

# SELECTIVE ENROLMENT POLICY

## 1 Overview

- 1.1 Wyndham Christian College is a Christian College conducted in accordance with the doctrines, tenets, beliefs and teachings of the Christian faith. The College's foundational statements regarding Christian beliefs and Christian education are contained in the Statement of Faith and the Constitution of Christian Resource Ministries Inc.
- 1.2 WCC seeks to support parents/guardians, who are supportive of the Christian identity and ethos of the College and who desire a Christian education for their children, in their task of nurturing and training their children in God's ways (Ephesians 6:4).
- 1.3 WCC's mission is to work in partnership with families to encourage their children to become lifelong learners who grow spiritually (heart), emotionally (soul), academically (mind), physically (strength) and socially (neighbour) through strategic and intentional teaching methods and programs; and to provide every individual with opportunities to identify, develop and reach their God-given potential, whereby their passions are discovered and nurtured. As such, the School seeks to maintain a Christian community and to provide an environment in which the beliefs and values of Christian families are supported in the context of a thoroughly and distinctively Christian education.
- 1.4 All families, regardless of their faith are expected to support and comply with the ethos of the College, as reflected in the Statement of Faith and all College Policies and Procedures.
- 1.5 Wyndham Christian College is a selective entry Christian school that has been established with its primary purpose to assist Christian families in the education of their children. It is for this reason that the school will predominantly comprise children from Christian homes.
- 1.6 Families who do not meet the criteria and requirement of paragraph 1.5, but who genuinely want a Christian education for their child/ren are invited to discuss the possibility of enrolment of their children with the school. The Head of Campus and the Executive Principal will have discretion on this matter.

## 2 Definitions

2.1 "**Disability**", in relation to a student, means:

- a. total or partial loss of the Student's bodily or mental function; or
- b. total or partial loss of a part of the body; or
- c. the presence in the body of organisms causing disease or illness; or

- d. the presence in the body of organisms capable of causing disease or illness; or
- e. the malfunction, malformation or disfigurement of a part of the student's body; or
- f. a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgement or that results in disturbed behaviour.

2.2 **"Applicant"** means the person/s set out in the Enrolment Application form being the Parent/s and/or Guardian/s of the student seeking enrolment at the College.

2.3 **"Enrolment Agreement"** means the Agreement forming part of the terms and conditions of enrolment by which the Applicant agrees to be bound.

2.4 **"Enrolment Application"** means the documents which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

2.5 **"Student"** means the child of the Applicant identified in the Enrolment Application form that is seeking enrolment at the College.

2.6 **"The Head of Campus"** means the Leader of the Campus, or the Executive Principal's authorised representative.

2.7 **"A Christian Family"** is one where at least one parent/guardian:

- a. can make a credible personal profession of faith as a Bible-believing Christian; and
- b. agrees with and adheres to (i.e. in belief and practice) the Statement of Faith; and
- c. regularly attends a church/fellowship that has doctrinal beliefs consistent with the Statement of Faith; and
- d. is willing and able to provide upon request a reference from the pastor/minister of a regularly attended church/fellowship, or relevant contact details for referee check purposes.

### 3 General

3.1 All Applicants regardless of faith, are expected to support our ethos, values, culture and policies.

3.2 The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- a. the physical numbers of currently enrolled students;
- b. the willingness of the Student and Applicant to comply with the College's policies and procedures; and
- c. the resources available to cater for the educational needs of the students.

3.3 An enrolment offer may be withdrawn by the College at its own discretion in situations where:

- a. relevant information is withheld, or information provided is found to be inaccurate; or
- b. there is a significant change in the circumstances of the Applicant and/or the Student which cannot be reasonably accommodated by the College.

3.4 All Victorian children aged between six and seventeen must attend school. As per Government guidelines in Victoria, students must turn five years old by 30 April of the year they start school. Wyndham Christian College supports the Government guidelines.

3.5 Early school commencement may be considered under special circumstances including;

- a. the student has already completed a full year of schooling in another country.
- b. the student has documentation from professionals confirming giftedness.
- c. the student is within a few days of his cut-off range and the Kinder can provide a favourable school-readiness checklist.

#### **4 Priority order of enrolment**

4.1 Upon receipt of a correctly completed Enrolment Application Form, any necessary documentation and the application fee will be considered by the College on the basis of one or more of the following;

- a. current family/sibling
- b. alignment with the College's Statement of Faith
- c. children of ministers or people engaged in full time lay ministry within a Christian Church or coming from a Christian family as defined by 2.7
- d. past student
- e. date of received application
- f. willingness to support the ethos, values and culture of the College
- g. attitude and behavioural record of the student at their previous school

4.2 Where places are not immediately available on the basis of the application of the priority rules above, the Head of Campus may determine to place the application on a waiting list.

4.3 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

4.4 All newly enrolled students are accepted on a one term probationary basis.

4.5 The College reserves the right to terminate the Student's enrolment within the probationary period if there are reasonable grounds for doing so.

## **5 Enrolment Procedure**

5.1 The Applicant is required to:

- a. submit to administration a completed Enrolment Application form signed by all guardians (unless a court order provides otherwise and a copy is given to the College), with relevant paperwork enclosed, and payment of a non-refundable enrolment application fee per student.

5.2 Once the completed Enrolment Application form and fee has been received, the Applicant may be invited to attend an appointment with the Head of Campus or a representative. The prospective student and the Applicant must attend this appointment. If the student is not present, a second interview will be scheduled. During this interview the Applicant may be asked to explain their commitment to the College Statement of Faith and discuss the prospective student's educational needs and expectations.

5.3 Families enrolling their child/ren for Prep will only be interviewed a year prior to enrolment. This will take place anytime between January to March in the year prior to enrolment.

5.4 Families who are seeking Prep enrolment, and where the student is younger than 4 years of age at the time of applying, can still complete an application. This will include paying a non-refundable application fee of \$100. The application will be placed on an interview waiting list, and the family will be contacted for an enrolment interview in the year prior to enrolment.

5.5 Following successful completion of clauses 6.1 to 6.4., the College may make an enrolment offer by way of a "Notice of Offer" to the Applicant or may advise the Applicant that the prospective student has been placed on the waiting list.

5.6 Applicants who wish to accept this offer must pay a \$400 non-refundable fee. The total enrolment fee is \$500, this includes the \$100 application fee and a \$400 acceptance of enrolment fee. This fee is non-refundable.

5.7 If a student is to be withdrawn from the College after the school year has commenced, one term's notice must be provided in writing to [enrolments@wyndhamcc.vic.edu.au](mailto:enrolments@wyndhamcc.vic.edu.au). Failure to provide this will result in a charge of one term's fees (which is equivalent to 10 weeks) in lieu

of notice to the Applicant. Verbal notification given to a staff member of teacher is not accepted.

## **6 Reasonable adjustments**

6.1 If the College is made aware that the Applicant's child has a disability, the Head of Campus, or their delegate, will consult with the Applicant and the student to determine whether the disability would affect the student's ability to participate in or derive substantial benefit from the education programme at the College. Should the Head of Campus's delegate conduct the consultation, they will make a recommendation to the Head of Campus if an offer of enrolment should be made to Applicant. Following the consultation and any recommendations from the Head of Campus's nominee, the College will assess whether it is necessary to make an adjustment, and whether the adjustment is reasonable.

6.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- a. the nature of the student's disability;
- b. the information provided by, or on behalf of, the student about how the disability affects the student's ability to participate;
- c. views of the student, about whether a proposed adjustment is reasonable and will enable a student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- d. information provided by, or on behalf of, the student about his/her preferred adjustments;
- e. the effect of the proposed adjustment on the student, including the student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- f. the effect of the proposed adjustment on anyone else affected including the education provider, staff and other students; and
- g. the costs and benefits of making the adjustment.

6.3 The Head of Campus will require the Applicant to provide medical, psychological or other reports from external specialists and/or may require an independent assessment of the student to enable them to determine what adjustments are necessary and whether they are reasonable (having regards to the criteria above for determining reasonable adjustments).

6.4 If reasonable adjustments are necessary to enable a student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed

on the College, the Head of Campus will take into account the relevant circumstances of the case including:

- a. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the student and the family of the student). This includes (with limitation):
  - costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and teachers;
  - benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers;
  - the effect of the disability of the student;
- b. the College's financial circumstances and the estimated amount of the expenditure required to be made by the Community – including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- c. the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- d. the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- e. the nature of the student's disability, his/her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

6.5 The Head of Campus will discuss with the student and the Applicant (as appropriate) any concerns that it has regarding proposed adjustments that would cause unjustifiable hardship at the College.

6.6 If the Head of Campus is satisfied that it has sufficiently consulted with the student and the Applicant (as appropriate) and adjustments required are not reasonable and would cause unjustifiable hardship on the College. The College may decline to offer the student a position or defer the offer.

## **7 Annual Re-Enrolment**

### **7.1 Process for Annual Re-Enrolment**

- 7.1.1 The College requires confirmation of re-enrolment of their child each year, referred to as the Annual Re-enrolment Process.
- 7.1.2 As part of the Annual Re-enrolment Process, all parents/guardians must acknowledge the re-enrolment forms and confirm their agreement to comply with the Conditions of Enrolment as amended from time to time, with respect to enrolment of their child/ren at the College.
- 7.1.3 Parents/guardians will also be required to update and confirm that they have provided the College with complete and accurate personal information for their child/ren, at the time they submit the annual Acknowledgement including with regards to:
- information necessary to satisfy the College's legal obligations under statute and common law
  - medical/health information, and
  - academic information.
- 7.1.4 Parents/guardians accept that they have an ongoing obligation to maintain the accuracy of the information provided to the College. If at any time throughout the year, the information provided is no longer correct or accurate, parents/ guardians are required to contact the College immediately to provide updated information.
- 7.1.5 The College requires that both parents/guardians sign the annual Acknowledgement. This requirement may be waived at the discretion of the Head of Campus.
- 7.1.6 Failure by parents/guardians to complete the annual Acknowledgment on or before the due date may result in one or all of the following sanctions being imposed by the School:
- Their child/ren's enrolment being suspended until the annual Acknowledgement is completed.
  - Their child/ren's enrolment at the College being terminated should the annual acknowledgment remain outstanding for an unreasonable period of time. If a student is to be withdrawn from the College, one term's notice must be provided in writing to [registrar@wyndhamcc.vic.edu.au](mailto:registrar@wyndhamcc.vic.edu.au). Failure to provide this will result in a charge of one term's fees (which is equivalent to 10 weeks) in lieu of notice to the Applicant. Verbal notification given to a staff member or teacher is not accepted.

## 7.2 Non-Completion of Annual Acknowledgement

- 7.2.1 Non-completion of the annual Acknowledgement does not constitute written notice for the purpose of withdrawing your child from the College.
- 7.2.2 For further information regarding the notice required, please refer to the procedures outlined in Clause 6.8.

## 8 Privacy

- 8.1 The College collects personal information, including sensitive information regarding parents, guardian and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process

and, during the course of enrolment to provide for the best interest of students. Please refer to the Privacy Policy for more information.

This selective enrolment policy will be evaluated and reviewed during the College's cyclical review process.



BOARD APPROVED:

DATE: September 9<sup>th</sup>, 2020

REVIEW DATE: