

Student Enrolment Policy

Vision Statement	The purpose of Pacific Brook Christian School is to provide a Christian educational community as a centre of teaching, learning and serving excellence, founded on Biblically-based beliefs, values and behaviour.
Rationale	This policy provides guidelines for enrolment. It seeks to acknowledge and continue the vision of those who founded the School as a Christian educational community - a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour - able to support the learning needs of students who are enrolled.
Our policy	Pacific Brook Christian School seeks to enrol students whose families seek a Christian Education for their children and who support the ethos of the School as encapsulated in the School vision and Mission Statements
Principles	<ul style="list-style-type: none">• God has created all people in His image and has made it possible for them to be in relationship with Him through the death and resurrection of His Son, Jesus Christ. Therefore, the school will give equal consideration to each applicant.• The Principal carries final responsibility for decisions regarding enrolment positions.
Definitions	<p>Throughout this policy, unless the context requires otherwise:</p> <p>parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.</p> <p>disability, in relation to a student includes a wide range of impairments including physical, intellectual, psychiatric, sensory, neurological and learning disabilities.</p>
Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.</p> <p>The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.</p>
Student Enrolments	Pacific Brook Christian School keeps a register of enrolments of all children at the School in the School database.
Information for Register of Enrolments	<p>The register of enrolment records the following information for each student:</p> <ul style="list-style-type: none">• name, age and address• name and contact telephone number of parents/guardians• date of enrolment• date of leaving the School and the student's destination, where appropriate• for children older than six years of age, previous school or pre-enrolment situation• where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:<ul style="list-style-type: none">• the student's full name• the student's date of birth• the student's last known address• the student's last date of attendance• parents'/guardians' names and contact details• an indication of possible destination• any other information that may assist officers to locate the student• any known work health and safety risks associated with contacting the parents/guardians or student.
Records of the Register of Enrolments	The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.
Requirements for Entry	<p>It is a requirement of entering the School that all students undertake an academic assessment and all families be interviewed.</p> <p>As part of the assessment and interview process the school may ask the parents to provide more information about the student.</p> <p>Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Principal may:</p> <ul style="list-style-type: none">• require the parents to provide medical, psychological or other reports from specialists outside the School;• obtain an independent assessment of the student. <p>Any assessments or reports required from non-school personnel will be at the parents' expense.</p> <p>In considering all prospective enrolments, the School may ask parents to authorise the Principal or delegate to contact:</p> <ul style="list-style-type: none">• the Principal of the student's previous school to confirm information pertaining to the student;• any medical or other personnel considered significant for providing information pertaining to the needs of the student
Enquiries	<p>All enquiries are recorded. The Registrar will also forward relevant information to local or overseas students as applicable. This includes:</p> <ul style="list-style-type: none">• Prospectus• Information letter directing them to the school website for further information• Enrolment Application form
Applications	Upon receipt of applications the Registrar will:

Assessment/Interview Organisation

- Check all relevant documentation is completed
- Issue a receipt for the application fee
- Confirm with the Principal regarding current class vacancies
- Place student's name on waitlist

Should a vacancy exist or be pending;
The Registrar will :

- Organise a suitable time for the student and their family to attend interviews with the Principal with other relevant staff (or delegates)
- The student to attend an educational assessment with the relevant staff

The Principal may exercise full discretion in varying the procedures relating to the interview process.

Interview Process

Principal

The Principal (or delegate) will conduct an interview which explores the issues of Faith with the family and explains the distinctives of the school, including:

- Christian education in all Key Learning Areas, policies and procedures.
- Entirely staffed by Christians.
- Transdenominational nature.
- Faith, Critical Awareness and Character Development as primary goals.
- Service and Mission.
- Partnership with Parents.
- Inclusion of students with Special Needs.
- Vision and proposed Future Development.
- Other ministries of Pacific Brook Christian School.
- Student's academic, social, emotional, physical needs.
- The outworking of the School's Christian ethos through staffing, daily devotions, Devotions, Pastoral Care system, etc.
- Student Discipline Policy and Procedures.
- School's academic curriculum, cultural, sporting, competitions, missions, co-curriculum activities, etc.
- Explain the practical implications on the School-Parent partnership.
- Seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.
- Clearly state what support the school offers in regard to students with special needs.

Parents with children with learning/physical disabilities, Gifted and Talented may also meet with relevant staff to discuss the available program.

Enrolment Offer

At the satisfactory conclusion of the assessment/interview process, the School may make an offer to the parents to enrol the student. The Principal authorises enrolment of all students into the school after considering recommendations and consideration of available resources.

Notes regarding Offers of Enrolment

- Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.
- Where information obtained by the School indicates that the student has a disability, the school is committed to fulfilling our legal obligation including those related to discrimination and disability standards. See **Disability Discrimination Policy**
- The Principal seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the School. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:
 - the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the student, the family of the student, and the School community); and
 - the effect of the disability of the student; and
 - the school's financial circumstances and the estimated amount of expenditure required to be made by the school.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer as per Disability Standards for Education 2005.

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student.

Where the parents have not declared or have withheld known information pertaining to their student's needs, the School reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs.

Acceptance of Enrolment

To accept the offer, the parents must within fourteen days of receiving it, deliver to the School the:

- Acceptance of Offer of Enrolment Form, signed by both parents/guardian;
- Enrolment Fee as specified in the letter of offer.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the School.

The School may grant a deferment for compassionate and compelling circumstances following receipt of a written request by the parent or guardian.

Conditions of Ongoing Enrolment

Removal from class

- The School may remove a student from class studies on the grounds of misbehaviour by the student. Removal will occur as the result of any behaviour identified in the **Student Discipline Policy** and the **Student Code of Conduct** including but not limited to repeated or aggressive defiance of teacher's instructions; behaviour that puts the safety of other students at risk; ongoing disruption of learning.
- Removed students must abide by the conditions of their removal from studies which will depend on the welfare and accommodation

arrangements in place for each student and which will be determined by the Principal.

- Where the student is provided with homework or other studies for the period of the removal, the student must continue to meet the academic requirements of the course.
- Removals from class will be recorded in the school data base and in the student file by the Principal
- Periods of 'removal from class' will not be included in attendance calculations

School initiated Suspension of Studies

- The school may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Decisions will be made in line with the **Student Discipline Policy**
- Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Principal
- Suspensions will be recorded on the school's database and in the student file.
- Students will not return from suspension until after a satisfactory interview between the Parents and the Principal.

Student Initiated Suspension of Studies

- Student may request to suspend their studies subject to the school approving a written request outlining the basis of application. The School may approve the request based on compassionate or compelling circumstances.

Cancellation of Enrolment

The School may assert its right to cancel the enrolment of a student under the following conditions:

- i) Failure to pay course fees or to settle outstanding financial accounts;
- ii) Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.
- iii) Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.
- iv) where a parent continues to act in a manner that is contrary to the School values. Examples may include:
 - o inappropriate verbal or physical interactions or intimidation with any member of our School community (including students, staff, parents, volunteers etc)
 - o encouraging their child to act contrary to the values of the School
 - o endangering the safety and wellbeing of members of the community

Expulsion

The School may assert its right to expel a student for:

- Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.
- Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.

Exclusion

Pacific Brook Christian School does not act to exclude students.

Conclusion of Enrolment Follow Up Procedures: Destination Unknown

Where the whereabouts of a child/ young person of mandatory school ages are unknown or the enrolment destination is unknown, the Principal must use the form *Student Enrolment Destination Unknown* Notification to notify the Department of Education. The Department will act on behalf of the minister through a Home School Liaison Officer (HSLO) who will attempt to locate the student and take appropriate action to ensure school attendance.

The following procedures will be followed in relation to following up of students where the destination school is unknown:

- The Principal on being informed of a student leaving will ring the parent and request information in relation to the new school into which the student is being enrolled. A follow up email will be sent if contact is not initially made.
- Where the student destination is unknown and there are concerns for their safety, welfare or wellbeing the Principal will notify the HSLO and other government departments e.g. FACS or Police within 24 hours
- Where there is no indication of immediate risk identified, the Principal will make two further attempts by phone and email to ascertain the destination school for the student. After 3 weeks if the Destination of the student remains unknown the Principal will make a notification to the HSLO and complete the Student Enrolment Destination Unknown Notification
- The Enrolment Register can be listed as Destination Unknown once the notification has been made.

Registrar

The Registrar is the Office Manager.