



In partnership with parents Strathalbyn Christian College aims to make known the Lordship of Jesus Christ through excellence in education to equip students for works of service ~ College Mission Statement.

Rationale

Strathalbyn Christian College is governed by the Geraldton Christian Community Schools Association (GCCSA).

By definition therefore it is controlled by Association Members who are, in turn, part of the Christian community. This is not a vague assertion but is affected by the administrative structure of the GCCSA. All parents have input and can share in the running of the College but ultimately only GCCSA members have the final say and are responsible for the overall character and direction of the College.

It follows that in order for the College to operate, there must be a certain number of parents who are firstly Christian and secondly GCCSA members. To this end, the College reserves the right to prioritise applications for enrolment according to whether or not parents are committed Christians who regularly attend church, and therefore may be eligible for GCCSA membership.

Strathalbyn Christian College's enrolment and attendance practices comply with:

- Commonwealth's *Sex Discrimination Act 1984*;
- Western Australian *Equal Opportunity Act 1984*;
- Commonwealth's *Racial Discrimination Act 1975*;
- *Disability Standards for Education 2005*

The College seeks to uphold an equal opportunities environment at all times.

Strathalbyn Christian College is an educational institution that takes seriously its mandate of "learning God's way". Christian faith and biblical authority sit at the centre of its practice as a Christ-centred institution. For this reason the College places a high priority on enrolments by Christian families who understand and value this mandate. Enrolment in the College is also open to any non-Christian family who wishes to obtain a Christian education for their children. Non-Christian parents/guardians should be willing to sign the College Statement of Faith agreeing that their children will be taught from this Christian worldview perspective.

Scope

This Policy sets out the way our College will deal with:

- i) enrolment of student/s in the College; and
- ii) withdrawal of student enrolment from the College

Related Policies

1. Child Protection Policy
2. Code of Conducts Policy (Student)
3. Expulsion Policy
4. Inclusive Education Policy

The Enrolment Policy was last revised in May 2018 (v1.2)
Previous revisions: May 2014 (v1.1), May 2010, May & November 2004
Next due for revision in Term 4, 2021

Policy

1. STUDENT ENROLMENT

- 1.1 Priority is given to children of committed Christian families. However if places are limited, it may be necessary to prioritise as follows:
 - i) Children of staff members at the College (at the discretion of the Principal);
 - ii) Siblings of existing students where there has been no place available at the start of a school semester. For a family to have priority they must have attempted to enrol all eligible children at the time of application;
 - iii) Children of Church Ministers/Pastors;
 - iv) Children of parents who indicate a willingness to support the Christian and community ethos of the College.
- 1.2 Age of enrolment for Kindy: A child must turn 4 years of age by the 30th of June of the year of commencement in Kindy at the College.
- 1.3 In order to safeguard the Christian character and influence within the College, it is a policy of the College Board that there always be a majority of Christian parents in each year level at the College with a 60%-40% target of Christian to non-Christian families. The Principal must take this ratio into consideration when allocating places.
- 1.4 Active parental support and the ongoing adherence to the Parent/Guardian Agreement is both a precondition and continuing condition of enrolment of students at Strathalbyn Christian College.
- 1.5 The Principal will consider the ratio of male & females within year levels, academic abilities and learning needs when allocating places.
- 1.6 The College reserves the right not to accept enrolment of a child with a learning disability if it is of the opinion that it is unable to adequately provide for the child's education, care and safety.
- 1.7 For the purpose of enrolment, a sibling is defined as a child who shares at least one biological parent with a child who is attending Strathalbyn Christian College or a child who is legally under the guardianship of parents who have children attending Strathalbyn Christian College.
- 1.8 Applicants requesting special consideration on the basis of being practising Christians will normally be required to demonstrate, at the time an application is being processed, regular church attendance for at least the preceding full year (for at least one parent). A signed Statement of Faith and contact details for a minister/pastor must also be provided.
- 1.9 Enrolment may be denied where a family has previously failed to meet its financial obligations or has shown a lack of commitment to the Christian and/or community ethos of the College.
- 1.10 Where stated criteria are satisfied equally, order of placement will be determined by the quality of the application, considering the answers provided in the application, parental contact, student reports and the date of application.
- 1.11 Once students are enrolled, a review will take place during their first term at the College to ascertain how they are settling in.

2. WITHDRAWAL OF STUDENT ENROLMENT

- 2.1 Withdrawal of student/s from Strathalbyn Christian College must be submitted in writing using the Student Withdrawal Form (available from College website). Other forms of notification (for example, a letter or email) will simply trigger a form being forwarded to parents by Administration staff.
- 2.2 Student withdrawal will only be official once a signed Student Withdrawal Form is received by the Principal of the College.
- 2.3 Student Withdrawal Applications must be received by the College at least 5 weeks prior to the end of term, or a \$500.00 fee in lieu of notice will be charged (as per the Parent/Guardian Agreement signed at enrolment).

3. EXPULSION OF STUDENTS

- 3.1 The Principal will expel a student if they believe that, due to unacceptable behaviour, it would be in the best interests of the College community. Expulsion is permanent removal of a student from the College.
- 3.2 The Principal is the only staff member with the authority to expel a student from the College. This authority may not be delegated to any other staff member, except to a staff member who is acting in the Principal's position.
- 3.3 Please refer to the College Expulsion Policy #PR 5.10 for full details.

Procedure

1. Student Enrolment

The Enrolment Officer will ensure:

- 1.1. All families enquiring about enrolment at Strathalbyn Christian College are provided with an Enrolment Package which will include:
 - i) Enrolment Forms (available on request from College office);
 - ii) Student Behaviour Management Policy;
 - iii) Child Safety Booklet;
 - iv) Uniform Booklet;
 - v) Information Technology Booklet;
 - vi) College Fees, and
 - vii) Promotional brochures about the College and Christian education
- 1.2. Where a family is applying for a position more than a year in advance, an Expression of Interest Form (available from College website) will be provided. The Enrolments Officer will send a letter to the family acknowledging receipt of the form and advising that a full Enrolment Package will be sent at a later time.
- 1.3. When completed Enrolment Forms are received by the Enrolments Officer, an acknowledgement letter will be sent to the family, indicating the current status of their application.
- 1.4. When a place is available, the Enrolment Officer will schedule an interview with the Principal. Either phone or written confirmation of the interview details will be provided to the family.
- 1.5. At the Enrolment Interview, the Principal will endeavour to ensure that families are aware of what it means to be a Christian and how the College integrates Christian world and life view into the curriculum.
- 1.6. Following the Interview, families will be notified as to the outcome of their application.
- 1.7. Students will be required to sit PAT testing to ascertain where they are at in their learning.
- 1.8. If place/s are offered for student/s, a family will pay a \$100.00 fee upon acceptance of the offer/s. This amount will be applied to the first term's fees. If the place/s are not taken up, the fee is non-refundable.
- 1.9. For families who have been interviewed early in one year for the following year, effort must be made as early as possible to notify parents whether they have received a position.
- 1.10. When enrolment is confirmed, families will be given relevant material:
 - i) Equipment List/s;
 - ii) Uniform Order Form & Price List;
 - iii) Invitation to Orientation Day (if enrolment is for the beginning of Term 1);
 - iv) Family Handbook;
 - v) Student Code of Conduct;
 - vi) Information Technology Contract (Year 4 and above);

2. STUDENT WITHDRAWAL

- 2.1 Student Withdrawal Forms will be received and recorded by the Enrolments Officer.
- 2.2 The Enrolments Officer will advise the Principal and Senior Executive Team, Finance Officer, Front Office staff, Library staff and relevant Teachers of the Student Withdrawal notification and the date it will take effect.
- 2.3 The Enrolments Officer will record information, into a database, listing the reason/s for withdrawal of students from the College.
- 2.4 Depending on the reasons given for the student withdrawal, the Enrolments Officer will arrange for the Principal or Deputy Principal to telephone the parent/s to discuss the withdrawal.
- 2.5 The Enrolments Officer will advise Teaching staff and Year Group Coordinator/s of student withdrawal, with as much notice as possible (a minimum of at least 2 weeks before departure of the student/s).

Document Control and Tracking Register								
Document writing/ amendment/ updating				Review		Issue/ distribute		
Vers.	Author	Date	Purpose	Final Approval	Date	Publisher	Location	Date
1.2	A. Hollander F. Davidson	07.05.2018	Reviewed & Revised Policy	Senior Executive	27.06.2018	F. Davidson	Sentral	27.06.2018