

# ENROLMENT POLICY

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## What you need to know

- Mount Annan Christian College offers families in Macarthur and surrounding areas an opportunity to have their children educated in a positive and caring environment in which they are nurtured for life and prepared for purpose.
- The enrolment procedures and protocols of Mount Annan Christian College reflect the Christian ethos of the school and compliance with the relevant legislation as essential components for a thriving College culture and best practice.
- The College is committed to ensuring that throughout the enrolment application process, for the duration of enrolment, and any subsequent withdrawal procedure, everyone is treated with respect, dignity, equity, and fairness.

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## Vision Statement

To provide a Christ-centred learning environment that empowers each individual to enjoy a life of purpose.

## Purpose

This policy seeks to outline the procedures and protocols for enrolment at Mount Annan Christian College. It also details the process of withdrawing a student from enrolment at the College. The College offers families in Macarthur and surrounding areas an opportunity to have their children educated in a positive and caring environment in which they are nurtured for life and prepared for purpose. It is the expectation of the College that families of prospective and enrolled students support the ethos of the College and the ongoing conditions of enrolment in the interests of positive home-school partnerships.

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The purpose of this policy is to:

- provide information for students and parents to guide them through the enrolment process
- promote an inclusive enrolment process, ensuring that everyone involved is treated with respect, dignity, equity, and fairness, free from discrimination and bias
- uphold the College's commitment to fulfilling its legal obligations as it is unlawful to discriminate against a person on the grounds of their disability or race by refusing to enrol them at the College under the *Disability Discrimination Act (1992)* and the *Racial Discrimination Act (1975)*
- outline the procedures to be followed upon withdrawal from the College

## Scope

This policy applies to all enrolments received by the College. Enrolment enquiries are directed to the Community Engagement Officer who can answer any questions from families of prospective students and organise for them to attend a Headmasters Tour and receive further information. All families of prospective students follow the same procedures for enrolment which are contained herein. The acceptance and ongoing enrolment of all students is determined by the Headmaster. Executive Leadership members are involved in the enrolment process by conducting interviews and collating information pertinent to each enrolment application and offer.

## Applications for enrolment

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at a future date. Enrolment forms are available to download and complete via the [College website](#).

## Enrolment Age Requirements

Students enrolling in **Kindergarten** for the first time will be five years of age on or before the 31<sup>st</sup> of May of the year of commencement. Students enrolling at **Prep** for the first time will be four years of age on or before the 31<sup>st</sup> of May of the year of commencement.

## Priority of Enrolment Applications

The College has sole discretion in determining the weight of each of the factors it considers in determining whether to offer a place for the student. 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

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- The student:
  - the contribution that the student may make to the College, including co-curricular activities;
  - the student's last two previous school reports (if applicable) and latest NAPLAN results (if applicable) from previous schools, or prior-to-school service (e.g. the NSW Department of Education's Transition to School Statement) and all medical, psychological, or other reports about the student in their possession or control.
- The College:
  - ability to meet the special needs or abilities of the student, evidenced by specialist reports.
- Other considerations:
  - order of receipt - when the enrolment application is received by the College.

### Enrolment Conditions

The College will meet with parent/carer(s) of the student before offering a place. 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.

### Enrolment 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 Pools

The Headmaster through the Community Engagement Officer is responsible for the maintenance of waiting pools for entry to the College. Students will be entered on the appropriate waiting pool when the parent/s return:

- the Enrolment Application form;
- a copy of the applicant's full birth certificate
- a copy of the applicant's immunisation certificates
- a copy of the applicant's last two school reports (if applicable)
- a copy of the applicant's NAPLAN results (if applicable)
- proof of Australian citizenship/residency (if not an Australian Citizen)

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- all medical, psychological, or other reports about the student in their possession or control
- payment of non-refundable Registration Fee

Failure to provide or disclose all required information may result in the College declining to enter the student's name on the appropriate waiting pool 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 prioritised, this is based on 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 pools, 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 with additional needs has 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 wilful 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:

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- 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 policy 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
- 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 child'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.

### Enrolment register

The College is required to maintain an accurate Enrolment Register. Once an acceptance of offer has occurred, an enrolment register is then maintained and includes the following:

- details about the student
- details about the student's parents
- where the student was previously enrolled (if applicable)
- post-school destination (if the student withdraws from the College)

These records need to be kept for a minimum of 5 years following the cessation of enrolment.

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## Withdrawal process

Notice of intention of withdrawal is required in writing. One term's notice of withdrawal is required. In lieu of one term's notice, a term's fees will be payable.

All withdrawal requests are sent to the Community Engagement Officer. The Community Engagement Officer will then hand over, or email, the Withdrawal Form to the family requesting it.

Upon completion at the College, the student's information is recorded in the College's database system, Sentral. The student's file is archived appropriately.

Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the student will be entering at the new school.

Please note: If the parent/carer(s) fail to notify of their child's destination school, under the NSW Education Act, the College will notify the Department of Education Attendance Directorate via the *Student Enrolment Destination Unknown Notification* form.

WHO	WHAT	WHEN
Parents/Carers	<p><u>Notice of withdrawal</u></p> <p>Parents/carers must notify the College in writing of their intention to withdraw a student with one full terms' notice (ten weeks) prior to their end date.</p> <p>Parents/carers complete the Withdrawal Form received from the Community Engagement Officer after providing initial written notice and return it to the College.</p>	A minimum of one term (ten weeks) prior to requested end date for withdrawal

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WHO	WHAT	WHEN
Community Engagement Officer	<p><u>Withdrawal Form</u></p> <p>Upon receiving written notice of intention to withdraw a student, the Community Engagement Officer will send the family a Withdrawal Form.</p> <p>Once the completed Withdrawal Form is returned, the Community Engagement Officer will notify the relevant Executive Leadership team member requesting any further pertinent information regarding the student's withdrawal before collating and forwarding it to the Executive Leadership team via email.</p> <p>The Community Engagement Officer will always call or speak to the family in person to see if the enrolment can be saved and a satisfactory resolution achieved. Follow-up is actioned with the relevant Executive Team member.</p> <p>If there is a chance of the family having to pay a Term in Lieu, as the Withdrawal date is within the 10-week term time notice period, the Community Engagement Officer will make mention of it in the conversation to alert the family.</p>	<p>Upon receiving a written notice of intention to withdraw</p> <p>Upon receiving a completed Withdrawal Form</p>
Head of School or Headmaster  Head of Operations	<p>If the withdrawal progresses, a meeting with the relevant Head of School or Headmaster (which is to be booked through Headmaster's EA), will be arranged. While these conversations are happening, notes will be added to the 'Withdrawal notes form' which is to be attached to the original Withdrawal Form.</p> <p>Once the withdrawal is final, the original Withdrawal Form will be signed by the Head of Operations and marked according to whether Term in Lieu is to be charged or not.</p>	<p>Upon receiving a completed Withdrawal Form and withdrawal progressing</p>

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Community Engagement Officer	<p>To finalise a student enrolment withdrawal, the Community Engagement Officer will:</p> <ul style="list-style-type: none"> <li>• enter the student's data into the relevant documents and database</li> <li>• record the student's end date with the College</li> <li>• print out an 'Enrolment Account Change' form, make note of the student's last date, and forward it to the Fees Office to finalise the family's invoice and account</li> <li>• print out a Withdrawal Letter and send it to the family</li> <li>• following conferral and agreement with the Head of Operations, send an official email to the relevant Head of School, teachers, administrative staff, fees office &amp; library with the end date</li> <li>• Raise an IT support ticket through Sentral Issuing Tracking to cancel the student's Active Directory account</li> <li>• Send a reminder email to the family</li> </ul>	<p>Upon finalising the student withdrawal process</p> <p>Two weeks prior to the withdrawal end date</p>
Head of Primary or Head of Secondary	<p>If the parent/carer(s) fail to notify of their child's destination school, under the NSW Education Act, the relevant Head of School will notify the Department of Education Attendance Directorate via the <i>Student Enrolment Destination Unknown Notification</i> form.</p>	<p>Upon completion of the student withdrawal process</p>

### Definitions

**College:** the enrolling institution, Mount Annan Christian College

**Conditions of Enrolment:** This list of conditions is set by the College and must be agreed upon by the family of a prospective student before being accepted as a student of the College

**Disability:** Please note, that the Disability Discrimination Act covers disabilities that people have now, had in the past, may have in the future, or which they are believed to have. The term 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



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- 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

**Enrolment:** Process by which a child is accepted to be a student of the College

**Enrolment Fee:** This fee is a non-refundable fee that must be paid upon the acceptance of an offer of enrolment for students entering into any grade from Prep onwards

**Headmaster:** means the Headmaster of the College, by whatever title he/she is known, and/or his/her nominee

**Identity Document:** an Australian State or Territory driver's licence, passport, or other proof of identity acceptable to the College

**Offer of Enrolment:** A letter sent from the Headmaster to the parents of the prospective student offering a position in the College

**Parents:** means the parent/carer/guardian(s) who are seeking enrolment for their child with the College or have enrolled a child at the College, and where the child has only one parent, means that parent

**Prospective Student:** person on whose behalf parent(s) have approached the College about seeking enrolment and who is named in the contract of enrolment

**Prospective Student/Student with Additional Needs:** A child or young person with a physical or psychological condition that may require additional provisions and support in the learning environment

**Registration Fee:** This non-refundable fee is payable at the time of application for enrolment

### Related policies and procedures

- Disability Discrimination Act (1992)  
[Federal Register of Legislation - Disability Discrimination Act 1992](#)
- Racial Discrimination Act (1975)  
[Federal Register of Legislation - Racial Discrimination Act 1975](#)
- [The Transition to School Digital Statement \(nsw.gov.au\)](#)
- Primary Student Management (Discipline) Policy
- Secondary Student Management (Discipline) Policy
- Parent Code of Conduct
- Attendance Policy