

Bayside Christian College (College) is a non-denominational Christian school providing co-education for students from 3-year-old and 4-year-old Early Learning Centre (ELC) to Year 12. The College partners with families in educating and nurturing students based in the Christian faith.

This policy provides guidelines for enrolment into the College and is to assist with the decision as to whether the College is the right school for your child/ren.

Policy Statement

The College believes that:

- prayer and liturgy are vital aspects of religious life in the College,
- the pastoral care and support programs for students, families and staff are based on the teachings of Christianity,
- the teachings and values of Christian faith are paramount.

The College currently has an open entry enrolment policy. Preference in enrolment is given to Christian families, siblings of students currently attending the College, as well as the children of alumni. Beyond that, preference is determined by the original date of application. Offers of a place are made at the discretion of the Principal.

Application

This policy applies to prospective students of the College and their parents or carers (collectively known as "Parents").

This policy sets out the processes by which students are enrolled into the College. By enrolling their child at the College, Parents agree to be bound by the terms of the Policy, Terms of Enrolment, and all other relevant College policies and procedures – as published by the College and as varied from time-to-time.

Implementation

The Principal and Registrar are responsible for the enrolment process.

The College will obtain information during the enrolment process in line with the College's Privacy Policy available on the website.

The enrolment procedure noted below is a guide. For more information, Parents should contact the College's Registrar.

Guiding Principles

- Not all enrolment applications will be successful,
- All families, Parents and students are expected to support and abide by the ethos, culture and policies of the College,
- Enrolment decisions shall be assessed on a case-by-case basis,

- The ability to enrol new students in particular classes and/or year levels may be declined upon, but not limited to, the following:
 - limits to the physical numbers of currently enrolled students,
 - previously established offers of enrolment at higher year levels,
 - indications that parents are not committed to partnering with the College, or supporting the College's purposes, ethos, values, principles, and Christian foundations,
 - relevant information is not provided, withheld or appears to be falsified,
 - other unanticipated factors.

Enrolment Process

Application and Interview

1. An Enrolment Application Form is to be completed by Parent/s, which are available on the College's website or directly from the Registrar.
2. Once the Enrolment Application Form and all required documentation (including Application fee) is received by the Registrar, an interview will be scheduled with the Principal.
3. Interviews will not be scheduled if:
 - The College does not receive all required documentation and/or Application Fee as outlined in the Enrolment Application Form,
 - Further documentation is not provided as requested by the College.
 - Applications are received for year levels already at capacity and with a lengthy waiting list. In this instance the College would request the family seeking enrolment re-apply for a different year level.

Acceptance of Enrolment

1. To accept an offer at the College, Parents must deliver the following to the College within fourteen days of receiving it:
 - Acceptance of Offer of Enrolment, signed by both Parents,
 - Payment of Enrolment Bond.
2. Payment is required for one full term tuition fees, in advance of the student commencing.
3. 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.
4. Prospective students are not able to access classes until the Acceptance of Offer of Enrolment, Enrolment Bond and one full term in advance tuition fees have been received.
5. The College may grant a deferment for compassionate and compelling circumstances following receipt of a written request by the Parent/s.

Requirement of further information

1. The College may require additional information to assess the level of educational support or adjustment required for students with diverse developmental, social, emotional, physical or learning needs, or a disability as defined under the Disability Act 2006. Information required may include:
 - Medical, psychological or other reports from external specialists,
 - Consent to liaise with medical or other personnel for providing information pertaining to the needs of the student, such as Principal of the child's previous school,
 - A request by the College for independent assessments of the student's needs (at the parents' expense).

Enrolment withdrawal

Parents who wish to withdraw an enrolled student thereby ending the student's enrolment, must give a full term's notice in writing to the Registrar. The notice must be given no later than one week prior to the end of the preceding term. A full term's fees are charged when less than one full term's notice is provided. If this notice is not given, a term's fee in lieu and any associated costs will be charged, unless approved in exceptional circumstances by the Principal or delegate.

ELC enrolments

The College operates a 3-year-old and 4-year-old ELC as the initial entry point to the College. A proportion of funds raised, or fees collected by the College, may be applied to the conduct of the College's ELC.

Terms of enrolment

All accepted offers of enrolment signify that Parents have read the College's Term of Enrolment, have understood the contents, and agree to abide by them together with any other regulations from time to time in force at the College.

Related Documents

College Code of Conduct Policies

Terms of Enrolment

Privacy Policy

Photography and Filming Policy

Related Legislation

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017

Approver College Leadership

Authoriser College Board