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*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.

## Scope

This Policy lays out the way our College will deal with the enrolment of students in the College.

The Enrolment Policy was adopted in May 2004 and revised in November 2004, May 2010  
The Enrolment Procedure was adopted in May 2010  
Both documents were amalgamated and revised into the current Policy document in May 2014  
Next due for revision in Term 4, 2016.

## Policy

1. Places are to be allocated in the following order:
  - 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
  - iv) Children of committed Christians
  - v) Children of parents who indicate a willingness to support the Christian and community ethos of the College.
2. In order to safeguard the Christian character and influence within the College, the GCCSA Board aims at having no more than 10 children from non-Christian families per class. The Principal must take this ratio into consideration when allocating places.
3. Active parental support and the ongoing adherence to the parent/guardian agreement is both a precondition and continuing condition of holding a place at Strathalbyn Christian College.
4. The Principal will use discretion in the allocation of places, bearing in mind male/female ratio and/or suitable mix of academic abilities.
5. 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 adopted into the same family as a child who is attending Strathalbyn Christian College.
6. Applicants requesting special consideration on the basis of being practicing Christians will normally be required to demonstrate, at the time applications are being processed, regular weekly church attendance for at least the preceding full year (for at least one parent). A signed statement of faith and a minister's testimonial form must also be provided.
7. A child who might otherwise qualify for a place may be excluded from consideration where the parents have shown a lack of commitment to the Christian and/or community ethos of the College.
8. 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.
9. Once students are enrolled, the first term will be a period of probation as per the probation procedure.

## Procedure

The Enrolment Officer will ensure:

1. All families enquiring about enrolment at Strathalbyn Christian College are given/sent an Enrolment Package which includes the Enrolment forms, Discipline Policy, Uniform Code, Fee Schedule, and as well as promotional brochures on Christian education and the College.
2. Where a family is applying for a position more than a year in advance, an Expression of Interest Form is given/sent. This form is completed and returned with a \$20.00 application fee. A letter is sent stating that the full Enrolment Package will be sent closer to the enrolment date.
3. Once families have returned their Enrolment Forms and acknowledgement letter is sent indicating the current status of the application
4. If the returned application form indicates the family attend church, the Enrollment officer will call the church listed, to discuss the applicants Christian commitment.
5. When a place is available, an interview is scheduled with the Principal and either phone or written confirmation of the impending interview is provided.
6. At the Enrolment Interview, the Principal completes the checklist and ensures families are aware of what it means to be a Christian is as well as how Christian education is played out in the College.
7. Following the Interview, families will be notified as to the outcome.
8. 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.
9. When the position is confirmed all other relevant material is sent out, e.g. Equipment Order forms, Uniform Order forms, invitation to the Orientation Day, etc.

Appendix A

**ENROLMENT ENQUIRY FORM**

Date of Enquiry: \_\_\_\_\_ Date Application Sent: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Students 1st Name \_\_\_\_\_ Class Year \_\_\_\_\_ Start Date \_\_\_\_\_

Students 1st Name \_\_\_\_\_ Class Year \_\_\_\_\_ Start Date \_\_\_\_\_

Students 1st Name \_\_\_\_\_ Class Year \_\_\_\_\_ Start Date \_\_\_\_\_

Students 1st Name \_\_\_\_\_ Class Year \_\_\_\_\_ Start Date \_\_\_\_\_

Name of Church \_\_\_\_\_ Number of children in family \_\_\_\_\_

How did you hear about the College? \_\_\_\_\_

Appendix B

PRINCIPAL ENROLMENT INTERVIEW CHECK LIST

Interview Date:

Any notes relating to absent mum/dad etc		
<b>Family Name:</b>		
<b>Father's Name:</b>		
<b>Mothers Name:</b>		

<b>Christian Standing:</b>
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Student Name:	Class in 2014:	Start Date:
<b>Student Report</b>		
General Attitude:		
English		
Math		
Science		
SOSE		
Report Comments:		
Paul's Comments		

Student Name:	Class in 2014:	Start Date:
<b>Student Report</b>		
General Attitude:		
English		
Math		
Science		
SOSE		
Report Comments:		
Paul's Comments		

Short history of College	
College Structure	
Mission Statement	
talking to staff, working together, parental responsibility in Educational of children	
The religious nature of all schooling – what is being a Christian	
Doing your best is excellence	
Works of service	
Parental Responsibilities	
Talk to staff	
Dad's get involved	
Become involved in the community	
Student Responsibilities	
Come with a positive attitude	
Realize it is your responsibility	
Treat students and staff with respect	
Bullying "I don't like that"	
Code of Conduct	
Ask Questions	
Idea of our College as a community	
Grievance procedure	
Probation	
Principal's Comment:	

Signature \_\_\_\_\_

## Appendix C

## ENROLMENT ACCEPTANCE LETTER

[date]

[Name]

[Address 1]

[Address 2]

Dear [Name]

I am writing to officially offer you a position for [name/s] at this College – we hope they have had a fantastic start being a part of the College. All students offered a position at the College are placed on a one term probationary period.

We welcome you into our College community and look forward to a fruitful association with you and your children. It is our aim that while [name/s] attend this College we will make a strong and positive contribution to their growth and development.

Please find enclosed a copy of the Parent Agreement Form for your records. We will regularly email you with our weekly newsletter, The Link and all other notes of communication that are relevant to [name/s] classes.

Arrangements are to be made with the Finance Department for the payment of fees, there are a number of different methods of payment available and you may like to set up a direct debit – the necessary forms are available from the office. If you have any questions, please do not hesitate to contact us.

Once again, welcome to Strathalbyn Christian College.

In His service,

Mr Paul Arundell  
Principal