



**St Philip's
Christian College**
FOR THE WHOLE OF LIFE

St Philip's Christian College Gilibaa

Enrolment Policy and Procedures

Author/Supervisor	Martin Telfer (Principal)
Compliance	
NESA	Registered and Accredited Individual Non-Government Schools (NSW) Manual B.7 Attendance B.2.7 - Educational and Financial Reporting
Legislative Requirements	NSW Education Act (1990) Privacy Act Disability Discrimination Act 1992 Racial Discrimination Act 1975 Sex Discrimination Act 1984 Education Amendment Act 2008 National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Commonwealth Government DEEWR) Education Regulation Act 2017 Disability Standards for Education Act 2005
Other Policy Relationships	Enrolment Guidelines and Procedures Privacy Policy Student Attendance Policy Disabilities Provision Statement Learning Support Policy Managing Student Behaviour (Discipline) Policy Anti-Bullying and Harassment Policy
Key Dates	
Date of ratification	[November 2023?]
Date of Review	November 2024

1. Introduction

- 1.1. St Philip's Christian College Gilibaa (SPCC Gilibaa) is for Aboriginal and Torres Strait Islander students and will commence in January 2024 from Kindergarten to Year 2 with an intention to grow to Year 6 in coming years.
- 1.2. SPCC Gilibaa is proud to have the support of the broader St Philip's Christian College and the Worimi Aboriginal Community and its organisations.
- 1.3. SPCC Gilibaa aims to provide students with an engaging and culturally appropriate education. SPCC Gilibaa has a targeted educational program dedicated to the development of strong foundational skills in literacy and numeracy for Aboriginal and Torres Strait Islander students from Kindergarten to Year 6. Worimi culture (land, language, story and people) will be immersed within SPCC Gilibaa and its programs.
- 1.4. Upon completion of Year 6 at SPCC Gilibaa, St Philip's Christian College Port Stephens (SPCC Port Stephens) will continue to offer enrolment for children through secondary schooling. The decision to enrol at SPCC PS for secondary is made in consultation with the student's family who undertake the commitments associated with enrolment.
- 1.5. St Philip's Christian College has schools within the Hunter and Central Coast and consideration will be made for student placements within these schools if required following parent application.
- 1.6. SPCC Gilibaa – 'The Place of Light' – will be a place where Aboriginal and Torres Strait Islander students will have the opportunity to develop in education and in local Aboriginal culture founded on a Christian ethos. SPCC Gilibaa is focused on developing students who will in turn grow families and communities.

2. Purpose

- 2.1. The purpose of this policy is to provide clarity on the enrolment process by SPCC Gilibaa as the registered authority with the NSW Education Standards Authority (NESA). Under the NSW Education ACT 1990, SPCC Gilibaa must meet registration and accreditation requirements of enrolment in addition to the safety, curriculum and high-quality teacher accreditation standards.
- 2.2. As an independent Christian college, SPCC Gilibaa has a selective enrolment process. Enrolment to SPCC Gilibaa is an educational agreement and also a financial contract. There are fees associated with enrolment to this College which are outlined below.
- 2.3. For students to be selected to attend SPCC Gilibaa, an application and interview process will be conducted involving the student and their family. Access to this process and associated information is on the College website.

3. Policy

- 3.1. SPCC Gilibaa will accept enrolment applications for prospective students whose families provide evidence of Aboriginal or Torres Strait Islander background (Anti-Discrimination ACT 1977 NSW).
- 3.2. Provision of a Confirmation of Aboriginality or Torres Strait Islander heritage must be provided by an appropriate community organisation. The organisation must be either:
 - 3.2.1. An Aboriginal or Torres Strait Islander association incorporated under the Corporations (Aboriginal and Torres Strait Islander) Act 2006 (CASTI Act), or
 - 3.2.2. An incorporated community organisation where all the members of the governing body are Aboriginal persons or Torres Strait Islanders or both.
 - 3.2.3. An approved Local Aboriginal Land Council, or a registered Aboriginal or Torres Strait Islander Community Organisation.
 - 3.2.4. The confirmation needs to be endorsed by an authorized representative on official letterhead.
- 3.3. Registered and Accredited Individual Non-government Schools Registration Manual (B.7.1) requires:
 - 3.3.1. the Principal of SPCC Gilibaa to keep a register, in a form approved by the Minister, of the enrolments of all children at the College and,
 - 3.3.2. SPCC Gilibaa to provide a safe and supportive environment by maintaining a student enrolment register.

4. Processing

- 4.1. Please see the SPCC Gilibaa Enrolment Procedures found in Appendix A for further information.
- 4.2. Parents are to complete an Enrolment Application and provide required documentation and to pay the enrolment fee if relevant before assessment.
- 4.3. Parents will be invited for an interview, and entry assessments may be performed to ascertain the learning and educational needs of the child.
- 4.4. The SPCC Director of Aboriginal Education and the SPCC Gilibaa Principal will discuss the application and all other information and make a final decision.
- 4.5. Consideration of the application for enrolment may include:
 - 4.5.1. Completion of all documentation required for enrolment;

- 4.5.2. A child is Aboriginal and/or Torres Strait Islander;
 - 4.5.3. If the child will benefit from attending the school;
 - 4.5.4. The family's support of Christian education and Gilibaa's vision;
 - 4.5.5. Learning support requirements;
 - 4.5.6. The school's capacity to support any identified disabilities;
 - 4.5.7. Class numbers and gender balance;
 - 4.5.8. Financial considerations;
- 4.6. The SPCC Gilibaa Registrar will contact successful applications and will issue a Letter of Offer. Upon accepting the offer, families will be directed to fill out the enrolment form and to pay the relevant enrolment deposit.

5. Cost of Attendance at SPCC Gilibaa

- 5.1. There is provision of all books, educational materials, initial compulsory school uniform items, bus transport, excursions, camp costs and access to specialist support while the student is enrolled at SPCC Gilibaa. SPCC Gilibaa covers the cost of providing language and cultural education to the students.
- 5.2. Families whose children are accepted or enrolled at SPCC Gilibaa acknowledge they must pay an enrolment deposit, tuition fees and other fees as per the Fees and Charges schedule.
- 5.3. Commencing students will receive a full set of SPCC Gilibaa uniforms for their first year of entry. For continuing students, additional uniforms may be purchased through our uniform store at SPCC Port Stephens.

6. Enrolments and Register of Enrolment

- 6.1. St Philip's Christian College Gilibaa maintains a register of enrolment as per its obligations under the Education Act.
- 6.2. The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

7. Ongoing Enrolment Conditions

- 7.1. Ongoing enrolment is conditioned on continuing to meet the enrolment requirements, including:
 - 7.1.1. Continued support of the SPCC Gilibaa Christian Ethos and Vision.

7.1.2. Successfully meeting the attendance requirements as per the Attendance Policy.

7.1.3. Meets the expected standards of Gilibaa.

7.1.4. Continuing to meet the fee requirements. Parents in financial hardship can apply for financial assistance or request a review of their current financial assistance if relevant.

8. Implementation

8.1. The Principal and appointed delegates are responsible for the effective implementation of this policy.

9. Key References and Information Sources:

9.1. Registered and Accredited Individual Non-government Schools (NSW) Manual 2021 (3.6.2).

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182 Salamander Way, Salamander Bay NSW 2317 spcc.nsw.edu.au (02) 4919 5400

Appendix A.

SPCC Gilibaa Enrolment Procedure

1. Parents are advised to enquire through the website or to call the school to speak with the Director of Aboriginal Education.
2. The school will arrange an opportunity for interested families to visit the campus. During the visit, families get a feel for the school environment, its education program, and suitability for their child.
3. Interested families are then directed to complete and submit the application form, along with any required documentation.
4. The Registrar reviews the submitted applications to ensure all required documents are included and the applicants meet the basic admission criteria. The Registrar will arrange an interview with the family and the SPCC Director of Aboriginal Education.
5. An entry assessment will be performed to ascertain the learning and educational needs of the child and how best the School can support their learning journey. The prior school, if relevant, may be contacted for further information on how best we can support the child's education.
6. The SPCC Director of Aboriginal Education and the SPCC Gilibaa Principal will discuss the application and make a final decision. Consideration of the application for enrolment will cover the enrolment considerations from within the Enrolment Policy.
 - 6.1.1. The family's support of Christian education.
 - 6.1.2. Learning support requirements;
 - 6.1.3. The school's capacity to support any identified disabilities;
 - 6.1.4. Class numbers and gender balance;
 - 6.1.5. If the child will benefit from attending the school;
 - 6.1.6. A child is Aboriginal and/or Torres Strait Islander;
 - 6.1.7. Financial considerations;
 - 6.1.8. Completion of all documentation required for enrolment;
7. The SPCC Gilibaa Registrar will contact successful applications and will issue a Letter of Offer. Upon accepting the offer, families will be directed to fill out the enrolment form and to pay their enrolment deposit.

8. Enrolment process is subject to variation based on the context of the applicant and the school at the time.
9. This procedure may be changed at any time as needs change to provide the best process possible for parents and their child/ren.