

ST GEORGE CHRISTIAN SCHOOL

PO Box 144 Ramsgate NSW 2217 Office: 70 Bellevue Parade Hurstville
p: 02 9547 2311 f: 02 9547 2867 e: office@sgcs.com.au w: www.sgcs.com.au abn: 60 002 690 833

ENROLMENT POLICY V3.0

Prepared by:	James Honor, Principal, Angella Saward, Registrar and Jenn Howse, Director of Research Compliance and Accreditation
Approved by / Date:	James Honor, Principal, Angella Saward, Registrar and the School Board – June 2021
Policy Owner:	Registrar
NESA Manual Reference:	
Regulators' Reference:	
Review by:	Registrar, Principal and Board
Next Review Date:	Term 2 – annually
No. of Pages:	16

Version History:

Version Number	Version Date	Version Description
1.0	2019-2020	New version to replace version from 1991 to reflect current practice and updated regulatory requirements.
2.0	February 2021	
3.0	11 June 2021	Reviewed by School's Lawyers

1. PURPOSE

St George Christian School (the School) is a K-12 co-educational school established to provide a Christian education for its students. The purpose of this policy is to explain the School's enrolment criteria and the procedures used for enrolling students at the School.

2. CONTEXT

St George Christian School is a Co-educational Christian school from Kindergarten to Year 12. The School is founded and operates on biblical beliefs. The School's purpose is to support the spiritual, educational, emotional, social and physical development of every student in a holistic way aligned with those beliefs. The School desires that all students come to have a personal faith in Jesus Christ and seeks to impart to all students a biblical understanding of God and His creation and a Christian way of living.

This Policy gives guidance to those within the School community, and to those who would seek to join it, concerning enrolment criteria and procedures. 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.

This policy is designed to address the relevant obligations of the School in relation to the:

- Disability Discrimination Act 1992 (Cth) & the Disability Standards for Education 2005 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Anti-Discrimination Act 1977 (NSW)

Commonwealth legislation makes it unlawful for any school to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at a school. Commonwealth and other legislation also make it unlawful in some circumstances to refuse to enrol a child on a number of other grounds, including sexual orientation, gender identity, marital or relationship status or pregnancy. The School is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the biblical beliefs of the School, the School will not discriminate unlawfully against any applicant for enrolment.

3. DEFINITIONS

Capital Levy means the non-refundable one-off payment made when parents accept an offer of a place at the School.

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 judgment or that results in disturbed behaviour.

This includes a disability that:

- Presently exists; or
- Previously existed but no longer exists; or
- May exist in the future (including because of a genetic predisposition to that disability); or
- Is imputed to a person.

To avoid doubt, a disability that is otherwise covered by the definition includes behaviour that is a symptom or manifestation of the disability.

Enrolment occurs when, after the School makes to parents a formal offer of a place at the School for their child, the parents sign the formal Acceptance Form and pay the Capital Levy and Enrolment Bond.

Enrolment Bond refers to the fee payable by parents when accepting the offer of a place. This bond is refundable when the student leaves the School:

- (a) at the end of Year 12; or
- (b) and one term's notice is provided; or
- (c) in the case of a Year 6 student, two terms' notice is provided.

Guardians means the legal guardian/s of a student.

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.

4. POLICY

The School's goal is to have as close to maximum enrolment (without any class sizes exceeding 28 students) at all times by considering all applications in line with the School's enrolment preferences (see Section 5.6) in line with its legal obligations and Board Policies and with the School's aim of providing education within a Christian framework.

5. 5.PROCEDURES

5.1 Roles

- (a) The **Registrar** administers the entire enrolment process.
- (b) The **Principal** and/or relevant **Head of Department** interviews prospective students, facilitates testing where appropriate and makes the decision about whether to make an offer of a place.

5.2 New Enquiries

The Registrar will send everyone enquiring about enrolment the details of the procedure for enrolment at the School including the following documents:

- (a) A Prospectus;
- (b) A Statement about the School Fees; and
- (c) An Enrolment Application.

All of these documents are also to be made available on the School's Website.

Enquiries may also be made at the School Office, by email or telephone.

5.3 Waiting Lists

- (a) The Registrar is responsible for the maintenance of waiting lists for entry to the School, including future Kindergarten and Year 7 classes.
- (b) Entrance to the School is normally in Kindergarten, Year 7 and Year 11.
Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the school year depending on circumstances.
- (c) Names of students will be entered on the appropriate waiting list when their parents return ALL of the following:
 - the Enrolment Application form;
 - a non-refundable Application Fee;
 - a copy of the student's birth certificate;
 - copies of the student's last two school reports and NAPLAN results (for years other than kindergarten). NAPLAN results may not always be available depending on the age and schooling history of the child);

- two written family references from referees who are not close relatives of the parents and who have known and interacted with the parents for at least five years (the references must focus on the parents themselves and, where possible, one should be from the parents' church minister or other church leader);
- all medical, psychological and other reports about the student; and
- other information about the student which the School considers necessary, including evidence of Australian citizenship or resident status if a student was born overseas or where both parents were born outside Australia, and any visa information that is applicable to the student.

Failure to provide all required information may result in the School declining to enter the student's name on the appropriate waiting list or delaying such entry and may also result in the School declining or delaying the student's enrolment.

5.4 Entry

5.4.1 Entry at the Start of Kindergarten

Both five-year-olds and four-year-olds, whose fifth birthday falls on or before 31 July of the proposed year of entry, are eligible to commence Kindergarten.

- a) All students must undertake a readiness for school assessment with the Head of Infants School or delegate generally in Term 2 of the year prior to entering the School. If parents have already indicated that their child may need additional support due to a disability (or any other reason), an alternative and/or additional assessment process may be required.
- b) For those who do not turn six until after the end of Term 4 of the proposed year of entry, and who are assessed as being not yet ready for school, the Principal may require an additional assessment process to be undertaken to determine whether or not the student has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year if the Principal believes it is in the best interests of the child.
- c) In respect of any prospective enrolment, the School reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.
- d) Early entry to Kindergarten for a four-year-old, whose fifth birthday falls after 31 July of the proposed year of entry, may be accepted, subject to:
 - a written application being addressed to the Principal;
 - there being vacancies after other applicants, who will have attained the age of five years before 31 July, have been offered places;
 - the SGCS Readiness Assessment of the student confirming in the mind of the Principal, HOIS or delegate that he or she is ready for admission to Kindergarten.

5.4.2 Entry at Year 7

The second major intake of students occurs at the start of Year 7, as an extra stream is added in Year 7 – so there are three classes rather than two in each year.

The procedures regarding this intake are:

1. In Term 1 of the year prior to the enrolment, an Information Night which provides an opportunity to present an overview of the perspectives and initiatives as well as general expectations for Year 7 and Middle School.
2. A compulsory placement test for all applicants is held during Term 1 the year prior to proposed commencement in Year 7.
3. Parents and applicants will be invited to partake in an enrolment interview with the Principal or the Head of Middle School. The interviews are conducted during May/June of the year prior to commencement of enrolment.
4. Enrolments are offered as outlined in Section 5.6 by the Principal or delegate.
5. First round offers are made by July of the year prior to enrolment (from here the processes as outlined in Section 5.6 are followed).

5.4.3 Positions in Other Grades

1. Possible vacancies in other grades are assessed in Term 4 of each year or as vacancies arise throughout the year.
2. If vacancies arise prospective parents and their child will be invited to an enrolment interview. The interview is not a guarantee of offer as there may be a number of applicants for positions.

5.4.4 Academic and Music Scholarships

Students who have gone through the normal application procedures are able to apply for Academic or Music Scholarships using the process as outlined below.

5.4.4.1 Academic Scholarships

The School offers a number of Academic Scholarships each year as part of the entry of students into Year 7 and the continuation to or entry into Year 11. These scholarships offer a range of discounts on tuition fees depending on the academic strength of the student and the cohort. These are applied for as outlined on the School's website and by sitting a Scholarship exam in the year prior to beginning Year 7 and Year 11. The School uses the ACER Scholarship testing program to make decisions about who to offer scholarships to and decisions are based on academic merit. Scholarship applicants must also submit a general enrolment application. The Year 7 Scholarship is for a duration of six years to the end of Year 12. Scholarships are offered in writing by the Principal with a condition of continued academic achievement, a good standard of conduct and behaviour (see Appendix 1). Scholarships are offered in Term 2 of the year prior to commencement in conjunction with the general enrolment offer.

5.4.4.2 Music Scholarships

The School offers one Music Scholarship each year providing a 50% discount to tuition fees for the duration of Years 7 to 12. Generally, applicants are to be proficient in at least two instruments, or an instrument and voice; however, students who have a particular specialty in a single instrument may occasionally be considered. Applicants are to undertake an audition process which is overseen by the CAPA Coordinator. The auditions are held in May prior to the year of enrolment and the Scholarship is awarded at the end of Term 2, along with other Year 7 offers. Offer of the scholarship is tied to the recipient continuing to fulfil the conditions of the scholarship as set out in the Scholarship Conditions (see Appendices 2-3).

5.5 Processing of Applications

5.5.1 In considering all prospective enrolments, the School may ask parents to authorise the Principal or his or her delegate to contact:

- (a) the Principal of the student's previous or current school to obtain or confirm information pertaining to the student or the student's enrolment;
- (b) any clinical or other personnel considered significant for providing information pertaining to the needs of the student.

5.5.2 The Principal may decline to proceed any further with the enrolment process:

- (a) If 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; and/or
- (b) If the parents may not be able to meet the financial commitment required by having a student at the School; and/or
- (c) If the parents fail to give the authority requested pursuant to 5.5.1 above.

5.6 Making an Offer of Enrolment

When considering making offers of a place at the School, the Principal is normally to consider the following order of preference:

- (a) siblings of students already at the School;
- (b) children of parents who are members of the School Company;
- (c) children of parents transferring from other Christian schools;
- (d) children of parents in good standing with a church, or a student who professes and demonstrates personal Christian faith;
- (e) children of parents who, whilst not testifying to an active Christian commitment, unreservedly support the aims of the School.

5.7 Interview

When a position becomes available, the School will invite the parents of a student on the waiting lists to attend an interview at the School with the Principal or delegate. At the interview, among other things, the School's representative will:

- (a) inform the parents of their responsibility to the School in relation to fees including the Capital Levy and will confirm their ability to afford the fees and possible fee increases;
- (b) seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School;
- (c) discuss specific and current strengths and needs of the student and gain insight into the ways the School can support them in their learning and transition to the School.

5.7 Offer

At the conclusion of the enrolment process, the School may make an offer to the parents to enrol the student. To accept the offer, the parents must within 21 days of receiving it:

- (a) return the signed Acceptance Form which includes the current Conditions of Enrolment;
- (b) pay the Capital Levy and the refundable Enrolment Bond.

If these are not received within 21 days, the position may be re-offered to other students waiting for entry to the School.

5.9 Students with Disabilities

Where a student has a disability (including an imputed disability), the School will make an initial assessment of the student's needs to ascertain the adjustments the student may require to participate in the School's courses or programs or to use the School's facilities or services. The School will provide information to the parents about what support the School is able to provide. This is a collaborative process with the relevant HOD, student support staff, the student's parents and the student (where developmentally appropriate). This will generally involve:

- (a) the parents providing clinical reports from specialists outside the School; and/or
- (b) where required, obtaining additional assessments of the student (at the parents' expense).

Alternative and preferred wording to that highlighted in yellow:

Where a student has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions (adjustments) to assist the student to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial

assessment of the student's needs. This will include consultation with the student and/or the student's parents. In addition, the Principal may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the School; and/or
- (b) obtain an independent assessment of the child.

Where information obtained by the School indicates that the student has a disability, the Principal will seek to identify the nature of the student's needs and the adjustments required to address them. Having obtained this information, the Principal will determine if those adjustments are required to assist the student to participate in the School's courses or programs or to use the School's facilities or services to allow the student to participate on the same basis as another student without the disability.

Where the Principal determines that the student would require more significant adjustments, he will seek to identify whether those measures or actions adjustments required are reasonable, in that they balance the interests of all parties affected. In assessing whether a particular adjustment measure or action for a 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 adjustment is reasonable;
 - (ii) the extent to which the particular adjustment 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.
- (d) the effect of the particular adjustment on anyone else affected, including the School, its staff and other students;
- (e) the costs and benefits of making the particular adjustment.

The School will make all reasonable adjustments but will not necessarily take measures or actions that are unreasonable or ones which would impose unjustifiable hardship on the School. In determining whether making the required adjustments, 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 make unreasonable adjustments to ensure that the child 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 result in unjustifiable hardship, the Principal may decline to offer a place or defer the offer.

5.10 Principal's Discretion in Enrolment

The Principal reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in his discretion but particularly 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.

6. RELATED POLICIES

- o Student Support Policy
- o Governance Policies and Charter

7. SOURCES

- o CSA Enrolment Toolkit

8. CONSULTATION

This policy was updated in 2020-2022 by the Director of Research, Compliance and Accreditation in consultation with the Registrar, the Principal, and School's lawyers.

9. ACCOUNTABILITIES

9.1 TRAINING PLAN

The Principal is responsible for ensuring the HODs and the Registrar are aware of their responsibilities under this policy.

9.2 COMPLIANCE

The Principal is Responsible for compliance with this policy.

11. POLICY ADVISER

The Registrar & the Director of Research, Compliance and Accreditation, and the School's lawyers are the policy advisers for this policy

12. FORMS

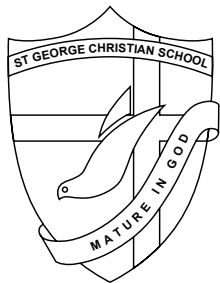
Current versions of these forms are available on the school's website:

1. Enrolment Form: <https://www.sgcs.com.au/wp-content/uploads/2019/08/Enrolment-Application-2019-Update-23082019.pdf>
2. Standard Collection Notice: <https://www.sgcs.com.au/wp-content/uploads/2020/06/Standard-Collection-Notice-with-logo.pdf>

Appendix 1 – Year 7 Academic Scholarship Conditions Letter

Appendix 2 – Year 7 Music Scholarship Conditions

Appendix 3 – Year 7 Music Scholarship Conditions Letter



APPENDIX 1

Date

Address

Dear Name

Year 7 – 12 Scholarship Commencing 2021

I am delighted to inform you of the offer of a Year 7 - 12 Scholarship for name commencing 2021.

The Scholarship offer is for a xx% reduction in tuition fees, with a duration of six years, to the end of Year 12.

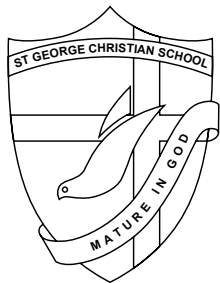
Annual retention of the scholarship is tied to xxxx continuing to show academic achievement consistent with that expected of a scholarship holder; xx will be required to maintain a high academic standard. A reasonable minimum objective would mean that student was achieving in about the top 10% of xxx academic peer group. In addition, name will be expected to exhibit a good standard of conduct and behaviour. We are confident that name will be able to meet these expectations.

This offer is made in conjunction with our enrolment offer and requires your acknowledgement and acceptance by completing the attached form and forwarding to Mrs Saward along with the signed copy of Conditions of Enrolment and payment of the Capital Levy and enrolment bond. As there are waiting lists for entry into Year 7, if payment is not received by xxxx, we will assume you do not wish to accept this scholarship offer and the offer will then expire.

Yours sincerely,

James Honor

Principal



ST GEORGE CHRISTIAN SCHOOL

PO Box 144 Ramsgate NSW 2217 Office: 70 Bellevue Parade Hurstville
p: 02 9547 2311 f: 02 9547 2867 e: office@sgcs.com.au w: www.sgcs.com.au abn: 60 002 690 833

St George Christian School

Year 7 – 12 Scholarship Commencing 2021

I hereby acknowledge and accept the Year 7 – 12 Scholarship commencing 2021 for my child, name name, offered by St George Christian School and agree to the requirements as set down by the school in the letter of offer dated xxxxxx.

Signed:

Parent/Guardian

Parent/Guardian

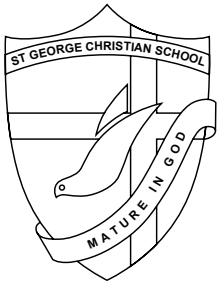
Parent/Guardian (Print Name)

Parent/Guardian (Print Name)

Date: _____

Name

Address

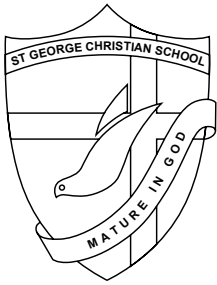


APPENDIX 2

Students who are awarded a Music Scholarship:

- Shall demonstrate commitment to and enthusiasm for the School's music program;
- Shall take the Music subject as an elective in Years 9-12 as one of his/her academic subjects;
- Shall be a member of the School band and/or core ensemble for his/her instrument and in the case of voice being one of the proficiencies, being a member of the school choir;
- Will have his/her scholarship reviewed annually;
- Will be expected to perform at musical recital evenings.
- Will maintain a good standard of conduct and behaviour.

The School reserves the right not to award a scholarship in any particular year.



ST GEORGE CHRISTIAN SCHOOL

PO Box 144 Ramsgate NSW 2217 Office: 70 Bellevue Parade Hurstville
p: 02 9547 2311 f: 02 9547 2867 e: office@sgcs.com.au w: www.sgcs.com.au abn: 60 002 690 833

Appendix 3

Date

Name

Address

Dear Name

SGCS Music Scholarship Commencing 20XX

I am delighted to inform you that we are now able to offer of a Music Scholarship for xxxxxxx. The Scholarship offer is for 50% reduction in tuition fees.

Offer of the scholarship is tied to Xxxxxxx continuing to fulfil the conditions of the scholarship as set out in the Scholarship Conditions. Xxxxxxx will be expected to:

- demonstrate commitment to and enthusiasm for the School's music program;
- take the Music subject as an elective in Years 9-12 as one of his/her academic subjects;
- be a member of the School band and/or core ensemble for his instrument;
- to perform at musical recital evenings.
- maintain a good standard of conduct and behaviour.

Tenure of the scholarship is for 6 years and will be reviewed annually and is subject to satisfactory conduct, musical and academic progress and attitude.

We are confident that xxxxx will be able to meet these expectations.

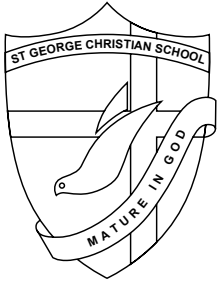
This offer requires your acknowledgement and acceptance by completing and returning the form attached to Mrs Saward no later than **xxxxxx**.

Please do not hesitate to contact Mrs Saward if you require any further information.

Yours sincerely

Mr James Honor

Principal



ST GEORGE CHRISTIAN SCHOOL

PO Box 144 Ramsgate NSW 2217 Office: 70 Bellevue Parade Hurstville
p: 02 9547 2311 f: 02 9547 2867 e: office@sgcs.com.au w: www.sgcs.com.au abn: 60 002 690 833

St George Christian School Music Scholarship Commencing 20XX

I hereby acknowledge and accept the Music Scholarship commencing 20XX for my child, xxxxxx, offered by St George Christian School and agree to the requirements as set down by the school in the letter of offer dated xxxxxxxx.

Signed:

Parent/Guardian

Parent/Guardian

Parent/Guardian (Print name)

Parent/Guardian (Print Name)

Date: _____