

## **ENROLMENT POLICY**

Before applying for enrolment, parent/carer(s) should read:

- the Educational Philosophy of the School,
- the Enrolment Policy,
- the current Fees schedule, and
- the Terms and Conditions of Enrolment.

All are available on the School's website and/or can be posted to your address.

All applications for Enrolment must be:

- on the School's official application form, and
- signed by the parent/carer(s).

When the Application is received, the Principal of the School will consider it based on the School's enrolment policy criteria. If deemed suitable, the Principal will advise the parent/carer(s) that they must attend an interview from which the School will decide whether to make an offer of enrolment.

If the School makes an Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer on the form provided.

The School is to be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

Any questions concerning enrolment should be referred to the secretary at BCCS: 6884 8447

Enrolment priority will be given to:

- 1) Siblings of existing families.
- 2) Children from homes where one or both parents are active followers of Christ.
- 3) Children from homes where parents are not active followers of Christ.

### **DISCRIMINATION & EQUAL OPPORTUNITY**

The School advocates the policy of equal opportunity education for children regardless of gender and race. Racial diversity enriches our School community. Racist comments, behaviours or practices are unwelcome at our School, must be reported to the Principal, will be investigated and dealt with accordingly. Under the federal government it is unlawful to discriminate against a person or group on the ground of their race.

While we will endeavour to educate children of all religions, at BCCS, we expect that all children will comply with the religious principles and ethos of the School as stated in the enrolment policy. That is to say that the children attending the School will join in the devotional life of the School and observe its moral and spiritual principles.

Because one of the School's main tenets is Christian discipleship (i.e., passing on through modelling and teaching the teaching of Jesus Christ) of all students, parents will have freedom not to send their children to this School if they feel against this.

All children will be encouraged to undertake tasks according to their ability or preference, regardless of gender. Certain limits, however, might apply, as in the case of inter-School sports.

### **KINDERGARTEN ENROLMENT**

It is strongly recommended that children do not commence School until they have turned five years old. NSW Law states that children can begin compulsory kinder at the beginning of the School year if they turn 5 on or before 31st July in that year. By law, all children must be enrolled in School by the time they turn 6.

School readiness is not a criterion for early School entry. If a parent/guardian of a student turning 5 years of age after 31<sup>st</sup> July of the year they wish to enter School want to request early admission to School, the Principal will inform parents/guardians of the general policy of BCCS and NSW Department of Education and advise parents/guardians of the possible disadvantages of children commencing School at a very young age.

If a parent/guardian, after being so advised, continues to seek under-age admission, then the Principal will request the parent/guardian to provide a report containing a comprehensive, culturally fair psychological evaluation of the child's intellectual functioning, academic readiness and social-emotional maturity; as well as documentary evidence of the date of birth and a statement of reason(s) for which early entry is being sought.

The School Principal has the final responsibility for deciding when the early entry to School of a student is appropriate, in order to meet the student's educational, social and emotional needs. A decision will be made by the Principal in conjunction with parents/caregivers and the early years' teacher.

A transition program will be organised for kindergarten students during Term 4 of the year previous to their enrolment, which allows each child (and their parents) the opportunity to attend our School. Visits will consist of familiarisation tours of the School, activities in classrooms and specialist lessons. Any visiting artists or performances that are occurring during Term 4 may be incorporated into the transition program.

It is anticipated that teaching roles and classes for the following year will be finalised in time for the final kindergarten visit, so that parents can be made aware of, and meet their child's teacher, and so that children can have an experience with their 'new' teacher in the classroom.

An information evening will occur in Term 4 so that parents can be informed about the School's programs and procedures, and an opportunity will be provided for questioning and discussions.

All parents will receive a welcome letter outlining details for the new year to their home address over the Christmas vacation period. A morning tea will also be provided for parents on the first day of School.

### **PAYMENT OF FEES**

The School community looks to God for the provision of funds to finance its operation. These funds are provided through government grants, School fees, fundraising and donations.

To ensure the proper functioning of the School, realistic School fees must be set. These fees are kept at the lowest possible level.

It is a condition of enrolment that all fees are payable a term in advance and are due on the first day of each term. Alternative arrangements may be negotiated by contacting the Principal (e.g., paying weekly, fortnightly or monthly).

When a family's financial circumstances change dramatically and consequently influence their ability to pay fees, they should contact the Bursar to re-negotiate fee payment. Changed circumstances include an improvement or deterioration in employment and other financial circumstances.

Students who enrol for part of a term or who are ill or on holidays for part of a term will be levied the full term's fees.

Due to the cost of materials and class preparation we need to have at least one term's notice if you are planning to move your child to another School; or the full term's fees will need to be paid.

When planning for a new year, we need to know attendances by the beginning of November. If notification of non-attendance for the following year is provided after the end of November, the first terms fees for the following year will need to be paid.

Part of the costs of excursions and sporting events will be charged on top of School fees.

### **DEBT COLLECTION PROCEDURE**

When fees are overdue and no other arrangements have been put in place, the following steps will take place:

1. The Bursar or Principal will write a letter at the end of week two of the term explaining that fees are overdue and stating the amount. The Bursar or Principal will also request that the overdue fees be paid within 14 days of the letter. If there is a problem in paying, the parents/guardian should contact the School immediately to make suitable arrangements.
2. If the parent/guardian fail to contact the Bursar or Principal before the end of Week 4, then the School will send a second letter, with the School's overdue fees policy attached, requesting payment.

3. If no satisfactory arrangements are made within 14 days, the Bursar or Principal is to arrange for a visit, with at least one other member of the teaching staff. The Bursar or Principal is to explain that fees are outstanding and remind parents of their commitment to pay fees as signified by their signing the enrolment form.  
If satisfactory arrangements are made no further action need be taken.
4. If there is no commitment as to payment of the overdue fees within two months of them being overdue, then the position(s) of the child/children are to be declared vacant at the end of that term and they would not be re-enrolled until satisfactory payment of overdue fees has been made. Re-enrolment would only take place with the approval of the School.
5. If after a further two months there is still no payment of overdue fees and no suitable arrangements to pay them, then legal action will be taken to recover the outstanding fees and associated costs.
6. Where there is default of the commitment given, then the School will move directly to the next step in the procedures.

In all that we do in these matters, we will be compassionate but firm.

#### **FEE STRUCTURE**

<b>FEE STRUCTURE Fees</b>	<b>Per Year</b>	<b>Per Term</b>
1 child	\$2,267.20	\$566.80
2 children	\$4,194.48	\$1,008.30
3 children	\$5,668.42	\$1,417.11
4 children	\$6,575.24	\$1,643.81

#### **IMMUNISATION**

When enrolling a child, parents/carers should provide an immunisation certificate, either:

- an Australian Immunisation Register (AIR) Immunisation History Statement (for a child that is up to date, not up to date or can't be immunised for medical reasons or has natural immunity), or
- an AIR Immunisation History Form (for a child on an approved catch-up schedule).

Parents can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov
- using the Medicare Express Plus App
- calling the AIR General Enquiries Line on 1800 653 809.

If an approved immunisation certificate is not provided at enrolment, students can still be enrolled at school but they will be considered as unimmunised in the school's immunisation register.

Students without an approved immunisation certificate and those who are unimmunised may be excluded from school:

- if there is an outbreak of a vaccine preventable disease at the school; or
- if they come into contact with a person with a vaccine preventable disease, even if there is no outbreak at the school.

## **ENROLMENT PROCEDURE**

1. Parents to complete and submit application form and copies of relevant documents such as report cards and Australian Immunisation Register (AIR) Immunisation History Statement (at least one day before interview).
2. Interview committee to consist of Principal and (if required) one other School staff member or School Board Member.
3. Both parents are required at the interview.
4. The interview committee is to:
  - (a) Communicate the history and philosophy of the School.
  - (b) Communicate some of the policies (Discipline, Homework etc.).
  - (c) Communicate the parental obligations expected.
  - (d) Communicate the payment of Fees.
  - (e) Clarify any points from the application form.
  - (f) Enquire as to why the applicants want to enrol their child/ren in the School and give the applicants a guided tour of the School.
  - (g) Answer any questions.
  - (h) The student is not to be offered a place during the interview
  - (i) Families will be notified by the beginning of Term 4 if there is a vacancy for their child in the following year.
  - (j) Parents/Guardians are to be given their copy of the Parent Handbook and after reading through it will need to read and sign the Enrolment Conditions Form and return the Form to the School.
5. After the interview, the committee is to pray, review the application form and results of the interview, and decide whether or not to offer the student a place in the School. The committee is to consider the physical and personnel resources of the School in making the decision. The Principal is then to communicate the decision to the parents.
6. Parents who desire to enrol their children immediately should make an appointment with the Principal. A completed Application form and copies of relevant documents such as report cards need to be given to the Principal at least one day before interview.
7. Parents who wish to enrol their children to start in a future year may submit a completed enrolment form. The School will acknowledge and file these forms and call applicants for their Principal's Interview at a suitable time.

8. Upon acceptance of enrolment the students will be entered into the School's register of enrolments, which will be kept indefinitely and a copy will be kept offsite.
9. When a student ceases enrolment at the School, the School will attempt to find out where the student will be attending School, and this will be recorded in the register of enrolments. Where the School is unable to find out where the student will be attending, then the School will contact the Department of Education and inform them that the student has left the School.

### **TERMINATION OF ENROLMENT**

The Principal can suspend or expel any student who does not comply with the stated policies of the School or who threatens the welfare, reputation, and respect of other students or the School in general.

### **CUSTODY ISSUES**

- Parents or guardians are required to complete and sign accurate enrolment forms for children for whom they have custody.
- Enrolments must be accompanied by Birth Certificates (originals need to be sighted and photocopies taken for our records) or similar that proves a student's name and birth date. BCCS will only enrol a child under the name provided on a Birth Certificate or more recent legally recognised document that details a name change.
- Any custody issues are to be declared, and supported by legal documentation – which will be photocopied and retained on the student's individual file.
- The Principal will be responsible for ensuring that the School complies with all Family Court Orders or similar legal documents relating to custody.
- The School will assume a default position that both natural parents have equal access to enrolled students unless current court orders or legal documents dictate otherwise.
- Both natural parents will have access to School reports, newsletters, parent interviews, and their children at School unless court orders or similar legal documents dictate otherwise.
- Parents or guardians who claim custody restrictions but fail to provide documentation will not have their requests met until such time as supporting documentation is provided.
- People who have restricted access to students, and whose presence at School or requests for information etc are in breach of court orders or similar legal documents will be directed immediately to the Principal.
- The police will be contacted immediately if anyone refuses to comply with the Principal's lawful instructions or to obey court orders or similar.
- Any breaches of custody restrictions will be reported by the Principal to the parent who legally looks after the child.

### **Enrolment at the School is subject to the following terms and conditions:**

- a. Burrabadine Cornerstone Community School sees its work not simply as education but as a ministry which includes education. We are providing a Christian service to children and their families.

- b. The School should have goals, expectations, educational perspectives and methods which correspond to Christian living in these areas.
- c. The School aims to complement and support the role of the family and the local Church in the life of the children.
- d. Burrabadine Cornerstone Community School is a response to the commission of the risen Lord Jesus to his disciples, (Matthew 28:18-20). It follows that:
  - (i) The Gospel of Jesus Christ should be taught to each child so they are able to make their own individual response to Him;
  - (ii) A Christian world-view should be integrated into the total curriculum so that each child can see how God's revelation message harmonises all knowledge;
  - (iii) Since the application of Jesus' teaching, not simply appreciation of it, is the ultimate goal of our education (1 Tim 1:5) a 'climate' should be set in all School activities (classes, sport, play, etc.) which involves training children to practice Christian values in all relationships;
  - (iv) Children's interests and gifts should be recognised and encouraged in order to help them find their vocation from God in the confidence that the world and the fullness thereof belongs to Him.

Implications of these principles include:

**1. Obligations of Students**

Students are required to have high standards of behaviour and:

- (a) abide by the School Rules and Codes of Conduct as they apply from time-to-time.
- (b) behave courteously and considerately to each other and to staff at all times.
- (c) not do anything which may bring the School into disrepute, including in print and electronic media.
- (d) support the goals and values of the School.
- (e) attend and, if required, participate in assemblies, the School sports program, important School events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum.
- (f) wear the School uniform as prescribed including when travelling to and from School and follow conventional standards of appearance while at School in accordance with the School's guidelines and the expectation of the School community.
- (g) attend the School during School hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

**2. Obligations of Parent/Carer(s)**

The parent/carer(s):

- (a) must accept and abide by the requirements and directions of the School Council and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School.
- (b) are required to support the goals, values and activities of the School.
- (c) should view the School's parent portal on a regular basis and/or read the weekly Newsletter.

The Parent/carer(s) must promptly advise the School:

- (d) in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned.
- (e) if the Student is absent from the School due to ill health or other reason.
- (f) in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

- (g) must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery.
- (h) should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct.
- (i) should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education.
- (j) must not use social media to denigrate the School, staff, students or other members of the School community.

### **3. Health and Safety**

1. Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.
2. Parent/carer(s) must complete and return to the School the required health form for the Student prior to the Student commencing at the School and provide updates if circumstances change or as required by the School from time to time.
3. If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
4. Parent/carer(s) must observe School security procedures for the protection of students.
5. Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings.
6. The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

### **4. Programs and Activities**

1. The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.

2. The School may change its programs and activities and the content of these programs and activities without notice.
3. The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

**5. Reports**

The School will send academic reports to the address or addresses notified by the Parent/carer(s). Where Parent/carer(s) do not live together, reports will be sent to both Parent/carer(s) unless there is an Order of the Court or an agreement that the reports will only be sent to one Parent.

**6. Leave**

If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the Principal. Leave will usually only be granted in most extreme circumstances.

**7. Suspension and Termination of Enrolment**

1. The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
  - (a) a serious breach of the School's rules or Code of Conduct
  - (b) conduct prejudicial to the reputation of the School or the well-being of its students or staff, and;
  - (c) where the Principal or School Council believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
2. The School will only exercise its powers under this clause to expel a student if it has provided the Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.
3. The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

**8. Privacy**

The Parent/guardian(s) acknowledge that they have read the School's privacy policy.

**9. Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

**Definitions**

In the terms and conditions:

- **Parent** means the parent/guardian(s) who entered into the contract of enrolment with the School
- **School** means the Burrabadine Cornerstone Community School
- **Student** means the student who is named in the contract of enrolment

**ENROLMENT CONDITIONS FORM**

**IF OUR CHILD IS ENROLLED INTO THE SCHOOL WE AGREE TO:**

1. Allow our child/ren to share fully in the life and program of the School, including the devotional activities and doctrinal lessons.
2. Support the aims of the School and order our own lives and home so that the child/ren will be given every opportunity to grow into Christ.
3. Undertake to provide our child/ren with all necessary equipment that may be required to enable the child/ren to benefit from the education offered.
4. Undertake to provide the child/ren with the correct uniform and to ensure that the child is always sent to School neatly and modestly dressed in the required uniform.
5. Accept the right of the School to employ such discipline as it deems wise and expedient for the child and agree to uphold in every way possible the School's authority and right to administer appropriate discipline in accordance with the policies of the School. The School follows government conditions for discipline.
6. Pay all fees in advance on the first day of each term unless other arrangements have been made.
7. Give minimum of 1 term's notice of child/ren ceasing enrolment unless reason is out of parent/guardian's control.
8. Accept that the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's rules and regulations.
9. Volunteer to assist the School by attending a minimum of two (2) working/cleaning bees per year. And if possible volunteer to help out during the week (e.g., Reading, Cleaning, Covering Books, etc.).
10. Direct any queries, doubts, concerns or praises to the Principal or staff at the appropriate times. This may be in a formal or informal manner depending on circumstances.
11. Account for all absences by the child, stating dates and reasons (this is a legal requirement).
12. Allow the School authorities to seek qualified medical help in the case of a serious accident or illness.
13. Read the Parent Handbook before signing this form so that you are familiar with the School's policies and procedures.

Please sign below to indicate that you have read and agree to the conditions of enrolment:

Parent/Guardian 1:

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Parent/Guardian 2

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Principal's Approval of Enrolment: Yes / No

Signature: \_\_\_\_\_

Date: \_\_\_\_\_