
Enrolment Policy

Date: March 2022

Next Review: March 2025

1. Preamble

- 1.1. Swan Hill Christian School (SHCS) is a non-denominational, co-educational Christian school that offers education from Prep to Grade 6, situated at 141a Aerodrome Road, Swan Hill, Victoria
- 1.2. Our purpose is to be an inspired and caring school community that serves and enriches the Swan Hill community as we equip and empower our students to flourish in their journeys of growth. Guided by our Christian faith, we strive to provide values-based education in a vibrant, engaging and inclusive learning environment, respecting and nurturing each student's unique qualities and potential.
- 1.3. This policy is to establish clear objectives and parameters in relation to the enrolment of students and therefore facilitate informed and consistent decisions and procedures.
- 1.4. The school is committed to observing relevant legislation, including the Education and Training Reform Act 2006 and the Disability Standards for Education 2005 (Cth), and also Victorian and Commonwealth discrimination laws.

2. Definitions

- 2.1. The *Association* refers to the Son Centre Christian School Ltd Association.
- 2.2. *Enrolment* refers to the admittance of a child to SHCS whereby the child becomes a student at SHCS.

3. Details

- 3.1. All families are expected to support the ethos of the school, as reflected in the Constitution and in various policy and procedure documents. This includes an acknowledgement that all students will be taught according to a biblical worldview in all subject areas, which will include participation in practices including, but not limited to, Bible reading and prayer.
- 3.2. All parents/carers and students are expected to act and speak as partners of the school and its ethos, identity, purposes, practices, documents and policies.
- 3.3. While SHCS seeks to have enrolment open to all, the ability to enrol new students in particular classes and/or year levels may be limited by:
 - the physical numbers of currently enrolled students;
 - the resources available to cater for the educational needs of students.
- 3.4. Enrolments may be withheld, withdrawn or cancelled by the school, regardless of the availability of places and the relevant classes and/or year levels, in situations where:
 - reports from a previous school or other references indicate that the student and/or parent or guardian has acted in a way that is contrary to SHCS's values as set out in the *Student Code of Conduct*, *Parent Code of Conduct* or *Student Discipline and Behaviour Policy* as determined by the Principal in their absolute discretion;
 - it is apparent that an enrolment is not likely to be in the best interests of the student, other students, staff members or the school community;
 - there are indications that the parents/carers are not committed to partnering with the school by supporting SHCS's purposes, ethos, values, principles and Christian foundations;

- it is apparent that the applicant will be unable to meet the financial commitment of the enrolment;
 - relevant information is withheld, or information provided is found to be inaccurate or insufficient; or
 - it is determined that the school is unable to provide, initially and/or for the duration of the proposed enrolment, for the educational needs of the student.
- 3.5. Further to item 3.4 above, the school reserves the right to discuss alternative options that may be in the best interests of the child for whom enrolment has been sought.
- 3.6. In considering enrolment applications of a prospective student with a disability, the school will comply with the *Disability Standards for Education 2005 (Cth)*.
- 3.7. Where places or resources are limited and/or waiting lists are established, applications for enrolment may be prioritised at the discretion of the Principal with preference for enrolment being given where the application meets one or more of the following criteria:
- For a student seeking to re-enrol after being given priority when departing
 - For a whole family enrolment (i.e. all school-aged children)
 - For a sibling of a current SHCS student
 - For a sibling or a child of a past SHCS student
 - From a family that is expected to be able to meet all fees and charges as they fall due
- 3.8. Generally, students are best to be enrolled from the start of a year. To minimise disruption to current classes and allow for the change of class structures if necessary, the school may elect to defer students seeking enrolment during a term to a start date at the beginning of a semester or year.
- 3.9. The enrolment process shall follow established practices and procedures designed to ensure that enrolments are processed as quickly and efficiently as possible.
- 3.10. The school does not expect that all families that commence the enrolment process will complete such process and families should not assume that an enrolment application will be successful.
- 3.11. Enrolment decisions shall be based on a range of information and other factors, and each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account.
- 3.12. Parents/guardians are required to give one full term's notice in writing to the Principal of their intention to cease enrolment of a student, with such notice to be given prior to the commencement of the next school term (including for the first term of the next school year). In the event that one term's notice is not given, in lieu of such notice the tuition fees and charges for the next term will be payable in full.
- 3.13. The school collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the school to complete the enrolment process and, during the course of enrolment at the school, to provide for the best interests of students. See the school's *Privacy Policy* for more information.
- 3.14. The school maintains an accurate and up-to-date enrolment register that records the total number of students enrolled in the school and other relevant information as required by clause 9 of Schedule 4 of the *Education and Training Reform Regulations 2017*.