



Wellington Christian School Policy

ENROLMENT – K-6

RANGS Reference	3.8
Date of Last Review	February 2023
Board approval required	Yes
Owner	Principal

RATIONALE

To provide consistent and fair enrolment backed by selection criteria that flow from, and support, the School's Christian Mission and Aims.

SCOPE

All K-6 student enrolments.

BASIS OF ENROLMENT

Understanding the School's Christian foundations

As its name suggests, Wellington Christian School is founded on biblical Christian principles as publicly disclosed in the Articles of Association and Statement of Faith. Wellington Christian School seeks to uphold these beliefs and principles and associated values and ethics which have historically been linked with the evangelical reformed Christian narrative and its teachings, understandings, and traditions.

We acknowledge that the evangelical reformed Christian view of life that this school affirms is not one that everyone will want to commit to as a foundation for the education of their children. Wellington Christian School, therefore, invites parents to make enquiries of the School concerning any matters which you may want clarified relating to the beliefs, policies, practices and teaching of the School.

Wellington Christian School's philosophy of education embraces 'Christian formation' – the intentional embedded development of students' learning around a Christian understanding of life and knowledge. It is a process that potentially reaches into every aspect of school life: classroom practice, curriculum content and interpretation, policies and procedures, pastoral care, school culture and playground dynamics.

Responding to differences in understanding

While we are inclusive in our approach to enrolment and pastoral in our engagement with students, we are, at the same time, clear about our commitment to specific beliefs, values and ethics that are part of the Christian character of our school. As a Christian school we believe it is our responsibility to the school community that we act in a manner consistent with our declared principles, beliefs and standards.

Wellington Christian School's policy framework embodies biblical positions that may vary substantially from those commonly found in wider society. Where issues of a deeply personal and sensitive nature arise during a child's enrolment in Wellington Christian School, the School will always engage with the student with sensitivity, Christian grace and compassion. The School will not discriminate unlawfully against people, but it will assert its right to respond in a manner consistent with its declared beliefs and standards.

Wellington Christian School respects the right of parents and students to privacy in all matters that are grounded in personal beliefs and choices and will, therefore, scrupulously avoid any public disclosures around the details of any case on which the school may differ with a student or their parents. Likewise, the School would call on parents, staff, students and the media to respect the sensitivity of such issues and the right of all parties to privacy in dealing with such situations.

The Principal is the only person authorised by the School Board to make public comment on any issue on behalf of the School.

TAKING PART IN THE ENROLMENT PROCESS

Families engage with the enrolment process on the following understanding:

Basis of taking part

- You will disclose fully to the School all information requested in enrolment forms.
- You will assess in detail the School's ability to serve the learning needs of your child.
- The School will disclose fully to you the enrolment criteria, foundational beliefs and values, philosophy of education, biblical culture and ethos of the school and specific positions on relevant issues of interest to you.
- The School will require written commitment by you to have your children involved fully in all aspects of the program of the School; to support fully the enrolment criteria and the biblical culture and ethos of the School.
- The Principal will undertake a risk assessment, including contacting previous School/s. In situations where it is deemed there is significant risk to other students or the school community, the Principal reserves the right to deny enrolment.
- Australian Law applies, including any exemptions that may be currently available.

Selection criteria

Wellington Christian School will assess all applications to enrol against the following criteria. We will enrol those children:

- Whom we judge to be best able to benefit from the educational program we offer.
- Who demonstrate a willingness to participate in the full range of activities we offer, and
- Whose families understand and are willing to commit to the Christian aims and purposes of the School.
- Kindergarten enrolments will only be accepted for students who have turned five (5) years old on or before 30 March.

Enrolment Priorities

1. Children of employees of Wellington Christian School or Wellington Christian School are automatically accepted subject to the guidelines above.
2. Siblings of existing families at either Wellington Christian School or Dubbo Christian School.
3. Other applications in the order they are received and subject to availability of places.

ENTRY POINTS AND DEFERMENT

Points at which we take in new students

Students can enrol at any year level.

We advise parents to apply for entry for their child well before the desired year of entry.

After we have offered all current places, we will draw up a waiting list and will use this list to make later offers of enrolment as places become available.

ENROLMENT TIMETABLE

OUR ACTION	PARENTS' ACTION	COMMENTS
We develop a list of prospective students from completed Enquiry forms	Parents may have their child placed on the list of prospective students by completing an Enquiry form.	<ul style="list-style-type: none">As we receive each form we add the child's name and contact details to our list of prospective students for the relevant year.
We will direct our enrolment enquiries to complete an Application to Enrol on "Funnel" found on our website www.wellingtoncs.com.au	If parents wish to proceed with their application, they will complete the Application to Enrol form on "Funnel" and submit it.	<ul style="list-style-type: none">Early in the year before their desired entry, we will send to the parents of each child on the prospective students list directions to lodge an Application to Enrol via "Funnel"The Enrolment Application Fee (as per the current Fee Schedule) is non-refundable and paying it does not guarantee a place.
We receive and process completed Applications to Enrol. We will assess applications against our selection criteria. Students with identified learning needs will be invited to be part of a Collaborative Planning Meetings		
We will select prospective students to interview and notify parents or we may notify them that we have decided not to consider their child for a place at the school.	Attend interview with their child at the time arranged.	Parents must bring copies of the two most recent school reports and, for students beyond Year 3, the most recent NAPLAN results if any of these are more recent than those submitted with the Enrolment Application. An interview doesn't guarantee an offer of a place
Offer of a place which includes mailing an enrolment contract.	<ul style="list-style-type: none">Accept the offer of a place by signing the Enrolment Confirmation within the EnrolmentReject the offer.	<ul style="list-style-type: none">The number of places offered reflects the number of positions available.

FEEES DURING THE ENROLMENT PROCESS

We will charge:

- An Enrolment Application Fee (as per the current Fee Schedule) to be paid by the parents and forwarded with the Application to Enrol form. This amount is non-refundable and does not guarantee a place at the school.

PRIVACY OF INFORMATION SUPPLIED

As detailed in the Schools' Privacy Policy (available on the School website) all enrolment information supplied by parents and guardians during the enrolment process will be kept confidential and only accessed for the purposes described in the Privacy Policy.

ENROLMENT CONTRACT

Parents may accept a place for their child by signing the Enrolment Confirmation within the Enrolment Contract and returning it and other required documents to the school. . This will establish the parents' agreement to support the school ethos, rules and policies, to pay the School Fees, to accept the Terms of Enrolment and the consequences of suspension or termination of enrolment.

Parents' Declaration

In completing the Application to Enrol form we will ask the parents to declare that to the best of their knowledge they have:

- Disclosed any special needs of their child
- Provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s)
- In the case of overseas enrolments, provided any relevant visa documentation, and
- Completed fully the Application to Enrol form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse, or terminate the enrolment on these grounds.

Obligation to attend all School activities

When a place at the School is accepted the student will be expected to attend all the activities of the School, including all classes, and all relevant extra-curricular activities. Students are encouraged to attend school community events such as Sports Carnivals, Excursions, Camps, Thanksgiving Service, Concerts and Shows etc..

School Fees

Arrangements must be in place for payment of School Fees by the student's first day at the School and are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current School Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.

IN THIS POLICY 'PARENTS' INCLUDES 'GUARDIANS' AND 'CARERS'

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents.

However, as well as applications from traditional two-parent families, we readily accommodate applications to enrol from single parents and legally authorised grandparents, foster parents, guardians or carers who have responsibility for a child's schooling at the point of enrolment.

OUR ENROLMENT POLICY MAY CHANGE

The School reserves the right to alter its Enrolment Policy. Parents are encouraged to contact the School to find out if there have been any changes.

Related Policies & Procedures	Person Responsible
Enrolment Procedures	Principal