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# KCCS ENROLMENT POLICY

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REVIEWED MARCH 2021

### 1. CONTEXT

Kingdom Culture Christian School has been established to primarily provide a Christian Education for children from Christian parents or to those who 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 21<sup>st</sup> 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. LEGISLATIVE REQUIREMENTS

The NSW registration manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister of enrolments. (3.6.2) The School is to provide a safe and supportive environment by maintaining a student enrolment register.

#### Student enrolments

KCCS keeps a register of its enrolments in electronic form.

The register includes:

- name, age, gender 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:
  - 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.

#### 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** include 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 Life Centre International Church
- d) Children of parents who, whilst not testifying to an active Christian commitment, strongly 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's needs.

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.

- f) the availability of external grants or funding available to meet any additional expenditure

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.

## **NEW ENQUIRIES**

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

Enrolment Information

- Online Application Form link
- Enrolment Policy
- Statement of Faith
- Aims and Philosophy
- Current Fees Schedule
- Cyber Safety Agreement

## **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. 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 form must be completed in full (one per student) and submitted to the Front Office Manager with:
  - a copy of the student's birth certificate
  - parent's passport/citizenship or a valid visa (proof of Australian residency)
  - proof of ID of Parent with Residential Address (example, a Driving Licence, utility bills)
  - recent School Reports, NAPLAN results (if applicable),
  - reference letter from a pastor of the church you are a member of (if applicable)
  - vaccination certificate
  - Relevant information (where applicable) related to health, behavioural or learning needs.
  - A non refundable \$50 application fee for the first child, \$25 application fee for any subsequent children
2. The parents must sign the Declaration included in the application, accepting responsibility to:
  - pay the non-refundable deposit of \$500.00
  - pay the fees set by the school;
  - 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. Acceptance of Offer of Enrolment**

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 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 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
- Upon accepting an enrolment offer a non-refundable deposit of \$500.00 will be required. The amount will be deducted from the 1st Term Fee. This amount is forfeited and

non-refundable, if, after acceptance, the enrolment does not proceed.

- 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. Removal from Class

- a) KCCS 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 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.
- b) Students must abide by the conditions of their removal from studies which will depend on the wellbeing and accommodation arrangements in place for each student and which will be determined by the Principal.
- c) 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.
- d) Removals from class will be recorded in the School's Student Records.
- e) Periods of 'removal from class' will not be included in attendance calculations as per the Attendance Policy.

### 2. School Initiated Suspension of Studies

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
- c) where the Principal believes that a mutually beneficial relationship of cooperation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- d) 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.

- e) Suspensions will be recorded on School's Student Files.
- f) 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:

- a) Failure to pay school fees or to settle outstanding financial accounts;
- b) 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.
- c) 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.

## **WITHDRAWAL OF STUDENTS**

1. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
2. If parent(s)/carer(s) wishes to withdraw a Student from the School, notice given must be not less than one full term's notice to expire at the end of a term.
3. If the required notice of withdrawal of a Student is not given the parent/carer(s) must pay a School term's fees plus GST.
4. The withdrawal form will need to be completed by the parent and student.

## **OBLIGATIONS OF STUDENTS**

Students are required to have high standards of behaviour and:

1. abide by the School Rules and Codes of Conduct as they apply from time-to-time
2. behave courteously and considerately to each other and to staff at all times
3. not do anything which may bring the School into disrepute, including in print and electronic media
4. support the goals and values of the School
5. attend and, if required, participate in assemblies, the School sports program, important school events such as Presentation Night or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
6. 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
7. 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

## **OBLIGATIONS OF PARENT/CARER(S)**

The parent/carer(s):

1. must accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,
2. are required to support the goals, values and activities of the School, and
3. should view the School's parent information booklet on a regular basis and/or read the Newsletter

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

4. 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
5. if the Student is absent from the School due to ill health or other reason
6. 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:

7. 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,
8. 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,
9. 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

10. must not use social media to denigrate the School, staff, students or other members of the School community

#### **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) indemnifies 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.

#### **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.

#### **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.

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 in March 2021