



# Snowy Mountains Christian School

## Enrolment Policy and Procedure 2018

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### Version History

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1.0	March 2015	Approved
1.1	October 2018	Updated
1.2	October 2019	Policy amended and approved.
		Continuation of enrolment included.

## **Rationale**

Snowy Mountains Christian School seeks to cultivate a school community with a Christ-centred world view, founded on biblically based beliefs, values and behaviour. The School desires to nurture, train and educate students in an environment that acknowledges their strengths and weaknesses in character and academic achievement. It seeks to develop the student to their full potential, using innovative educational experiences to do this.

## **Enrolment Policy**

1. The school seeks enrolment of students from families who:
  - desire a Christian education for their children
  - support the ethos of the school as this is outlined in the Statement of Faith and the Vision, Mission & Values Statements
  - agree to abide by the policies of the school. (Note: these are available from the school website and upon request)
2. A number of criteria are considered before a position is offered. These may include, but are not limited to:
  - for Kindergarten: the age and readiness for school of the child to be enrolled;
  - priority to the children of staff members and siblings of current school families so that if possible all the children of a family can be enrolled
  - the existence of a waiting list for the class
  - evidence of the willingness of parents to work cooperatively with the school in all matters pertaining to their child's enrolment at SMCS.
  - the scope of any adjustments the school would need to make in order to meet the educational, physical and emotional needs of the student. This includes consideration of the special educational needs of the student and/or concerns relating to their learning, behaviour, physical, social or emotional needs. It also includes consideration of the perceived impact of an enrolment on the school's ability to meet the needs of all its students. When considering any application for enrolment, a determination should be made regarding the school's capacity to address the student's individual needs. This can be achieved by working through the individual planning process to identify the reasonable adjustments that would be required to facilitate the student's access to and participation in the educational opportunities provided by the school. This process requires lateral thought to identify solutions.
3. All offers of enrolment are at the discretion of the Principal or delegated executive.
4. Objective notes should be recorded regarding all discussions and interviews with parents, and kept on file. Records should also be kept of any decisions made about adjustments for the student.

We earnestly desire that all our students will enjoy a rewarding and complete Christian education, within a safe and supporting environment. We will do everything in our power to help families meet the conditions for continuing enrolment.

The School will move to discontinue enrolment, with full consultation in advance, if it cannot meet the student's needs, if the education of other students is seriously disadvantaged by the student's presence, if there is inconsistent attendance and adherence to behavioural codes of conduct. Notice will be given in writing.

The School's enrolment practices comply with State and Federal legislation including, but not limited to Australian Education Act 2013, Disability Discrimination Act 1992, Disability Standards for Education 2005 and Privacy Act 1995.

## **Enrolment Procedure**

### **Application Pack**

All applicants are to be issued with an Application Pack consisting of an Application Form, Statement of Faith, Vision, Mission & Values Statements, and a copy of the Enrolment Policy.

### **Application**

All applicants must submit an Enrolment Application Form. This is to be accompanied by:

- Application Fee (A single non-refundable payment per family as described in the fee schedule)
- A copy of the child's birth certificate
- A copy of their immunisation certificate
- Any medical or educational assessments relating to condition(s) that may impact the student's health, learning or behaviour at school.
- The results of a "Before School Screening Test" (Kindergarten only)
- Their two most recent school reports (Years 1–10)
- All previous NAPLAN reports (Years 3-10)
- Their Board of Studies Student Number (Year 10 only)

### **Interview**

Upon receipt of an application, and prior to enrolment being offered, an interview panel including the Principal and either the relevant coordinator or class teacher will interview the parent(s) applying for enrolment. Parents re-enrolling their child into Snowy Mountains Christian School may also be required to attend an interview.

The child may be required to undertake appropriate pre-enrolment testing and assessment. For enrolments for students in Years 3–10, the child will also participate in a short interview.

If appropriate, the Principal may invite the Pastor of Cooma Baptist Church or a Board member to assist in the interview process.

### **Students with a Disability**

Where a child has declared educational support needs or a disability or other known information indicates a possible need for educational support services the school will make an initial assessment of the child's needs. This will include consultation with the parents.

In addition, the Principal may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the school.
- (b) obtain an independent assessment of the student.

Where information obtained by the school indicates that the student has a disability, the Principal will 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 some measures or actions to assist the student to participate in the school's courses or programs or to use the School's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- a) the student's disability;
- b) the views of the student or the student's parents about:
  - i. whether the particular measure or action is reasonable;
  - ii. the extent to which the particular measure or action would ensure that the student was able to participate in the school's courses or programs or to use the School's facilities or services on the same basis as a student without the disability;
- c) the effect of the adjustment on the student, including the effect on the student's:
  - i. ability to achieve learning outcomes; and
  - ii. ability to participate in courses or programs; and
  - iii. independence;
  - iv. the effect of the particular measure or action on anyone else affected, including the school, its staff and other students;
  - v. the costs and benefits of taking the particular measure or action.

The school will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the school. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the school, the Principal will take into account all relevant circumstances of the case, including:

- a) 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
- b) the effect of the disability of the student; and
- c) the school's financial circumstances and the estimated amount of expenditure required to be made by the school; and
- d) the availability of financial and other assistance to the school.

Where the Principal determines that the enrolment of the student would require the school to take unreasonable measures or actions to ensure that the student is able to participate in the school's courses or programs, or to use the school's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

### **Offer and Acceptance of Enrolment**

All offers of enrolment are at the discretion of the Principal. If the interview panel hold no serious reservations concerning the enrolment, then an offer of enrolment can be made without delay.

All offers of enrolment should be made in writing and parents must sign and return their acceptance of the terms and conditions of enrolment in order for the enrolment to be validated.

### **Payment of Fees and Charges**

Tuition fees and other charges fall due each term in advance (see Fee Schedule for details).

After signing an Acceptance of Enrolment, parents meet with the School Bursar to make arrangements for the payment of fees. Electronic deductions may be arranged.

## **Continuation of Enrolment**

Students who are enrolled at Snowy Mountains Christian School are offered continued enrolment unless there has been a serious breach of school rules.

At the commencement of Term 4, each family completes a 'continuation of enrolment' form for the following year, where they can indicate their intentions.

## **Termination of Enrolment**

The parent(s)/carer(s) responsible for a child may terminate their enrolment at any time. Notice of the decision to terminate an enrolment must be provided in writing, and this can be done by completing the Withdrawal of Enrolment Form available from the school office. Whenever possible, notice should be provided one full term (10 weeks) in advance of the termination date.

When a parent terminates an enrolment they will be requested to attend an exit interview with the Principal.

The school can terminate a student's enrolment under the following circumstances:

1. The inability of the School to meet the child's needs without seriously disadvantaging other students.
2. Serious or persistent failure of the parents/carers or other family members to meet the agreed terms of enrolment. Examples include but are not limited to:
  - Serious or persistent breaches of school policy
  - Failure to pay school fees or to meet other financial agreements
  - Serious misconduct in relation to the school
  - Parents / carers / students overtly undermining the school's Christian ethos
3. Serious or persistent misbehaviour by a student. Note that the school's policy and procedures in such cases are governed by the SMCS Nurture & Discipline Policy (available from the school office).

If a student's enrolment is terminated by the school for any reason, then the parents/carers are to be notified in writing and the decision is to be ratified at the next available meeting of the School Board.