
KCCS ENROLMENT POLICY

REVIEWED JUNE 2016
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1. CONTEXT

Kingdom Culture Christian School has been established to primarily provide a Christian Education for children from Christian parents or to those who unreservedly align with its vision and support its aims which are encapsulated in the Mission Goals.

2. VISION STATEMENT

The purpose of Kingdom Culture Christian School is to provide a Christian Educational community as a centre of 21st century learning, founded on biblically-based beliefs, values and behaviour. The vision is expressed in its mission of “Raising Tomorrow’s Leaders” who will make a Godly and positive influence in every strata of society..

3. RATIONALE

This policy provides the guidelines for enrolment at KCCS. The school seeks to provide a centre of learning for students that is grounded in a Biblical transformational vision of humanity and which is able to support the learning needs of students who are enrolled.

4. AUTHORITY AND ACCOUNTABILITY

The School Board had delegated to the Principal, the responsibility for all matters relating to the implementation of Enrolment Policy. Specifically, the Principal:

- Processes applications for determining offers of enrolment
- Reviews admissions policy and recommends changes to the Board
- Monitors admissions procedures and recommends changes to the Board

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal’s responsibility to decide the appropriate course to take in the circumstances.

5. RELEVANT LEGISLATION

- The Disability Discrimination Act
- Race Discrimination Act
- Anti-Discrimination Act

6. DEFINITIONS

Throughout this policy, unless the context requires otherwise the following are defined:

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.

Disability, in relation to a student, means:

- total or partial loss of the student's bodily or mental functions; or
- total or partial loss of a part of the body; or
- the presence in the body of organisms causing disease or illness; or
- the presence in the body of organisms capable of causing disease or illness; or
- the malfunction, malformation or disfigurement of a part of the student's body; or
- a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

7. POLICY STATEMENTS

7.1. The School will comply with all relevant discrimination legislation.

7.2. The School will enrol students where the family:

7.2.1. Seek a Christian Education for the student

7.2.2. Support the ethos of the school as expressed in the *KCCS Statement of Faith, the Aims, Goals and Philosophy* and *Codes of Conduct for Students and Parents*

7.2.3. Declare all information relevant to the enrolment decision, including health, learning or behavioural difficulties

7.2.4. Commit to pay their fees in accordance with school policies

7.2.5. Commit to provide uniform and equipment as required

7.2.6. Admission Priorities

In filling places, the following factors will be considered:

- a) Priority placement of children of Christian parents and those transferring from other Christian schools.
- b) Children of parents who already have a child in the school.
- c) Children of parents who are members of the Company
- d) Children of parents who, whilst not testifying to an active Christian commitment, unreservedly support the aims of the school.

7.2.7. The School's Board of Directors is ultimately responsible for final decisions regarding Enrolment Policy and its implementation.

- Each enrolment decision will be assessed on its individual merit and governed by the school's capacity to support the student's academic, social, psychological, emotional and physical needs.
- Applicants for kindergarten will be required to undergo a readiness assessment before enrolment. The recommended age for enrolment at KCCS is that the student turns five by the end of March in the commencement year. Individual cases of students who turn five between 1 April and 31 July will be considered. The School may recommend deferral of enrolment for students if deemed not ready.
- As part of the assessment and interview process the school may ask the parents to provide more information about the student.

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:

- Require the parents to provide medical, psychological or other reports from specialists outside the School.
- Obtain an independent assessment of the student.

Any Assessments or reports required from non-school personnel will be at the parent's expense.

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 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:

- a) the child's disability
- b) the views of the child or the child's parent about:
 - i. whether the particular measure or action is reasonable
 - ii. the extent to which the above would ensure that the child was able to participate in the school courses/programs and use the school's facilities or services on the same basis as a child without a disability
- c) the effect of the adjustment on the child, including the effect on the child's:
 - i. ability to achieve learning outcomes
 - ii. ability to participate in courses/programs
- d) 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
- e) 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 due to the need for unreasonable measures or actions to participate in school courses/programs and use facilities, on the same basis as a student without any disability, and cause unjustified hardship, the Principal may decline the offer of a position or defer the offer.

Within the framework of relevant legislation, the Principal reserves the right not to offer a student a place at the School or to defer the offer of a place to any student 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.

The School also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their student's needs.

In considering all prospective enrolments, the School may ask parents to authorise the Principal to contact:

- 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.
- Students can be offered an enrolment conditional on an individual plan, outlining any provisions the school will make for the student and any other conditions or

requirements placed on the student and/or parent. If the requirements placed on the student and/or parent are not fulfilled, then the school reserves its right to terminate the enrolment.

7.2.8. All enrolments are formalised by formal written agreement between parents and the School.

7.2.9. Parents must give the School a term's notice if they wish to withdraw the student's enrolment. Failure to do so will incur a term's fee.

All Tuition Fees are payable as set out on the school's Invoice Statement. If payment is not made within seven days of the due date, a Late Payment Fee may be incurred. In cases where this requirement would cause hardship, alternative arrangements can be made with the school each term.

The Principal is able to terminate the enrolment of any student from the start of the term following, should fees be outstanding more than one term and no explanation is forthcoming from the parents.

Kingdom Culture Christian School

PROCEDURES FOR THE ENROLMENT PROCESS

NEW ENQUIRIES

The Office Manager will send prospective parents enquiring about enrolling their child:

i) Enrolment Information

- A KCCS Information Pack
- Information about the Enrolment Procedure
- An Application for Enrolment
- A copy of condition of enrolment
- Enrolment Policy

WAITING LIST

The Principal through the Office Manager is responsible for the maintenance of waiting lists for entry to KCCS. Entrance is normally at Kindergarten and Year 7. Entrance at other year levels is limited to vacancies that may occur from time to time. Names of children go on the waiting list when they have completed the Enrolment Process.

PROCEDURES FOR THE ENROLMENT PROCESS

1. An Application for Enrolment must be completed in full (one per student) and returned to the Front Office Manager with:
 - a copy or extract of the child's Birth Certificate,
 - Passport (if not born in Australia),
 - recent School Reports, NAPLAN results (if applicable),
 - Reference Form/s completed by a person/s qualified to support the application
 - Vaccination Certificate
 - Relevant information (where applicable) related to health, behavioural or learning needs.
 - Proof of ID of Parent with Residential Address (example, a Driving Licence)
 - Details of Residency Visa for Non-Australian students (visa sub-class number)
2. The parents must sign the Declaration included in the application, accepting responsibility to:
 - pay the fees set by the school;
 - deposit a bond with the school as per the fee schedule; this bond is required for the first four children in any family but not for any additional siblings
 - supply the child with the correct uniform and equipment
 - read and agree to the Code of Conduct for students and parents
 - cooperate in fulfilling the aims of the school
 - attend school functions, as required
3. Parents must attend an interview with the Principal (or his/her delegate) with the child/children present.
4. The Principal should form a confident expectation that both the prospective student and their family will demonstrate in word and action behaviour that is consistent with the school's Christian ethos.

The Principal, and a relevant staff person (if needed) will conduct an interview in which he/she explores the issue of Faith with the family and explains the distinctive of KCCS, including:

- The Statement of Faith
- Christian education in all Key Learning Areas, policies and procedures
- Entirely staffed by Christians
- Inter-denominational 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
- Student's academic, social, emotional, physical needs
- The outworking of the School's Christian ethos through staffing, daily Scripture and worship time
- Behaviour and Discipline Policy and Procedures
- School's academic curriculum (with the KCCS learning focus) and co-curricular activities
- 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

OFFER OF ENROLMENT

1. 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 careful consideration of available resources.

Notes regarding Offer of Enrolment

- Where information obtained by the School suggests a profile of wilfully 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 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 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 to the school, the Principal may decline the offer of a position or defer the offer.

2. 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
- KCCS may grant a deferment of payment due to compassionate and compelling circumstances following receipt of a written request by the parent.

3. Register of Enrolments

The Office Manager will maintain the Enrolment Register in the School Database in accordance with legislative requirements.

CONDITIONAL OF ONGOING ENROLMENT

1. Exclusion from Class

- KCCS may exclude a student from class studies on the grounds of misbehaviour by the student. Exclusion will occur as the result of any behaviour identified in *the KCCS Behaviour and Discipline Policy* 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.
- Excluded students must abide by the conditions of their exclusion 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 exclusion, the student must continue to meet the academic requirements of the course.
- Exclusions from class will be recorded in the School's Student Records.
- Periods of 'exclusion from class' will not be included in attendance calculations as per the Attendance Policy.

2. School Initiated Suspension of Studies

- KCCS may initiate a suspension of studies for a student on the grounds of misbehaviour by the student.
- 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 School's Student Files.
- Students will not return from suspension until after a satisfactory interview between the Parents and Principal (and or delegated person).

3. Cancellation of Enrolment

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

- Failure to pay school fees or to settle outstanding financial accounts;
- Repeated failure to respond appropriately to the authority of the school including in respect to academic 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.

Policy Implementation: The Principal is responsible to implement the Enrolment Policy

Policy Review: The KCCS Board will review the Enrolment Policy annually. The Policy was last reviewed June 2019.