Bayside Christian College
"Unity and Maturity in Christ"

Enrolment Policy

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.

1. 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.

2. 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.

3. Definitions

Word/s	Definition
Enrolment Bond	An enrolment bond is payable by each family prior to the child/children commencing at the College. This fee is refunded four (4) weeks after the last child leaves the College, provided there are no outstanding fees, loss or repairs of equipment and a term's notice has been given in writing of the student's impending departure. The Enrolment Bond will not be refundable if the student does not commence. Families who only have children in ELC (no sibling in Prep – Yr12) will not be required to pay the enrolment bond. Should they wish their child to continue their education at Bayside Christian College Prep – Yr12, relevant documentation will be required and the enrolment bond will apply.
Free Kindergarten	Children enrolled in sessional kindergarten services receive a free program: • For 3-year-old children, Free Kinder means a free kindergarten program between 5 and 15 hours per week (200-600 hours per year)

Word/s	Definition
	• For 4-year-old children, Free Kinder means a free kindergarten program of 15 hours per week (600 hours per year). You do not need to be an Australian citizen to be eligible to access Free Kinder. Your child can receive one year of Free Kinder in a Three-Year-Old Kindergarten program and one year in a Four-Year-Old Kindergarten program. Your child can only receive Free Kinder at one service at a time. The College will ask you to sign a form to confirm that your child is receiving their funded kindergarten program at their service. The extra hours for the 4-year-old ELC are optional and there are associated fees, which are set annually by the College Board and communicated to the College community in Term 4 of the preceding year. For information about our fees, please refer to our Schedule of Fees and Charges.

4. 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.

5. 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.

6. Enrolment Process

6.1. Application and Interview

1. To make an application, the College needs to receive a completed Enrolment Expression of Interest Form, all required documentation and payment of the Administration Fee. The Enrolment Expression of Interest form and further information is available on the College's website or directly from the Registrar.
2. All expression of interests received by the Registrar are waitlisted and processed in accordance with enrolment availability.
3. Interviews will not be scheduled if:
   - The College does not receive all required documentation and/or Administration Fee as outlined in the Expression of Interest 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.

6.2. 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's 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.

6.3. Requirement of further information

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 the Principal of the child's previous school,
- A request by the College for independent assessments of the student's needs (at the parents' expense).

6.4. 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.

6.5. ELC enrolments

The College operates a Free Kindergarten for 3-year-old ELC and an extended sessional kindergarten for 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.

6.6. Terms of enrolment

All accepted offers of enrolment signify that Parents have read the College's Terms 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.

7. Related Documents

College Code of Conduct Policies

Terms of Enrolment

Privacy Policy

Photography and Filming Policy

8. Related Legislation

Education and Training Reform Act 2006

Education and Training Reform Regulations 2017

Approver College Leadership

Authoriser College Board