



ST GEORGE CHRISTIAN SCHOOL

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ENROLMENT POLICY V3.3

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| Prepared by: | James Honor, Principal, Angella Saward, Admissions Manager and Jenn Howse, Director of Educational Compliance |
| Approved by / Date: | James Honor, Principal, Angella Saward, Admissions Manager and the School Board – June 2021 |
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| Version Number | Version Date | Version Description |
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| 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 |
| 3.1 | 9 June 2023 | Minor changes made to address internal discrepancy |
| 3.2 | September 2024 | Enrolment Conditions reviewed by School's Lawyers |
| 3.3 | November 2025 | Reviewed by the School's Lawyers and inclusion of online enrolment process. |

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. POLICY STATEMENT

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.

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.

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 person 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 applicable fees.

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.

Fee Schedule means the schedule of fees applicable to a student's enrolment at the School as updated by the School from time to time.

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. PROCEDURES

4.1 Roles

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

4.2 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) the Fee Schedule applicable at the time of the enquiry; and
- (b) Information regarding online Enrolment Application.

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

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

4.3 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:
 - o the Enrolment Application form;
 - o a non-refundable Application Fee;
 - o a copy of the student's birth certificate;
 - o 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);
 - o one written family reference from referee who is not close relatives of the parents and who has known and interacted with the parents for at least five years (the references must focus on the parents themselves and, where possible, should be from the parents' church minister or other church leader);
 - o all medical, psychological and other reports about the student; and
 - o 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.

Entry of a child's name on a waiting list does not mean that the offer of a place will be made to the child's parents.

4.4 Entry

4.4.1 Entry at the Start of Kindergarten

Children can start Kindergarten at the beginning of the school year if they turn five on or before July 31 of that year. Children must be enrolled in school by their sixth birthday.

- a) All children on the waiting list to start in Kindergarten undertake a readiness for school assessment with the Head of Infants School or his or her 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:
- o a written application being addressed to the Principal;
 - o there being vacancies after other applicants, who will have attained the age of five years before 31 July, have been offered places;
 - o the SGCS Readiness Assessment of the child confirming in the mind of the Principal, Head of Infants School or his or her delegate that he or she is ready for admission to Kindergarten.

4.4.2 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. A compulsory placement test for children on the waiting list is held during Term 1 the year prior to proposed commencement in Year 7.
2. Parents and their children may be invited to partake in an enrolment interview with the Principal, the Head of Middle School or senior delegate. The interviews are conducted during May/June of the year prior to commencement of the proposed enrolment.
3. The School may make offers of a place for a child as outlined in Section 4.6 by the Principal.
4. First round offers are normally made by July of the year prior to the proposed enrolment.

4.4.3 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 on the waiting list may be invited to an enrolment interview. The interview is not a guarantee of offer as there may be a number of applicants for positions.

4.4.4 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.

4.4.4.1 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. Scholarships are awarded at the discretion of the Principal and are based on the result of the scholarship examination, previous academic record, interview and other criteria, including the potential for involvement in the life of the School. Scholarship offers are subject to a general enrolment application being submitted and following the enrolment process. 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. The scholarship is tied to the recipient continuing to fulfil the

conditions of the scholarship as set out in the scholarship letter of offer including a good standard of conduct and behaviour. Scholarships are offered in Term 2 of the year prior to commencement in conjunction with the general enrolment offer.

4.4.4.2 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 offered at the end of Term 2, along with other Year 7 Scholarship offers. Scholarship is for a duration of six years to the end of Year 12. Scholarship offers are subject to a general enrolment application being submitted and following the enrolment process. The scholarship is tied to the recipient continuing to fulfil the conditions of the scholarship as set out in the scholarship letter of offer including a good standard of conduct and behaviour.

4.5 Processing of Applications

4.5.1 In considering all applications, 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.

4.5.2 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 4.5.1 above.

4.6 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.

4.7 Interview

Before any offer of a place is made, the School will invite the parents of a child 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 or any other applicable fees or levies) 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 child and gain insight into the ways the School can support them in their learning and transition to the School.

4.8 Offer

At the conclusion of the enrolment process, the School may make an offer of a place for their child to the parents. To accept the offer, the parents must within 14 days of receiving it:

- (a) return the signed Enrolment Conditions; and
- (b) pay all relevant fees and levies as specified in the Fee Schedule or as otherwise advised by the School.

If these are not received within 14 days, the place may be re-offered to the parents of other children waiting for entry to the School.

4.9 Students with Disabilities

Where a child 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 child 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 child's needs. This will include consultation with the child and/or the child'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 child has a disability, the Principal will seek to identify the nature of the child'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 child to participate in the School's courses or programs or to use the School's facilities or services to allow the child to participate on the same basis as another child without the disability.

Where the Principal (or his or her delegate) determines that the child would require more significant adjustments, he or she will seek to identify whether those adjustments required are reasonable, in that they balance the interests of all parties affected. In assessing whether a particular adjustment for a child is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- (a) the child's disability;
- (b) the views of the child or the child's parents about:
 - (i) whether the particular adjustment is reasonable;
 - (ii) the extent to which the particular adjustment would ensure that the child 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 child without the disability.

- (c) the effect of the adjustment on the child, including the effect on the child'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.

Where the Principal determines that the enrolment of the child 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 child without a disability, or would result in unjustifiable hardship, the Principal may decline to offer a place or defer the offer.

4.10 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 or her discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

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

5. RELATED POLICIES

- o Student Support Policy
- o Governance Policies and Charter

6. SOURCES

- o CSA Enrolment Toolkit

7. CONSULTATION

This policy is annually reviewed in consultation with the School's Lawyers, the Admissions Manager and the Principal.

8. ACCOUNTABILITIES

- 8.1 TRAINING PLAN - The Principal is responsible for ensuring the Heads of Department and the Admissions Manager are aware of their responsibilities under this policy.
- 8.2 COMPLIANCE - The Principal is responsible for compliance with this policy.

9. POLICY ADVISER

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

10. FORMS

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

1. Online 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>