

# MidCoast Christian College

## ENROLMENT POLICY

### Introduction

MidCoast Christian College is a co-educational Christian College from Pre-K to Year 12.

The College is founded and operates on Biblical beliefs. The College's purpose is the spiritual, educational, emotional, social and physical development of every student in a holistic way aligned with those beliefs. The College desires that all students come to have a personal faith in Jesus Christ and seeks to impart to all students a Biblical understanding of God and His creation and a Christian way of living.

*The College is established as a ministry of Taree Baptist Church to support families seeking a Biblically-based education to raise and educate their children.*

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

This Policy gives guidance to those within the College community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

### Relevant Legislation

*Disability Discrimination Act 1992 (Cth)*

*Sex Discrimination Act 1984 (Cth)*

*Racial Discrimination Act 1975 (Cth)*

New South Wales – *Anti-Discrimination Act 1977 (NSW)*

Commonwealth legislation makes it unlawful for any school to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at the College.

Commonwealth and other legislation also make it unlawful in some circumstances to refuse to enrol a child on a number of other grounds, including sexual orientation, gender identity, marital or relationship status or pregnancy. The College is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the Biblical beliefs of the College, the College will not discriminate unlawfully against any applicant for enrolment.

### 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.

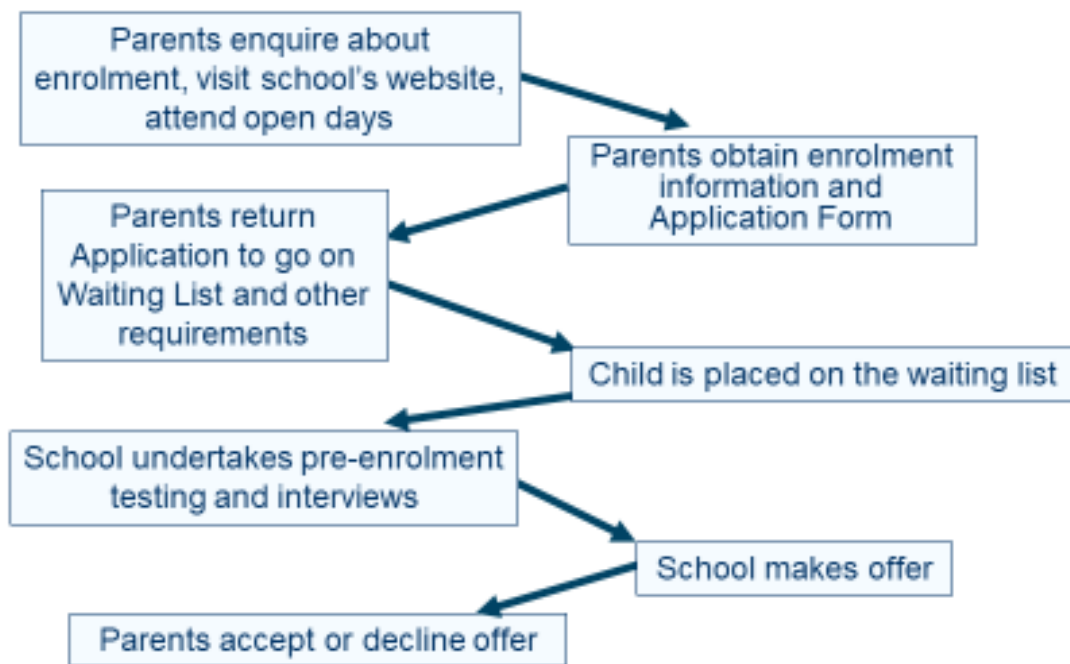
and includes a disability that:

- (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 on its website:

- (a) information about the College,
- (b) general information about eligibility for enrolment based on this Policy,
- (c) the procedure for applying to enrol a child at the College,
- (d) information about College fees, sibling discounts and fee relief,
- (e) the enrolment conditions.

## Waiting Lists

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

Entrance to the College is normally in Pre-K, Kindergarten and Year 7. Entrance at other year levels is limited to vacancies. 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:

- (a) complete the online Application Form;
- (b) pay a non-refundable Application Fee of \$75.00;

- (c) provide a copy of the child's birth certificate;
- (d) provide copies of the child's last two academic reports, NAPLAN reports (for children already attending school);
- (e) all medical, psychological or other reports about the child in their possession or control; and
- (f) other information about the child which the College considers necessary.

Failure to provide all required information may result in the College declining to enter the child's name on the appropriate waiting list or delaying such entry and may also result in the College declining or delaying the child's enrolment.

### Assessment

The College may undertake an assessment process at some time decided by the College after a child's name has been entered on the Waiting List. As part of the assessment process, the College may ask the parents to provide more information about the child.

The parents must pay for 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:

- (a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- (b) any medical or other personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the College suggests:

- (a) 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
- (b) 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.

### 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:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the College; and/or
- (b) 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:

- (a) the child's disability;
- (b) the views of the child or the child's parents about:
  - (i) whether the particular measure or action is reasonable;
  - (ii) 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;
- (c) the effect of the adjustment on the child, including the effect on the child's:
  - (i) ability to achieve learning outcomes; and
  - (ii) ability to participate in courses or programs; and
  - (iii) independence;
- (d) the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- (e) 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:

- (a) 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); and
- (b) the effect of the child's disability; and
- (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- (d) 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.

### 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 with the child 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:

- (a) inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees;
- (b) 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.

### 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, 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 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:

- (a) children of members of staff;
- (b) sons or daughters of pastors or ministers of Christian churches;
- (c) siblings of students already at the College;

- (d) children of Christian parents/carers, with at least one parent a practising Christian and regular church attender;
- (e) children or grandchildren of former students of the College;
- (f) in Year 7, to students from primary schools with which the College has a special relationship.

The College also considers:

- (a) evidence of a place at a similar Christian College elsewhere in Australia or overseas if a family relocates from interstate or overseas;
- (b) a student's willingness and ability to contribute to the wider life of the College;
- (c) evidence of a student's good character and leadership skills;
- (d) the alignment of the family's beliefs and values with those of the College; and
- (e) the date of lodgement of the Application for Enrolment.

## OFFER

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

- (a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- (b) the non-refundable enrolment deposit.

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.

The Enrolment Fee is additional to tuition and other fees.

## 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, enrolment deposits will be refunded, and 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 Pre-K

### Normal Entry

4 year-olds whose 5th birthday falls on or before 30th April of the proposed year of entry are eligible to commence Pre-K.

All children must undertake a “readiness for College” 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 6 until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for College, 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.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the child’s preschool, early intervention centre or (with the parents’ agreement) the home, to more accurately assess the learning needs of the child.

### Early entry

Early entry to Foundation for a 4 year-old, whose 5th birthday falls after 30th April of the proposed year of entry, may be accepted, subject to:

- (a) a written application being addressed to the Principal;
- (b) there being vacancies after all other children, who will have attained the age of five years before 30th April, have been offered places;
- (c) the College’s assessment of the child concerned confirming that he or she is ready for admission to Foundation.

### Holding of Class Places

Places at the College will not be held for students who are withdrawn from the College for any longer than one term. 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.

### Termination of Enrolment

The College may terminate enrolment under any of the following reasons:

- a) Persistent failure to meet the conditions of enrolment including:
  - failure to pay school fees or meet financial agreements,
  - persistent failure of the student to respond to disciplinary procedures
  - gross misconduct on the part of student or parent, in relation to the College.



- b) Changed living circumstances where the student leaves the care of the family within which they were enrolled. (Note: The student may be eligible to re-enrol if the new situation allows normal Conditions of Enrolment to be met.)
- c) The inability of the College to meet the student's needs without seriously disadvantaging other students.
- d) Any breach of the *Drug and Alcohol Policy*
- e) Failure to disclose information that may pose a risk to members of the College community.