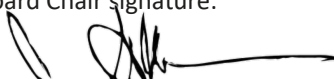




Student Enrolment Policy

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Approved by Southern Christian College Board:	Board Chair signature:  Adrian McKenna	Date of Authorisation: March 2022
Review Cycle:	5 Year	Next Review Date: March 2027
Owner:	Southern Christian College	

Introduction

Southern Christian College was established as a ministry of CityLight Church to support families seeking a Biblically based education to raise and educate their children.

The College is committed to providing a holistic education, which is responsive to each student's diverse and unique spiritual, social, emotional, intellectual and developmental needs and circumstances. The College community recognises the role of parents/carers as the primary educators of their children. We share with parents/carers the responsibility to nurture the development of each student and to provide an authentic experience of Christian Community.

The College will accept enrolments, wherever possible, for children with disabilities and for children from families who are struggling financially.

Purpose

This policy provides clear and transparent guidelines and information for student enrolment to all current and prospective applicants regarding the conditions and priorities which relate to student enrolment at the College.

Scope

This policy applies to all prospective and new student enrolments at the College.

Background

Southern Christian College maintains:

- An open enrolment policy;
- Consistent with the Biblical beliefs of the College, the College will not discriminate unlawfully against any applicant for enrolment;
- An expectation that enrolling families will actively support the Christian values of the College and their expression through the College's programme;
- An expectation that enrolling families will actively support all other reasonable expectations of the College and staff in their execution of their duties in accordance with their roles; and
- Prospective applicants should be aware that it is the expectation that enrolling students will willingly and positively participate in the Christian life of the College. This includes being part of a staff-led Student Prayer Group each week, school assemblies and class devotions.

Definitions

Throughout this Policy, unless the context requires otherwise:

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.

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.

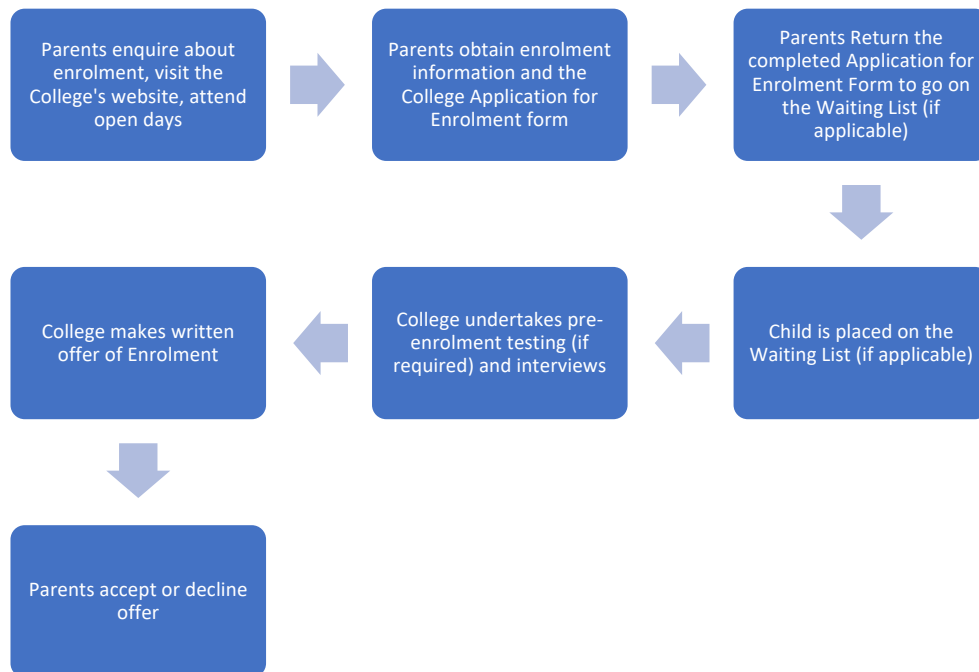
and includes a disability that:

- (a) presently exists; or
- (b) previously existed but no longer exists; or
- (c) may exist in the future (including because of a genetic predisposition to that disability); or
- (d) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Enrolment Process

The following processes will generally be followed in relation to enrolments at the College:



New Enquiries

The College will make available to families:

- Information about the College;
- General information about eligibility for enrolment based on this Policy;
- The procedure for applying to enrol a child at the College;
- Information about College fees, discounts and scholarships; and
- The enrolment conditions.

Waiting Lists

The Principal, through the College Registrar is responsible for the maintenance of waiting lists for entry to the College.

Entrance to the College is normally in Kindergarten, however the College will accept enrolments in other grades where there may be vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the College year depending on circumstances.

The name of a child will be entered on the appropriate waiting list when the child's parents return:

- The Enrolment Application Form;
- A copy of the child's birth certificate;
- Copies of the child's last two school / NAPLAN reports (for children already attending school);
- All medical, psychological or other reports about the child in their possession or control; and
- Other information about the child which the College considers necessary.

In addition, overseas students must also provide:

- Copies of Passports for both the child and enrolling parents as well as the current substantive Visa Grant Notice;
- The child's last two school reports together with an English translation (if applicable) and a validation of the translation;
- Copy of English language test results (AEAS, IELTS or Milton Placement Test) if available.

Failure to provide all required information may result in the College delaying or declining the child's enrolment.

Assessment

The College may choose to undertake an assessment process where parents may be required to provide further information about the child.

The parents/carers will be responsible for the costs of any assessments or reports which are required from non-College personnel.

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

- The Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- Any medical or other personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the College suggests:

- 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; or
- The parents may not be able to meet the financial commitment required by having a child at the College, notwithstanding that the child be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

Interview

When a position becomes available, the College may in its discretion invite the parents of a child on the waiting lists to attend an interview at the College with the Principal or a member of staff appointed by the Principal. At the interview, among other things, the College's representative will:

- Inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees;
- Will 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.

Disability

Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the child's needs. This will include consultation with the child and/or the child's parents. In addition, the Principal may:

- Require the parents to provide medical, psychological or other reports from specialists outside the College; and/or
- Obtain an independent assessment of the child.

Where information obtained by the College indicates that the child has a disability, the Principal will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the child's disability.

Where the Principal determines that the child would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular child is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- The child's disability;
- The views of the child or the child's parents about:
 - Whether the particular measure or action is reasonable;
 - The extent to which the particular measure or action would ensure that the child was able to participate in the College's courses or programs or to use the

College's facilities or services on the same basis as a child without the disability;

- The effect of the adjustment on the child, including the effect on the child's:
 - Ability to achieve learning outcomes;
 - Ability to participate in courses or programs; and
 - Independence;
- The effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- The costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, 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 any persons concerned (including other students, staff, the College, the child, the family of the child, and the College community);
- The effect of the child's disability;
- The College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- The availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the child would require the College to take unreasonable measures or actions to ensure that the child is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

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/carers, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The College also reserves the right to terminate an enrolment where the parents/carers have not declared or have withheld known information pertaining to their child's needs.

College's Considerations

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

- Siblings of students already at the College;
- Children or grandchildren of former students of the College; and
- Sons or daughters of pastors or ministers of Christian churches.

The College also considers:

- A student's willingness and ability to contribute to the wider life of the College;
- Evidence of a student's good character and leadership skills;
- The alignment of the family's beliefs and values with those of the College; and

Offer

At the satisfactory conclusion of the assessment process, the College may make an offer to the parents/carers to enrol the child. To accept the offer, the parents must within seven days of receiving it deliver to the College:

- The Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- 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.

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 fees will be adjusted to cover the period of enrolment only. No penalties will apply.
- This provision may not be applied in the case of children with a disability.

Entry at the Start of Kindergarten

Normal Entry

4 year-olds whose 5th birthday falls on or after the 1st January of the proposed year of entry are eligible to commence Kindergarten.

All children must undertake a “readiness for school” assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn 5 until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for school, the Principal may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year.

Early entry

Early entry is a provision for children whose cognitive development is in the top 2% of the population.

To be considered for early entry to Kindergarten or Prep in the gifted category a child must:

- Be aged at least 3 years and 6 months of age as at 1 January of the year of commencing kindergarten; or
- Be aged at least 4 years and 6 months of age as at 1 January of the year of commencing Prep.

And meet the following criteria:

- Meeting the criteria as outlined in the Tasmanian Department of Education “Early Entry to School for Children who are Gifted Cross Sectoral Guidelines.”;
- There being vacancies after all other children, who will have attained the age of four years before the 1st January for Kindergarten or five years prior to the 1st January for Prep, have been offered places; and
- A written application being addressed to the Principal securing a place for consideration under the Early Entry Programme.

Holding of Class Places

Places at the College will not be held for students who are withdrawn from the College for any longer than 12 months. Should the period of intended absence be less than 10 months, places may be held subject to College fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

Residency Requirements

Applicants must be Australian or New Zealand citizens or holders of a visa granting permanent resident status in Australia. Proof of citizenship/residency must be provided. Parents must be living in Tasmania by the beginning of the College year. Proof of TAS residency must also be provided. At times, the College may offer limited places for students that have a non-resident visa status. Enrolment places offered under these conditions will attract additional fees as outlined by the College at the time of enrolment.

Family Placement Claim

Where two or more students have equal merit, a student with a family placement claim will be given priority. A family placement claim can be made if a brother, sister, parent, grandparent or caregiver currently attends or previously attended the College.

Review of Placement Decisions

Under certain conditions, parents can request that the Principal reviews the decision made. When reviewing applications for a place at the College, the Principal will take into consideration a range of matters, including the following:

- Whether the family holds attitudes, values and priorities that are compatible with Cristian values and the mission and philosophy of the College;
- Information gained about the applicant from their previous College(s);
- Whether the applicant has siblings at the College;
- The age of the applicant at the date of submission of the application form.

The Principal always reserves the right to offer or decline a place to any applicant.

Other relevant reference documents

- SCC Student Enrolment Procedure 2022
- SCC Student Attendance Policy 2022
- SCC College Fee Policy 2022
- SCC Student Induction Procedure 2022
- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Race Discrimination Act (Cth)
- Tasmania – Anti-Discrimination Act 1998 (TAS)