

## **Enrolment Policy ELC - Year 12**

(Version 2.1, Approved 02/2016, Reviewed 04/2018)

### **Purpose**

Bayside Christian College partners with families in educating and nurturing students based in the Christian faith and in line with the Educational Creed. This policy seeks to ensure that the College maintains the standards and values set forth in the Constitution, Statement of Purposes, section F (i-vi).

This policy outlines for College families and staff the basis and conditions upon which offers of enrolment are made, and enrolment procedures.

### **Scope**

This policy applies to the Board, College staff, existing families and prospective families.

### **Policy Statement**

#### **Overview**

The College desires to partner with parents who support its Vision, Mission and Educational Creed. The Board therefore recommends that 80% of enrolled students are from families where at least one parent is a practising Christian. All families seeking enrolment must sign the Faith Statement in the [Family Enrolment Application Form](#).

#### **Priority of Enrolment**

Priority of enrolment shall be given respectively to:

1. Children from families with demonstrated church affiliation and attendance, as established during the application process,
2. Siblings of current College families, and
3. Applications received on time, where an application deadline applies.

There is an expectation that children offered a place in the Early Learning Centre will continue their education with Bayside Christian College beyond the 4-year-old program.

#### **Background and Legislation**

Bayside Christian College is committed to complying with legislation, regulations and funding requirements regarding the enrolment of children, including in kindergarten places funded by the Victorian Department of Early Childhood Development. Bayside Christian College does not discriminate based on gender, race, ethnic background or disability.

Relevant legislation includes but is not limited to:

- The Education and Care Services National Law 2010
- The Education and Care Services National Regulations 2011
- Sex Discrimination Act 1984
- Human Rights and Equal Opportunity Commission Act 1986
- Disability Discrimination Act 1992
- Equal Opportunity Act 2010 (Vic.)

## **Eligibility for Enrolment**

### 3-year-old ELC

Preference of place within the 3-year-old program will be given to children who are 3 years of age on or before 1 February of the year in which they will attend the Early Learning Centre. Only in exceptional circumstances, as determined by the ELC Director in consultation with the Principal, may children be able to attend a second year of 3-year-old kindergarten, subject to availability of places.

### 4-year-old ELC

Children who turn 4 years of age on or before 30 April in the year they attend the Early Learning Centre, and those children assessed as eligible for a second funded year of kindergarten, are able to enrol in the 4-year-old program.

### Prep

In accordance with state law, children should be at least five years of age by 30 April in the year they attend Prep.

## **Application Deadlines**

### Early Learning Centre

Parents may submit an application for enrolment in the Early Learning Centre any time after their child's birth. Applications close 30 June the year prior to commencement.

ELC enrolment interviews are conducted in Term 3 of the year prior to commencement. Late applications may be considered after all on-time applications, and subject to the availability of remaining places.

### Prep-Year 12

For all other grades, applications will be considered as they are received. In most cases, enrolment interviews will be conducted in the year prior to entry. Year 7 enrolment interviews commence 18 months prior to entry, in Term 3.

Enrolment applications received after all places have been filled will be placed on a waiting list for consideration if and when a place becomes available.

## **Enrolment Bond**

An Enrolment Bond is payable by each family prior to their child/ren commencing at the College. The Bond is payable within 14 days of receiving a letter of offer. The Bond will be refunded when the last child leaves the College, provided there are no outstanding fees, and that a term's written notice of the student's departure has been provided. The Enrolment Bond is not refundable if the student has not started at the College. The bond amount is set out in the schedule of fees.

### **Late enrolments**

An enrolment finalised within 0-4 weeks of a student commencing at the College is a 'Late Enrolment' subject to one term's probation.

The Principal will communicate with parents two weeks before the completion of probation to confirm whether enrolment will be ongoing. The Enrolment Bond will be refunded if enrolment is discontinued following probation.

### **Cancellation of Enrolment**

Bayside Christian College reserves the right to cancel an enrolment if it is the reasonable view of the Principal that family members fail to support College policies and procedures and/or fulfil their financial obligations as stated in the [Enrolment Acceptance Form](#).

Failure to disclose information or providing misleading or false information during the enrolment process may result in the College withdrawing an offer or terminating an enrolment.

### **Confidentiality**

All enrolment information will be stored securely, kept confidential and accessed only by staff involved in the enrolment process. More information about how the College collects and stores personal information is available in the College's Privacy Policy.

### **Immunisation Certificates**

In accordance with state law, an immunisation certificate must be provided for all Primary School enrolments. Homeopathic immunisation cannot be listed on an immunisation certificate.

In accordance with state law, all children enrolled in the Early Learning Centre after 1 January 2016 must be immunised.

### **Birth Certificates**

The College requires a copy of each child's Birth Certificate prior to an offer of enrolment being made.

### **College Tours**

Only community members approved by the Principal and/or Community Development Officer are permitted to conduct tours of the College.

For privacy reasons, tours of the Early Learning Centre may only be conducted outside Centre hours.

## **Procedural Steps**

### **Overview**

The enrolment procedure involves the following steps:

1. Prospectus Pack & Tour
2. Lodge Application Forms
3. Enrolment Interview
4. Offer & Acceptance of Place

### **Step 1 – Prospectus Pack & Tour**

Families seeking enrolment contact the Registrar to request a Prospectus Pack and to arrange a tour.

### **Step 2 – Lodge Application Forms**

Families submit the [Family Enrolment Application Form](#) and a [Student Enrolment Application Form](#) for each child seeking a place. Current families seeking a sibling enrolment need only complete a [Student Enrolment Application Form](#). Completed forms are returned to the College Registrar. Families must supply copies of the following supporting documentation for each child seeking a place (where applicable):

- Birth Certificate
- Immunisation certificate
- NAPLAN results
- Most recent school report
- Medical reports
- Learning support documents, including all professional reports and assessments
- Custody documents and/or court orders
- Health Care Card.

Applications for enrolment are reviewed by the Principal, Head of School and other relevant staff in accordance with the Enrolment Policy. An enrolment application does not guarantee an enrolment interview.

### **Step 3 – Enrolment Interview**

Subject to availability, new families attend an interview with the College Principal and relevant Head of School. Families seeking enrolment in the Early Learning Centre will also meet with the ELC Director.

Current families seeking a sibling enrolment meet with the relevant Head of School, or ELC Director if seeking an Early Learning Centre enrolment.

An enrolment interview does not guarantee an offer of enrolment.

### **Step 4 – Offer & Acceptance of Place**

Successful applicants will receive a letter of offer. On receipt of the letter, families have 14 days to sign and return the [Enrolment Acceptance Form](#), together with the Enrolment Bond. Families offered a place in the Early Learning Centre must also complete the 'ELC Enrolment Form'.

On receipt of completed forms and the Enrolment Bond, enrolment with the College is confirmed via letter.

Acceptance to the College is dependent on meeting the College Enrolment Policy and availability of places.

## **Communication of Policy**

This policy is communicated via the College's:

- Website
- Intranet
- Prospectus

## **Implementation of Policy**

This policy is implemented through:

- Open Days
- Marketing material
- Enrolment interviews

## **Related Policies**

Class sizes

Special Education

Privacy