education 2005* during enrolment include:

- Meeting the student with disability and their family in person to explain the enrolment process
- Providing enrolment brochures in large print for someone with low vision, to ensure the information is accessible

- Ensuring online enrolment forms can be read by specialised computer programs that make the information accessible for people with low vision
- Offering a personal tour of the school, or providing previous samples of class work to assist a student with disability to make an informed decision about whether to enrol in a school or course of study, based on information they can understand.

Due consideration will be given to duty of care, child protection, discrimination and other relevant laws, including the *Disability Standards for Education 2005*.

As we seek to show Christ's love, we invite enrolment applications from students with special needs – these needs may be learning giftedness or challenge, physical talent or difficulty. As part of the enrolment process, the School will be forthright in indicating whether it has the capacity to meet a child's needs. The assessment procedure for students with special needs will assist in understanding:

- The anticipated needs of the individual student throughout their schooling
- The anticipated resources and costs required to meet those needs
- The individual program required to meet those needs
- The School's capacity to provide those resources and individual programs
- The impact that meeting those individual needs will have on the existing class and School community

### **Reasonable Adjustments**

Where information obtained by the College indicates that a child has a disability, the Principal or delegate will consult with the parent/guardian and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary for the College to make an adjustment, and whether that adjustment is reasonable.

The College will take into account relevant circumstances and interests when identifying what a reasonable adjustment required for educational purposes is while the student is at the College including the following:

- a) the nature of the child's disability;
- b) the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
- d) information provided by, or on behalf of, the child about his or her preferred adjustments;
- e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programs and achieve learning outcomes and independence;
- f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- g) the costs and benefits of making the adjustment.

The Principal or delegate may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal or delegate to determine what adjustments are necessary and whether

they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and the family of the student). This includes (without limitation):
  - i. costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
  - ii. benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
  - iii. the effect of the disability of the child;
- b) the College's financial circumstances and the estimated amount of expenditure required to make the adjustments - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- c) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- d) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
- e) the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal or his / her delegate will discuss with the parent/guardian and with the child (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the Applicant and the child (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

### **Specific Enrolment Procedures**

Ideally, enrolment applications for subsequent years would be at the school by the end of Term 3. **However, the College welcomes enrolments throughout the school year.** Advertising calling for enrolments may take place; if so, it will occur no later than Term 2. Offers of a position would be conveyed to parents/guardians by end of week 4 of Term 4. All other Enrolment interviews can be performed at any time suitable to the College.

## Procedure

1. **Pre-Application.** All enrolment queries, applications, or tour requests are directed to the Principal or Office Administrator as the first point of contact. Each prospective family is given an Enrolment Information Package that includes relevant information about Kerang Christian College and Christian Education, Uniform Policy, Fees and an Application for Student Admission. They are also encouraged to take a tour of the College and if desired, meet with the Principal and/or Head of School.
2. **Complete an Enrolment Application.** Parents/guardians complete the Enrolment Application Form and send it to the College along with copies of requested documents. Copies of requested documents may include School reports, previous NAPLAN reports, birth certificate, legal papers regarding family status, immunisation certificates, specialist reports and, as needed, proof of citizenship / permanent resident status /visa status. The School does not have an Application Fee for Primary or Secondary places; however, an Enrolment Fee of \$50 is charged per family in order to secure the first Enrolment offer. If there is no available position, the child is placed on a waiting list. The College will contact parents/guardians promptly when a position arises.
3. **Enrolment Interview.** If there is the possibility of a position being available, the Principal meets with the parents/guardians and their children to establish whether or not the School can meet the children's educational and personal needs. The Principal also explores the family's background of Christian faith, their understanding of the School's governance and the possibility of their involvement in the life of the School. School Handbooks may be available at this time.
4. **Decision:** The Principal may make recommendations to the Board if there are financial implications.
5. **Board Decision.** In order for the Board to meet its obligation of making a fair and just decision in each enrolment application that it needs to approve, the Board must have at its disposal all relevant information.

This should include, at a minimum, the following:

- a. The information provided on the enrolment application.
  - b. Priority category and current Christian family percentage in the class.
  - c. A description of the individual needs of the student and how these needs have been determined.
  - d. The outcome of discussions with parents/guardians and others currently involved in the management of the student.
  - e. Specific support requirements to meet the student's needs and the estimated cost of providing the required resources.
  - f. Characteristics of the class and potential impact on the School community.
  - g. Other options that have been considered (such as repeats, etc.).
6. **Notification of Decision.** The School's decision is conveyed to parents/guardians in written form. This will generally be within a fortnight of the meeting with the Principal. This decision may be:
    - a. The offer of a position from a stated date OR
    - b. The declining of enrolment.
  7. **Response to Notification.** Parents/guardians inform the School in writing of their intention to accept or decline the offer of enrolment. The Enrolment Fee is payable when an offer of enrolment is accepted by the family.

8. **Appeal (if needed).** Parents/guardians may appeal the decision to decline enrolment by lodging a written appeal with the Board. The Board's decision is final.
9. **Start School.** The child commences at Kerang Christian College.
10. New students are assigned a student mentor/buddy to care for them in the first few weeks at the School.
11. The families (including grandparents) of new students are encouraged to enter fully into the life of School through participation in School selected programs and events.

### **Terms & Conditions of Enrolment and Parent Code of Conduct**

The College has two separate documents outlining the Terms and Conditions of Enrolment as well as the Parent Code of Conduct. Upon signing the Enrolment Application, parents/guardians establish a legally-binding contract with Kerang Christian College.

### **Termination of Enrolment**

The Principal or his / her delegate at their discretion may terminate the enrolment of a student under the following circumstances:

- Failure to comply with the College Fee payment Policy. (See School Fee Policy)
- Failure to comply with the College attendance requirements.
- In the event, family members publicly or otherwise actively undermine the reputation or Christian ethos of the College.
- In the event, a student fails to comply with or respect the reasonable and ongoing College administrative arrangements, learning environment and discipline. (See Behaviour Management Policy)
- At the times of a transition review. (Primary School to Secondary School and/or Middle School to Senior School).
- In the event, an application for enrolment is at any time found to contain false information.

The school reserves the right to immediately terminate the enrolment of any student if it is evident that the student's behaviour is having a detrimental effect on other students, the teacher or both.

Parents/guardians will give at least one term's notice of termination of enrolment (unless a prior arrangement has been made with the Board).

The School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's rules and regulations.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.

### **Related Documents**

School Fee & Accounts Receivable Policy (No. 2)  
Behaviour Management Policy (No. 15)  
Attendance Policy (No. 16)  
Privacy Policy (No. 17)  
Grievance Policy (No 31)  
Social Media Policy (No 39)



Prescriptive legal and regulatory requirements include:

- Australian Education Act 2013 (Cth.)
- Australian Education Regulation 2013 (Cth.)
- Disability Discrimination Act 1992 (Cth.)
- Disability Standards for Education 2005
- Education and Training Reform Act 2006
- Education and Training Reform Regulations 2007
- Equal Opportunity Act (Vic.) 2010
- Family Law Act 1975
- Guardianship and Administration Act 1986
- Privacy Act 1988
- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards

### **Document History**

Approved: June 2009

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Amended: July 2019

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<sup>1</sup> The 2012 Policy replaced Primary and Secondary Enrolment Policy 6a and 6b.

### **References**

Victorian Department of Education and Training. (2014, January). *Enrolling in Primary School*. Retrieved from <http://www.education.vic.gov.au/school/parents/guardians/guardians/primary/Pages/enrol.aspx>.

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