

# Enrolment Policy

Version 6.1

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## Version History

Version	Date	Notes
1.0	01.02.08	Draft Document for Board Approval
2.0	01.02.08	Adopted by Board
3.0	25.01.10	Amended by Board
4.0	15.08.12	Amended and adopted
5.0	24.10.12	Amended and adopted
6.0	26.03.14	Amended and adopted
6.1	6.02.17	Percentage of Christian Families amended

## **Purpose and Biblical Basis**

Richmond Christian College was established by Christian parents who wanted their children to be educated within a distinctively Christian school environment. Training in a Christian view of the world and relationships, and Christian nurture of the child are fundamental to the functioning of the school.

As a covenant community the school, through its Enrolment Policy, seeks primarily to support Christian parents (Galatians 6:10) in their task of nurturing and training their children in God's ways (Ephesians 6:4). The school also seeks to support other families who are supportive of the Christian ethos of the school and are desirous that their children come under its Christian educational model.

This policy acknowledges the needs and desires of the individual family or child within the context of the nature and needs of the school community, such that justice and loving kindness may be evident in all enrolment processes and decisions (Micah 6:8). While justice and loving kindness should not be applied to one family or child at the expense of others, due recognition should be given to the Biblical pattern of care for the disadvantaged.

The ultimate responsibility, before God, for the training and nurture of the child resides with the parents. It is not the role of the school to seek to usurp that responsibility; neither should parents abdicate it in favour of the school.

It is anticipated that in choosing to enrol their children in RCC parents will be supportive of the educational model of the school and will work in partnership with school staff.

## **Guidelines for Enrolment Decisions**

All enrolment decisions will be at the sole discretion of the Board. The following guidelines are to be taken into account by the Board when considering applications for enrolment:

1. RCC's Biblical ethos and constitution.
2. The provision of a sound Christian education primarily for the children of Christian parents.
3. The recommendations of those responsible for advising the Board.
4. The impact of the enrolment on the welfare of each class and the whole school community.
5. Stewardship of available resources to ensure the viability of the whole school community.
6. The capacity of the school to cater for the individual needs of the student
7. A response of justice, loving kindness and pastoral care.
8. Maintenance of a predominantly Christian community.
9. Consideration of existing laws and regulations.
10. Enrolments into Stage 6 must have confirmation certification with regard to students having completed the Board's requirements for the award of a RoSA.

## **Enrolments Register**

The Enrolment Register is maintained by administration staff in consultation with the Principal. There is one Register for the school. The Principal maintains ownership of the entire enrolment process and performs the day-to-day enrolment transactions, including organising assessments and interviews. The Principal has the authority to approve straightforward enrolments and reports to the Board changes in enrolment of the school. Enrolments involving special circumstances are made in consultation with the Board.

## **Overall Description of the Enrolment Process**

- i. A family enquiring about enrolment will be sent an Enrolment Prospectus, an enrolment application form, and other relevant documentation
- ii. Upon receipt of the application form, the information will be checked and an interview with the Principal arranged.
- iii. Where appropriate, consultation with third parties providing reports and assessments will occur.
- iv. During the interview and assessment process, free and open communication will be encouraged with parents in regard to their child's individual needs and the progress of their application.
- v. All available information is considered and a recommendation is formed on the enrolment application.
- vi. If the recommendation from both the interview and assessment is for acceptance, and there are no complicating issues, the Principal may approve the enrolment immediately and report on this at the next Board meeting. Otherwise the recommendation and all relevant information are presented to the Board for decision.
- vii. If the recommendation is for non-acceptance, the parents will be further consulted to ensure clarity of understanding of issues and processes.
- viii. Copies of all correspondence are to be filed with the original application.

## **Confidentiality**

All enrolment information is to be kept confidential and only viewed by the Principal and staff involved in the enrolment process, and the Board.

Written consent from parents to allow discussion of assessment results with teachers and other professionals will be sought where appropriate, and in the event of interstate transfers to comply with relevant legislation.

## **Laws and Regulations**

In all enrolment decisions Biblical principles have pre-eminence. The school adheres to existing laws and regulations from within this Biblical framework. Given this, special care needs to be taken to ensure that all aspects of the enrolment process conform to legal requirements, including anti-discrimination and privacy legislation, whilst maintaining the Christian ethos and character of the school.

Personnel involved in the enrolment process should take into account those requirements. If during the process of considering an enrolment the Board is uncertain of its Biblical, legal or educational obligations, it should seek advice from suitably qualified persons or organisations. Such advice should be carefully considered when making the final enrolment decision.

## **Considerations for Filling Vacancies**

The Board will seek to allocate enrolments in accordance with the priority categories. In every enrolment decision the Board will consider:

- Children in the transition programme
- The welfare of the whole school community (including children, parents and staff).
- The Christian ethos of the school.
- The capacity of the school to cater for the individual needs of the student.

## **Priority for Enrolment**

Need to consider criteria:

- Siblings of existing students
- Christian Families
- Staff's Children

## **Class Sizes**

- It is the Board's desire to maintain low class numbers.

In special circumstances approved by the Board following consultation with the Classroom Teacher concerned and the Principal class sizes may be varied. The maximum size of a class may also need to be reduced because of physical rooming restrictions.

## **Minimum Christian Percentage**

The Board will seek to maintain a minimum ~~75~~60% of all enrolments come from Christian families. These are families who satisfy the requirements for membership of the Association.

## **Schools Ability to Meet the Needs of the Student**

A key consideration for enrolment is the capacity of the school to cater for the specific needs of the individual student, both in the short and long term. As a Christian community, we have a responsibility to seek to provide each student with the opportunity to develop to their God given potential.

## **Assessment Procedure**

All prospective students must be interviewed by the Principal or his delegate. The aim of the assessment procedure is to assist in understanding:

- The anticipated needs of each individual student throughout the duration of their schooling
- The anticipated resources required to meet those needs
- The school's capacity to provide those resources
- Upon acceptance of enrolment, the individual program required to meet those needs
- The impact of meeting those individual needs on the existing class and school community

An important aspect of the assessment procedure is the free and open communication with parents of their child's individual needs. This will occur during all stages of the process.

## **Requesting Enrolment Information From Parents**

To facilitate an understanding of the student's needs, it will be necessary to request all relevant reports and information from the parents regarding the student. In requesting this information, due consideration will be given to relevant laws.

Where possible, consultation with third parties providing reports and assessments should occur. Written consent will be sought from the parent prior to consultation where appropriate.

Information will be requested through enrolment application forms or verbally during the assessment procedure.

### **Consideration of Remissions**

A family's ability to pay required fees will be considered, however this should not be the main determining factor in the decision making process. During the enrolment process, if it appears that payment of fees may impose an undue burden on the family, the Principal may provide information regarding bursaries. In cases of financial hardship fee relief may be granted by the Bursary Committee to facilitate enrolment.

### **Holding Class Places / Temporary Withdrawal**

Positions will not normally be held open in a class for temporary withdrawal of a student. Under exceptional circumstances, the Board may choose to override this practice.

### **Temporary Enrolments**

It is not normal policy to have temporary enrolments, however under exceptional circumstances the Board may approve an increase in class sizes to accommodate temporary enrolments. This provision is made primarily to accommodate families in full-time ministry who are on short-term leave.

### **Recommendation to Board**

In order to meet its obligation of making a fair and just decision in each enrolment application that the Board needs to approve, it is essential that the Board have at its disposal all relevant information. This should include, at a minimum, the following:

- The information provided on the enrolment application.
- A description of the individual needs of the student and how these needs have been determined.
- The outcome of discussions with parents and others currently involved in the management of the student.
- Specific support requirements to meet the student's needs and the estimated cost of providing the required resources.
- Potential sources of additional funding.
- Characteristics of the class and potential impact on the school community.
- Other options that have been considered
- A recommendation from the Principal to the Board based on the available information.

### **Offer of Placement - Notification of Acceptance / Refusal of Enrolment**

Parents will be notified verbally of available placement, however, in the event of refusal of placement families are to be notified in writing of the decision regarding the application for enrolment, and any appeal process available to them.

## **Conditions of Enrolment**

In signing the Enrolment Application parents are indicating their acceptance of the terms of enrolment, including those related to the payment of fees, uniform and discipline. If the required fees are paid and the student consequently does not take up the position, the school reserves the right to deduct an appropriate administration fee which shall not be more than 20% of the fees paid.