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#### Version History

Version	Date	Notes
1.0	April 2016	New CEN Hub policy
1.1	June 2018	Amendments re: changes to Privacy laws; Major re-formatting; 6 New Policy statements; 8.3a Addition of requirements re: immunisation of students Removal of Appendix – sample Enrolment Interview form + proforma letters
1.2	June 2024	Significant Policy Change

### College Vision

In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

## Important related policies and documents

Privacy Policy Finance Policy, Tuition Fee Schedule, Bursary Policy Student Attendance Policy Discipline Policy Complaints Policy Record Management Policy Learning Support Policy	Enrolment Contract incl. Terms of Enrolment Student Code of Conduct Parent and Visitor Code of Conduct Enrolment Application form Uniform Guidelines Register of Immunisation
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## Legislation

Education Act 1990

Privacy Act 1988 (Cth)

Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)

Health Records & Information Privacy Act 2002 (NSW)

Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)

NSW Public Health Act 2010

NSW Public Health Amendment (Review) Bill 2017

Disability Discrimination Act 1992 (Cth)

Disability Discrimination Amendment Act 2005

Disability Discrimination & other Human Rights Legislation Amendment Act 2009

Family Law Act 1975 (Cth)

Australian Consumer Law 2011 (Cth)

## Other References

RANGS Manual, latest version on NESA website

Prolegis Enrolment Module, Privacy Law update, Feb 2018, used by permission, Prolegis Pty Ltd

'Privacy Compliance Manual', Independent Schools Council of Australia & National Catholic Education Office, November 2019 (latest version on website)

Immunisation Enrolment Toolkit for Primary & Secondary Schools from 1 April 2018, NSW Govt

NSW Immunisation Schedule (July 2020) NSW Govt (latest version on website)

[www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)

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## 1. Purpose and Scope

To provide guidance on a consistent and fair enrolment process supported by selection criteria that flow from, and are consistent with, the College's vision, mission, and governing principles.

This policy applies to all applications for student enrolment.

## 2. Christian Rationale

**Vision** – In Christ, partnering with families in providing excellent academic and practical education, preparing students to act justly, love mercy and walk humbly before God.

**Mission** – Wagga Wagga Christian College exists to provide a holistic and Christ-centred education that partners with our community to empower students to flourish academically, spiritually, and personally.

Wagga Wagga Christian College was established to partner with parents to provide a Christian education to children based upon the Word of God as embodied in the Wagga Wagga Christian College Statement of Faith.

The basis for the Christian education provided at Wagga Wagga Christian College is expressed in the Vision and Mission Statement and the Statement of Faith. At Wagga Wagga Christian College, a Christian education also incorporates respect for every individual child, equality amongst children regardless of their ability, race or socio-economic background and the provision of the highest possible academic standards consistent with the God-given abilities of teachers and students.

Parents' choice of Christian education for their children honours the State and Federal government education authorities for standards in education and provides a Christian worldview that recognises the sovereignty of Christ. God's word to parents is that children should be well-trained in the commandments He gives. *Impress (these commandments) on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up.* (Deuteronomy 6:7)

The development of Christian worldview in education is Wagga Wagga Christian College's mandate to partner with parents in the formation of young men and women of Christian character who will be effective leaders in their community. The decision of parents to enrol their children in the College is to assist them to fulfil their duty in raising children who will love God and love their neighbours. *Start children off on the way they should go, and even when they are old, they will not turn from it.* (Proverbs 22:6)

## 3. Definition of Terms

**Christian beliefs** – Those beliefs outlined in the Statement of Faith.

**Christian values** – Right and wrong is determined by God and revealed in the Bible, including through the attitude and example of Christ.

**Christian culture** – A culture defined by the Biblical commands for Christian community living. These include holiness, purity, respect, love, encouragement, and submission to authority.

**The College** – Wagga Wagga Christian College.

**The Board** – the governing board of Wagga Wagga Christian College, comprising its chairperson, executive and members.

**Parent/s** – includes guardians, grandparents, foster parents, or carers with primary responsibility for the child.

**Disability** – includes physical, intellectual, psychiatric, sensory, neurological, and learning disabilities, as well as physical disfigurements, and the presence of disease-causing organisms in the body. The

definition includes past, present and future disabilities as well as imputed disabilities and covers behaviour that is a symptom or manifestation of the disability.

**Discrimination** – can be ‘direct’: any less favourable treatment of a person on the grounds of their disability; or ‘indirect’: when there is no overt discrimination, but the same treatment has a more deleterious effect on disabled people because of their disability.

#### **4. Policy**

- 4.1 The College shall enrol children with regard to school-readiness, availability of places and preferential priorities according to the family attesting their agreement with the College’s Christian ethos as embodied in the Wagga Wagga Christian College Statement of Faith and expressed in the College Vision and Mission statements.
- 4.2 No child shall be denied enrolment based on their race, colour, nationality, or socio-economic background.
- 4.3 An application to enrol does not guarantee a place at the College.
- 4.4 Upon acceptance of an offer of a place at the College, the College enters into a contract with parents to provide education to their children.
- 4.5 Review of an enrolment contract may be made if changed circumstances warrant a revision.
- 4.6 The College will maintain a Register of Enrolments.
- 4.7 The College collects information required by legislation, regulations and for the purpose of providing education to students.
- 4.8 The information collected, used, and disclosed by the College is subject to the Privacy Act, and will be managed by the College in accordance with the Australian Privacy Principles.
- 4.9 The College’s Annual Report will adhere to any requirement for publication of the enrolment policy published by Registered and Accredited Individual Non-Government Schools (NSW) Manual (RANGS).
- 4.10 The College reserves the right to alter its Enrolment Policy.

#### **5. Taking Part in the Enrolment Process**

Families engage with the College enrolment process on the following basis and understanding:

- 5.1 Parents are expected to fully disclose openly and honestly to the College all information requested in enrolment forms.
- 5.2 Likewise, the College will fully disclose openly and honestly to parents of prospective students all of the information required for them to make informed enrolment decisions. Such information includes the enrolment criteria, the foundational Christian beliefs, vision and mission of the College, its philosophy of education and other relevant topics for families.
- 5.3 Through enquiry, each parent will make their own assessment of the College’s ability to serve the learning needs and Christian training of their child/ren and make decisions based on that assessment.
- 5.4 When entering into the Wagga Wagga Christian College enrolment application process each parent will be required to provide a written commitment that their child/ren will be involved fully in all aspects of the program of the College and that they support the enrolment criteria and the Christian, biblically centred vision and mission of the College.
- 5.5 The Principal, or delegate, may make enquiries from the child’s previous school.

- 5.6 The enrolment process is a contractual negotiation and is deemed to commence at the stage of any inquiry, formal or informal.
- 5.7 Australian law applies to all enrolment applications including any exemptions that may be currently available.

## 6. Selection Criteria

The selection criteria are established to reflect the Christian ethos of the College. We seek to enrol those children whose families understand and are supportive of the Christian aims and objectives of the College. We will assess all applications to enrol against these criteria.

- 6.1 Wagga Wagga Christian College is open to children whose parents are seeking to provide them with an education consistent with the vision and mission of the College.
- 6.2 Every enrolment application received by Wagga Wagga Christian College is subject to the availability of places.
- 6.3 The College applies an order of priority for determining the acceptance of enrolment applications, and where such applications comply with all other enrolment criteria as follows:
- i. Parents who are active Christians.
  - ii. Siblings of enrolled students and children of past students (taking into account enrolment of non-Christian families already enrolled at the College).
  - iii. Transferring students of other Christian Schools.
  - iv. Families who are committed or prepared to commit to Christian Education and the Biblical ethos of the College.
- 6.4 Exceptional cases. An exceptional case is one, by definition, that should not arise very often. The following may be considered exceptional cases:
- A missionary family that comes back to the Wagga Wagga area for a short-term furlough.
  - A staff member who moves to the area and wishes to enrol their children into Wagga Wagga Christian College.
  - A Christian family that seeks enrolment for a child who may be at risk of significant harm by staying in their current school.
- 6.5 Initial priority for interviews will be determined based on answers to questions on the enrolment application.
- 6.6 Other factors guiding enrolment decisions:
- As a Christian college, Wagga Wagga Christian College will maintain a minimum enrolment of 60% of our families across the College coming from a Christian family.
  - Class size/s affecting all students seeking enrolment.
  - The current make-up of the class.
  - The ability of the College to provide an optimal learning environment for the child's educational, social, physical and emotional needs.
  - Students age – **Kindergarten** children – have turned five before 31 March of the year of commencement.
  - Wagga Wagga Christian College is not registered to enrol children who are the primary holder of a student visa (subclass 500).

## 7. Conditions of Enrolment

- 7.1 Parent Declaration – The Enrolment Application Form requires parents to agree to the following conditions (pre-enrolment contract):
- We declare that the information provided on this application for enrolment form is accurate and complete to the best of our knowledge.

- We undertake to inform the College of any changes to the details provided in this form. If a parent withholds information relevant to the registration and enrolment process, then the College will reserve the right to refuse or terminate the enrolment on these grounds.
- We have provided the last two school reports (if applicable) and all other relevant medical or specialist reports.
- We agree to provide, when requested, any further information concerning our children's education or medical history.
- We enclose the application fee of \$55 (per child) which we understand is non-refundable and does not guarantee the offer of a place.
- We enclose evidence of our children's date of birth (such as a copy of a birth certificate or passport).
- We understand that completing this application does not guarantee a place/s at the College for our child/ren and that it will be given careful and fair consideration in accordance with the College's published student enrolment policy.
- We undertake to adhere to the rules and procedures made by the College upon offer of a place.
- We acknowledge that acceptance into Kindergarten from the Wagga Wagga Christian College Preschool is subject to the College offering a place, and the child meeting the standard readiness criteria of the College and normal enrolment criteria.

7.2 **Enrolment Contract** – In agreeing to enrol their child/ren at the College, parents enter into a contract with the College to agree to

- support the College's Vision and Mission
- comply with associated College policies
- comply with the Parent Code of Conduct
- comply with College's terms of enrolment including the consequences of suspension or termination of enrolments
- pay the College fees.

Parents are required to provide information regarding:

- All necessary information required by the College for student wellbeing and education, and as required by legislation
- Any special needs of their child including significant medical, physical, or educational needs
- Any Parenting or Restraint Order that applies to the prospective student/s and parent/s
- Full disclosure of details of any incidents or disciplinary action taken at the student's previous school.

In the event of information relevant to the enrolment process being withheld, the College reserves the right to refuse or terminate the enrolment process on those grounds.

7.3 **Probationary Enrolment** - The College reserves the right to offer probationary enrolment if circumstances are deemed to warrant this concession.

The probationary enrolment shall be for the period of one term, with review, and will be assessed by the Principal or delegate, in consultation with relevant staff. (See Discipline Policy).

7.4 **Changes to the Enrolment Conditions** – From time to time, contractual elements of a student's enrolment change eg. guardianship, fee payments, Court orders, enrolment conditions. These changes may trigger the need for a new Parent Agreement at the College's discretion.

7.5 **Offer Deferral** – Offers of enrolment can be deferred in special circumstances.

7.6 **Prerequisites for Continuing Enrolment** – The College offers continuous enrolment from Kindergarten through to Year 12.

Conditions for continuing enrolment include and are assessed by the College:

- student compliance with the College rules and Student Code of Conduct, or successful behaviour improvement plan as set out in the College's Discipline Policy
- continuing agreement by parents/carers with the basis and aims of the College as expressed in the Wagga Wagga Christian College Vision and Mission Statement and the Wagga Wagga Christian College Statement of Faith
- continuing agreement and compliance with the College's policies and the terms of enrolment of the College including the Parent Code of Conduct
- timely payment of fees, or a new financial agreement as arranged with the Business Manager.

## 7.7 Immunisation

Students enrolling in Primary or Secondary School are asked to provide an Australian Immunisation Register (AIR) Immunisation History Statement showing the immunisations are up-to-date or the child is on an approved catch-up schedule. If a statement is not provided or the child is not fully immunised, the child may be excluded from school in the event of an outbreak of a vaccine-preventable disease at school or they are in contact with a person with a vaccine-preventable disease. (Public Health Act)

## 8. Enrolment Fees

As part of the enrolment process Wagga Wagga Christian College will charge families the following fees:

- **Application Fee** - to be paid by the parents at the time of applying for enrolment. This amount is non-refundable and does not guarantee a place at the College.
- **Holding Deposit** - to be paid by the parents when they accept an offer of a place.

## 9. Enrolment Application Outcomes

- 9.1 The Principal will make the final decision to offer, or not to offer a child a place in the College.
- 9.2 Parents will be notified in writing of the outcome of their application for enrolment.
- 9.3 Parents should address any concerns regarding enrolment application decisions in writing to the Principal who will then provide an appropriate response.

## 10. Withdrawal from the College

We understand that, with due notice, parents have the right to remove their child from the College at any stage.

Parents are required to give at least one term's notice in writing of termination of enrolment including their child's details and destination: another school, TAFE study, apprenticeship/traineeship etc. Parents of students in Year 6 who are not continuing to Year 7 at Wagga Wagga Christian College must give at least two terms' notice.

## 11. Privacy of Information Supplied

The College collects information required by legislation, regulations and for the purpose of providing education to students. The information collected, used and disclosed by the College is subject to the Privacy Act, and will be managed by the College in accordance with the Australian Privacy Principles.

All enrolment information that parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful



then the College will retain the information for a reasonable period, in case of later enrolment. Unacted applications will be securely destroyed after this time.

**Register of Enrolment** – The College maintains a Register of Enrolment, according to NESA requirements including the students name, date of birth, address; parent names and contact details; date of enrolment, date of leaving, next destination; previous school; language spoken at home.

The Register of Enrolment is retained for at least five years before archiving. Information entered into the College's database is maintained indefinitely. Hard copy files are securely archived, with access limited to authorised personnel.

## **12. Changes to this Policy**

The College reserves the right to alter its enrolment policy based on changing needs and requirements. These changes will always be reflected in the most current version of the enrolment policy which will be available on the College website. The College community will be advised of changes to this policy via the College newsletter.

Parents are encouraged to make themselves familiar with the most recent version of the enrolment policy and to contact the College with any questions.

## **13. Process of Enrolment**

### **13.1 Enrolment Enquiry**

All enrolment enquiries are to be directed to the Registrar.

### **13.2 Application for Enrolment**

All applications received are placed on the waiting list. The acceptance of an application form and application fee by the College does not guarantee the child a place at the College. By completing and submitting the application form and the payment of the application fee, parents are registering their child to be considered for a place.

Naturally, the College has limited places to offer new students. After all available places have been filled, all additional applications remain on the enrolment waiting list. Further offers of enrolment will be made from this waiting list in accordance with clause 6.3 of this policy as places become available. Applications can remain on the waiting list at the request of parents, for possible vacancies in the future.

Applications for enrolment must be made on the appropriate form, signed by the legal parents/caregivers, and accompanied by an application fee.

Each enrolment application must be accompanied by:

- copies of the last two academic reports for the child (where applicable)
- Birth certificate. If not born in Australia, proof of Australian Citizenship or Permanent or Temporary Resident documents (visa, passport) must be provided.
- if applicable, a copy of any Parenting or Court Orders that applies to the prospective student and parent(s).

When an application for enrolment is received for a student from interstate, any information required from the previous school is requested in accordance with the ISDTN guidelines as outlined in the "Schools Assistance (Learning Together Through Choice and Opportunity) Act 2004". The same process is followed when an interstate school requests information regarding the enrolment of a previous Wagga Wagga Christian College student.

### **13.3 Interviews**

As part of the enrolment process, parents and their child/ren will be invited to a family enrolment interview with a senior member of the Executive and other staff as necessary to determine:

- their personal agreement with the Wagga Wagga Christian College Statement of Faith
- their commitment to, or support for, the Vision and Mission of the College
- their support for the policies and practices of the College
- any special educational or other needs of the student and how these may be met.

The interview panel may request further information or assessment to adequately consider the enrolment application. Additional interviews or meetings may be arranged as required, eg. Learning Support Teacher.

### **13.4 Assessment for Additional Support and Adjustments**

Where a child has particular needs or disabilities, or family circumstances indicate the necessity, the College will consult with the parent/s, and other specialists, if required, to determine a plan to facilitate the enrolment and education of the child. Examples include health needs, physical needs, return to school plans etc.

A meeting will be arranged with the parents and child to meet with the Learning Support Coordinator and other relevant staff to determine the scope and extent of support required.

The agreed provisions and adjustments will form part of the enrolment acceptance and agreement between the College and the parents.

### **13.5 Offer of Enrolment**

Parents will be advised of the outcome of their application for enrolment after the completion of the family enrolment interview and any additional meetings required for the application.

The offer for enrolment will be provided in writing which includes the letter of offer, Parent Agreement and any additional agreed provisions.

When parents of a child do not support the Vision and Mission and/or policies of the College then the enrolment application will be declined, and a place will not be offered to that child.

### **13.6 Acceptance of Offer**

Parents are requested to take time to consider all the information they have received.

Acceptance of the offer of a place is confirmed by both parents signing the Parent Agreement, any other requested information, and paying the Holding Deposit by the due date. This will establish the parents' agreement to support the College rules and policies, to pay the College fees, to accept the terms of the Parent Agreement and the consequences of suspension or termination.

If a parent withholds information relevant to the enrolment process, then the College reserves the right to refuse or terminate the enrolment on these grounds.

### **13.7 Kindergarten Readiness Test**

- Normally children will be accepted into Kindergarten only if they have turned five before the 31 March in the year they are to commence Kindergarten. However, in exceptional circumstances and after careful testing, the Principal may admit younger children if they are considered socially, physically and intellectually mature enough to benefit from full-time schooling.
- If the readiness testing for Kindergarten indicates that a child does not meet the College's readiness criteria, the College will consult with the parents and determine whether to offer a place in the following year.
- Acceptance into Kindergarten from the Wagga Wagga Christian College Preschool class is subject to the child meeting the normal readiness criteria of the College, the normal enrolment criteria and the College offering a place.