



St Philip's Christian College Gosford

Enrolment Policy 2019

Policy Document Information

Author/Supervisor	M Cairelli, J Parkhouse
Compliance	
Board of Studies	Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.8 Attendance 3.10.1 - Educational and Financial Reporting
Legislative Requirements	NSW Education Act(1990) www.austlii.edu.au/au/legis/nsw/consol_act/ea1990104 Privacy Act http://www.austlii.edu.au/au/legis/cth/consol_act/pa1988108/ Disability Discrimination Act 1992 http://www.austlii.edu.au/au/legis/cth/consol_act/dda1992264/ Racial Discrimination Act 1975 http://www.austlii.edu.au/au/legis/cth/consol_act/rda1975202/ Sex Discrimination Act 1984 http://www.austlii.edu.au/au/legis/cth/consol_act/sda1984209/ Education Amendment Act 2008 http://www.legislation.nsw.gov.au/sessionalview/sessional/act/2008-12.pdf National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Commonwealth Government DEEWR) – (<i>International Centralised Administration Manual (CAM) Version July 2011.</i>) See CCH School Principals' Legal Guide www.cch.com.au
Other Policy Relationships	Enrolment Guidelines and Procedures Privacy Policy Attendance Policy Students with Disabilities Statement Assisting Student with Learning Difficulties Policy International Students Policy Managing Student Behaviour (Discipline) Policy Managing Student Behaviour (Bullying) Policy
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Date of Issue/last revision	Sept. 2019 for SPCC Gosford
Date submitted to ELT	Mon 25 Feb 2019
Date Ratified by ELT	Mon 25 Feb 2019
Review Date	September 2022
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools
Applies to	St. Philip's Christian College, Gosford K-12

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the Board of Studies for registration of the school.



St Philip's Christian College Gosford

Enrolment Policy 2019

1. General Statement

St Philip's Christian College, Gosford is a Christian, Coeducational, Independent, P-12 College. The College is located in Narara in the NSW Central Coast

St Philip's Christian College Mission Statement

St. Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, and practice.

This policy provides the guidelines for enrolment into St Philip's Christian College, Gosford. Our enrolment policy and its implementation will control, to a large degree, the kind of College we have. This is most evident through the formation of a Christian 'culture' with its associated ethos, leadership and atmosphere. An effective enrolment policy is required to ensure that these desired outcomes, as expressed in the Mission Statement, are maintained.

This document is to be read in conjunction with the College's Enrolment Guidelines and Procedures.

2. Aim

- 2.1 To enrol students from families who desire a Christian Education for their children and who support the ethos of the College.
- 2.2 To establish the direction for College procedures and practices for enrolling students into St Philip's Christian College Gosford.
- 2.3 To cater for the individual needs of each student equitably within the constraints of the available resources.

3. Objectives – Policy statement

To outline the areas of delegation, responsibilities and conditions for enrolment at St Philip's Christian College, Gosford

4. Audience and Applicability

All staff, students and parents and prospective students of St Philip's Christian College, Gosford.

5. Principles and Procedures

5.1 Discrimination on the basis of race, colour, nationality or ethnic origin is prohibited.

5.2 Students with disabilities will be treated fairly and reasonably as mandated in the *Disabilities Standards for Education Act (2005)*. This guideline involves the processing and treatment of the enrolment application for students with disabilities on the same basis ('an equal playing field') as all other enrolment applications. Students with emotional, behavioural and / or academic problems that would be beyond the established resources of the school



to accommodate (and therefore constitute 'unjustifiable hardship' on the College) may not be enrolled.

5.3 The *College Fees and Charges Schedule and Collection Guidelines* will be explained and assessed at the time of the parent interview. Parents are asked to make a declaration to pay tuition fees and other charges as they fall due. This is a condition of continued enrolment for their student.

5.4 The College desires to support and involve families in the College community therefore siblings of students already enrolled are given preference.

5.5 Students progress automatically from the Junior School into Middle School and on to Senior School, unless an individual case warrants a review. Students enrolling from Narnia Christian Preschool, Gosford are given preference in Kindergarten.

5.6 International student enrolments are welcome and are subject to special conditions contingent upon a suitable Homestay family arrangement being available.

5.7 Enrolments are processed in the following priority order:

- Students having automatic enrolment status from St Philips Christian College, Gosford (e.g. Current Year 6 students have priority registration into Year 7)
- Students of current staff members
- Siblings of current students
- Students transferring from other St Philip's system schools eg. Waratah, Port Stephens and Cessnock
- Students enrolled in Narnia Christian School, Gosford prior to Kindergarten enrolment
- All other applications from any prospective student in order of receipt and not previously mentioned.

5.8 Continued enrolment of a student is conditional upon the student complying with the disciplinary requirements of the College, as explained at interview and presented in College handbooks.

5.9 If a student does not attend school for 20 continuous days and no communication from the family has been forthcoming, then the enrolment of the child may be terminated and the matter referred to the home-school liaison officer.

5.10 Any concerns or complaints in relation to the enrolment process and enrolment decisions need to be directed in the first instance to the Head of School / Registrar. In the event that a further determination is required, appeal processes are available through the Principal and then the Board of Governors.



6. Responsibilities and Delegations

6.1 Board of Governors

- 6.1.1 The Board of Governors holds the ultimate responsibility for determining enrolment policy
- 6.1.2 Make a decision re enrolment in the event the appeal process is required.

6.2 Principal

- 6.2.1 The Principal is responsible for ensuring that policies and procedures relating to enrolment are in place.
- 6.2.2 The Principal oversees and approves the selection and enrolment of all students.
- 6.2.3 The Principal delegates the interview process to the Director of Admissions
- 6.2.4 The Principal approves and extends all offers of enrolment
- 6.2.5 The Principal makes a decision re enrolment in the event the appeal process is required.

6.3 Head of School

- 6.3.1 As the Principal's delegate, the Head of School interviews all prospective students to their school within the College, making recommendations re enrolment of students to the Principal.
- 6.3.2 Before making a final determination on a student's enrolment, the Registrar seeks input from appropriate staff and/or specialists re applicants' educational needs.

6.4 Head of Inclusive Education / Inclusive Education Teacher

- 6.5.1 Assist the Head of School in the enrolment process by reviewing and assessing the educational needs of prospective students as required.
- 6.5.2 Provide advice to the Head of School re class make up and educational needs of relevant classes/students/staff and prospective enrolments.

6.5 Executive Assistant / Registrar

- 6.5.1 Completes all necessary paperwork and interviews relating to enrolments
- 6.5.2 Maintains accurate waiting lists and enrolment files and databases.
- 6.5.3 Liaises with Principal, Heads of School and parents re enrolments.
- 6.5.4 Communicates with all Administrative staff enrolment information

6.6 Parents

- 6.7.1 Provide all necessary information on the enrolment form and in the initial interview regarding the child's educational needs
- 6.7.2 Make available any specialist information and academic records/history regarding the child's educational needs
- 6.7.3 Ensure all information listed on the enrolment form/medical form is true and correct.
- 6.7.4 Accept/decline offer of enrolment within 14 days of offer being sent.
- 6.7.5 Ensure all tuition fees and other charges are paid as they fall due.



6.7.6 Meet all requirements re attendance and communication as outlined in the Attendance Policy.

6.7 Students

6.8.1 Cooperate with the College's enrolment process

6.8.2 After enrolment, continue to meet conditions of enrolment as outlined in the Student Planner and by following College policies and procedures.

7. Monitoring Evaluation and Reporting Requirements

This policy will be evaluated and reviewed every three years or as needed.

Location: G:\Staff\Policies Guidelines and Procedures\Enrolment