

KINGDOM CULTURE CHRISTIAN SCHOOL

ENROLMENT POLICY



REVIEWED JUNE 2025

Kingdom Culture Christian School

ENROLMENT POLICY

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 Vision Statement..

2. VISION STATEMENT

The purpose of Kingdom Culture Christian School is to provide a Christian Educational community as a centre of learning, founded on Biblically-based teachings, beliefs, values and behaviour as stated in the KCCS Statement of Faith. 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 that 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 into the contract of enrolment with the School, on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

School means the Kingdom Culture Christian School.

Student means the student who is named in the contract of enrolment.

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, whilst not testifying to an active Christian commitment but strongly support the aims and 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*, may be enrolled at the discretion of the Principal.

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 merits 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. Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student, parents/carers observing all behavioural codes of conduct and other requirements of the School

7.2.10. 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. In the case of Year 6 students, two terms notice is required.

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 for more than one term and no explanation is forthcoming from the parents.

Kingdom Culture Christian School

ENROLMENT PROCEDURE, TERMS AND CONDITIONS

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 Enrolment Officer 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 per child and a \$1000 bond per student before commencement
 - 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. Both 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, beliefs as stated in the Statement of Faith, goals, policies and resources of the School

OFFER OF ENROLMENT

1. 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.

Conditional Enrolment

- All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School. The School may cancel the enrolment within the first six months if it reasonably determines that it is unable to meet the Student's educational or support needs, or if the Student's behaviour is not aligned with the School's values and culture.
- The School may require Parents to provide reports and assessments necessary to determine the particular needs of the Student.
- Competence in English is a prerequisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

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:

- An offer of enrolment must be accepted by both Parents where appropriate unless the School agrees to waive this requirement. Upon acceptance of an offer, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- The acceptance of the offer must be accompanied by an enrolment fee of \$500 and a \$1000 bond per student before commencement
- If the student does not commence the enrolment, the \$500 enrolment fee will not be refunded unless the School, acting reasonably, agrees that there are special circumstances supporting a full or partial refund. A decision to enrol the student at another school will not, of itself, constitute special circumstances.
- 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.
- If the Parents wish to defer the entry of a student to a different calendar year to the initial request, the School will advise whether it is able to agree to this. If it is unable to agree, the Student will be placed on a waiting list for the requested year but enrolment cannot be guaranteed.
- Enrolment is dependent on the School receiving the first term's fees in the year of entry not less than 4 months prior to the start of the term, or such shorter time agreed in writing by the School. If the fees are not received by the due date the enrolment will lapse.

3. Register of Enrolments

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

PROGRESS OF STUDENT

If the School reasonably considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may terminate the enrolment of the Student by giving not less than one term's notice.

FEES AND CHARGES

- The School Council determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year. Where possible, the School will give not less than one (1) term's notice of any change to the Schedule of Fees.
- Fees and charges are also levied for co-curricular activities, elective subjects, excursions, sport, camps, VET and Diploma courses.
- The School may also incur expenditure for the Student's needs on behalf of the Parents as it reasonably considers necessary.
- All medical expenses reasonably incurred on behalf of a Student must be reimbursed by the Parents.
- All fees and charges must be paid on or before the due date set out in the fees notice.
- If fees and charges are not paid within 30 days of the due date an overdue charge may be levied calculated on the amount outstanding from the due date. This charge reflects the reasonable administrative and financial costs of collecting the outstanding fees and charges which may be incurred by the School as a result of the late payment. The charges payable from time to time can be obtained from the School office.
- While an invoice for fees and charges remains outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as, sport, excursions, camps and local, interstate or overseas trips).
- If fees and charges are not paid within 60 days of the due date, the Student's enrolment may be terminated unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being terminated without further notice.
- Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.
- If students are undertaking activities which incur extra fees or charges, not less than six (6) weeks' notice must be given to discontinue these activities or six (6) weeks' fees for these activities will be charged unless the School in its reasonable discretion agrees to waive some or all of these fees.

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 on Compass.
- 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 the 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 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.

4. Withdrawal of Students

- a. Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parents 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.
- b. Subject to 4c, if Parents wish 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.
- c. If the School does not give at least one term's notice of an increase in the fees payable by the Parent/Carer, the Parents may withdraw the Student from the end of the term in which the notice of the Fee increase was given provided notice of withdrawal is given to the School within 30 days of the date on which the notice of the Fee increase was given.
- d. If the required notice of withdrawal of a Student is not given and the School is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a School term's fees.

OBLIGATIONS OF STUDENTS

Students are required to have high standards of behaviour and:

- a. abide by the School Rules and Codes of Conduct as they apply from time-to-time
- b. behave courteously and considerately to each other and to staff at all times

- c. not do anything which may bring the School into disrepute, including in print and electronic media
- d. support the goals and values of the School
- e. 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
- f. 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
- g. 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):

- 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,
- are required to support the goals, values and activities of the School, and
- should view the School's parent information booklet on a regular basis and/or read the communications on Compass

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

- 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
- if the Student is absent from the School due to ill health or other reason
- 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:

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

HEALTH AND SAFETY

- 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
- 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.
- 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.

- Parent/carer(s) must observe School security procedures for the protection of students
- Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 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

- The School determines the educational and other programs and activities conducted at the School from time to time in its absolute discretion.
- The School may change its programs and activities and the content of these programs and activities without notice.
- 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 the most extreme circumstances.

FINANCIAL HARDSHIP

Families who may be experiencing financial hardship and struggle to pay the school fees are encouraged to contact the School's office to discuss alternative arrangements. Whenever possible, KCCS will not suspend the enrolment of any student based on financial hardship.

REPORTS AND NOTICES

- The School will generally send academic reports and notices to the address or addresses notified by the Parents. Where Parent do not live together, reports and notices will be sent to both Parents at the address notified by them, unless:
- there is an Order of the Court providing reports and notices to be sent to one Parent,
- there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
- the School in its reasonable discretion considers that it is in the best interests of the Student that reports and notices should only be sent to one Parent.

COURT ORDERS

- The Parents must provide accurate information to the School about any arrangement between Parents or Court Orders in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
- The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

PRIVACY

The Parent/guardian(s) acknowledge that they have read the School's privacy policy.

AMENDMENT OF TERMS AND CONDITIONS

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) terms' notice to the Parents in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

KCCS SCHOLARSHIPS

Kingdom Culture Christian School offers a "limited" number of scholarships each year aiming to encourage and nurture excellence through various talents and character traits that are core to the distinctive culture and vision of the School. Students who have gone through the normal enrolment application procedures may apply for one of the scholarships available. These scholarships are available for existing and new students entering Year 7 to Year 11. Parents who wish to apply for their child, will pay a \$100 application fee per student and each student will need to sit for an interview on an agreed date and time. Successful applicants will be awarded a partial remission or in special cases a full remission of their tuition fees, up to the completion of Year 12. Scholarships are offered in writing with a condition of continued progress in their talents and strengths, and maintain an excellent standard of good conduct and behaviour. The link to the application form is available on the scholarship page of the School's website.

These are the different categories of the scholarships offered at KCCS:

- **Academic Scholarship**
The student must be able to demonstrate strong abilities in at least one of the following learning areas: Mathematics, Science, History, Geography, English and Literature.
- **Creative Arts Scholarship**
The student must be able to demonstrate high level talent and skill in at least one of these areas: singing, playing a musical instrument, dance, drama, drawing, carving, sculpting or painting.
- **Sports Scholarship**
The student must be able to demonstrate and prove strong abilities in a particular sporting activity. Evidence may be provided digitally through videos and photos.
- **Leadership Scholarship**
The student must be able to demonstrate great leadership traits such as great character, courteousness, public speaking, decision making, project management, facilitating or leading a group. Evidence of past experiences in leadership at school, church or service oriented projects may also be submitted.
- **Ministry Scholarship**
The student's parents or carers are currently employed in a Christian ministry as a pastor, or the student is currently involved in some form of ministry at his/her local church.

Step-by-step instructions for Scholarship applications:

1. Complete your enrolment application, including all required documents.

2. Pay the \$50 enrolment application fee.
3. Submit your scholarship application with all necessary supporting documents.
4. Pay the \$100 scholarship application fee.
5. Applications will be placed on a waiting list.
6. If placement is possible, applicants will be invited for an interview with the Principal.
7. Successful enrollment applicants will receive a placement offer letter.
8. Parents of students accepting the placement offer.
9. Scholarship applicants will be invited for an interview with the CEO.
10. Successful scholarship applicants will receive a scholarship offer letter.
11. Students and parents accepting the scholarship offer letter.

IMPORTANT: Only applicants who have gone through the normal application procedures may apply for one of the scholarships available. If you have NOT completed the ONLINE student enrolment application, please do so before continuing.

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 June 2025