



MOUNT ANNAN CHRISTIAN COLLEGE ENROLMENT POLICY

VISION STATEMENT

The vision of Mount Annan Christian College is to provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.

RATIONALE

This policy provides guidelines and the process for enrolment at Mount Annan Christian College.

PRINCIPLES

The College seeks to enrol students whose families seek a Christian Education for their children and who can support the ethos of the College and the ongoing conditions of enrolment.

RELEVANT LEGISLATION

Disability Discrimination Act 1992 and the Racial Discrimination Act 1975.

These Acts make it unlawful to discriminate against a person on the grounds of their disability or race by refusing to enrol them at the College. The College is committed to fulfilling its obligations under the law in this Enrolment Policy. Evidence of the College's compliance can be seen in the Support Services documentation and progress.

DEFINITIONS

Throughout the policy, unless the context requires otherwise:

Parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the College and, where the student has only one parent, means that parent.

Disability, in relation to a student, means:

- total or partial loss of the student's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the student's body; or

- a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

The Disabilities Discrimination Act covers disabilities that people have now, had in the past, may have in the future or which they are believed to have.

POLICY POSITION

- Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at a future date.
- Students enrolling in Kindergarten for the first time will be five years of age on or before 31 May of the year of commencement.
- Students enrolling at Prep for the first time will be four years of age on or before 31 May of the year of commencement.
- The College will base any decision about offering a place to a student on:
 - Family relationship with the College:
 - sibling of a current or ex-student;
 - either of the parents attended the College
 - they hold attitudes, values and priorities that are compatible with the College's ethos
 - The student:
 - the contribution that the student may make to the College, including the co-curricular activities
 - The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement
 - The College:
 - ability to meet the special needs or abilities of the student
 - Other considerations
 - Order of receipt - when the application to enrol is received by the College
- The College will meet with parent/carer(s) of the student before offering a place.
- The College has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- Continued enrolment at the College is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the College which are applicable from time to time.

PROCEDURES

New Enquiries

The Community Engagement Officer will send everyone enquiring about enrolment details of the procedure for enrolment at the College including:

- a Prospectus;
- a statement about the College Fees;
- An Enrolment Application form.

Waiting Lists

The Headmaster through the Community Engagement Officer is responsible for the maintenance of waiting lists for entry to the College.

Students will be entered on the appropriate waiting list when the parent/s return:

- the Enrolment Application form;
 - a non refundable Application Fee;
 - a copy of the student's birth certificate;
 - copies of the students' last two school reports;
 - where applicable NAPLAN results;
 - all medical, psychological or other reports about the student in their possession or control
- Failure to provide or disclose all required information may result in the College declining to enter the student's name on the appropriate waiting list or delaying such entry, and may also result in the College declining or delaying the student's enrolment.
- Priority of enrolment is given to current families in the College. Once we have one member enrolled the other children will be prioritized, this is on the basis of our desire to keep families together.
- As a co-educational school the College will try to keep an appropriate gender balance.

Enrolment Offers

After a student's name has been entered on the waiting lists, the College will undertake an assessment process. As part of the assessment process the College may ask the parents to provide more information about the student.

Where a student has a declared an educational support need, or a disability or other information has come to light indicating a possible need for educational support services, the College will make an initial assessment of the student's needs. This assessment will be conducted by the Head of School and Head of Operations. After the assessment, and in addition to the information received, the Head of School and Head of Operations may:

- require the parents to provide medical, psychological or other reports from specialists outside the College.
- obtain an independent assessment

Any assessments or reports required from non-school personnel will be at the parents' expense. In considering all prospective enrolments, the College may ask parents to authorise the Headmaster or his delegate to contact:

- the Headmaster of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Where information obtained by the College suggests a profile of willful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College, notwithstanding that the student be the sibling of a current student, the Headmaster may decline to proceed any further with the enrolment process.

Where information obtained by the College indicates that the student has a disability, the Head of School and Head of Operations will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, they will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Head of School and Head of Operations determines that the student would require such services or facilities, a decision will be made whether enrolling the student would impose unjustifiable hardship on the College. In making this assessment, the Head of School and Head of Operations 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 student, the family of the student); and
- the effect of the disability of the student; and
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College.

Where the Head of School and Head of Operations determines that the enrolment of the student would cause unjustifiable hardship they will liaise with the Headmaster, the Headmaster may decline the offer of a position or defer the offer.

When a position becomes available, the College may in its discretion invite the parents of a student on the waiting lists to attend an interview at the College with the Head of School. 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 vision, values, goals, policies and resources of the College.

- Seek assurance from the parents of their support and agreement to abide by the conditions of enrolment as contained in the enrolment application form as prerequisites of continuing enrolment.

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student's needs.

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

- the Acceptance of Offer of Enrolment Form;
- the Enrolment Fee as specified in the letter of offer.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.