



# Enrolment Policy

## **INTRODUCTION**

Cedars Christian College is a Prep to Year 12 school dedicated to inspiring learning, developing leaders and equipping for success. Our vision includes:

- Pursuing excellence in teaching and learning
- Building the kingdom of God by ministering to children and their families
- Being known as a College of leadership development through student and faculty achievements
- Inspiring each child to strive towards their full potential
- Providing a Christian framework where each student develops into a responsible member of the wider community

This policy gives guidance to those within the College community and to those who would 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.

## **ENROLMENT PROCESS**

Upon initial enquiry, the Registrar will send the parent an information pack and/or arrange a tour of the College. An experience day may also be organised for the prospective student.

### **Application**

The Principal, through the Registrar is responsible for the maintenance of waiting lists for entry to the College, including future Prep and Kindergarten classes. Entrance to any year group may be accommodated at any time throughout the school year depending on circumstances.

Names of children will be entered on the appropriate waiting list when their parent or guardian complete online and return:

- (a) the Student Application for Enrolment form;
- (b) a non-refundable Application Fee of \$50.00;
- (c) a copy of the child's birth certificate;
- (d) copies of the child's last two school reports;
- (e) NAPLAN results (or pre-school reports for Kindergarten if available);
- (f) a pastoral or personal reference from a referee who is not a close relative of the family and who have known and interacted with the child's family for at least five years;
- (g) Immunisation History Statement;
- (h) all medical, psychological or other reports about the child in their possession or control; and
- (i) other information about the child which the College considers necessary.
- (j) Visa grant notice if applicable;

Failure to provide all required information may result in the College declining to enter the child's name on the appropriate waiting list or delaying such entry, and may also result in the College declining or delaying the child's enrolment.



### **Assisted Enrolment Program**

Children from refugee families may be enrolled in the College's Assisted Enrolment Program. Parents seeking enrolment for their children in the program will need to complete the application form mentioned above and then sign the Assisted Enrolment Agreement. The Assisted Enrolment Policy supplements this Enrolment policy.

### **Assessment**

If deemed necessary, the College may ask the parents to provide more information about the child. Any assessments or reports required will be at the parents' expense. In considering all prospective enrolments, the College may ask parents to authorise the Principal or his or her delegate to contact:

- (a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the child.

Where information obtained by the College suggests:

- (a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College; or
- (b) the parents may not be able to meet the financial commitment required by having a child at the College,

notwithstanding that the child be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

### **Disability**

While the College does not suit all children, there is no reason in principle that children with disabilities cannot be eligible to enrol. Indeed, the College has since its inception enrolled many students with disabilities.

The Disability Discrimination Act, Sex Discrimination Act, Race Discrimination Act and Anti-Discrimination Act make it unlawful to discriminate against a person on the grounds of their disability, sex or race by refusing to enrol them at the College. The College is committed to fulfilling its obligations under the law in this Enrolment Policy. Definition of disability: unless the context requires otherwise, **disability**, in relation to a child, means:

- (a) total or partial loss of the child's bodily or mental functions; 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 child's body; or
- (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.



and includes a disability that:

- (h) presently exists; or
- (i) previously existed but no longer exists; or
- (j) may exist in the future (including because of a genetic predisposition to that disability); or
- (k) is imputed to a person.

To avoid doubt, a **disability** that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

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 to assist the child to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the child's needs. This will include consultation with the child 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 College.
- (b) obtain an independent assessment of the child.

Where information obtained by the College indicates that the child has a disability, the Principal will seek to identify the exact nature of the child's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the child, if enrolled, would require some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the child's disability. Where the Principal determines that the child would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular 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 measure or action is reasonable;
  - (ii) the extent to which the particular measure or action would ensure that the child was able to participate in the College's courses or programs or to use the College'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 measure or action on anyone else affected, including the College, its staff and other students;
- (e) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether taking the required



measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the child, the family of the child, and the College community); and
- (b) the effect of the disability of the child; and
- (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- (d) the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the child would require the College to take unreasonable measures or actions to ensure that the child is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

### **Interview**

When a position becomes available, the College may in its discretion invite the parents and child on the waiting lists to attend an interview at the College with the Principal or a member of staff appointed by the Principal. At the interview, among other things, the College's representative will:

- (a) ascertain the suitability of the child for enrolment at the College.
- (b) seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College, including whether the parents will actively support the Christian values of the College, recognise that the College's teaching is based upon its statement of faith and support the distinctive Christian ethos of the College.
- (c) inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees.

### **College's Considerations**

When considering making offers of a place at the College, the College takes the following factors into account:

- (a) whether the applicant has siblings at the College;
- (b) previous school record and state benchmark test results when applicable;
- (c) partnership potential between the College, church and home;
- (d) the family's church involvement.

The College also considers:

- (e) evidence of a place at a similar independent school elsewhere in Australia if a family relocates;
- (f) a student's willingness and ability to contribute to the wider life of the College;
- (g) evidence of good leadership and good character; and
- (h) the date of lodgement of the Application for Enrolment.



## **Offer**

At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the child. To accept the offer, the parents must, within fourteen days of receiving it, deliver to the College:

- (a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- (b) the non-refundable Enrolment Fee.

Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the College.

The Enrolment Fee is additional to tuition and other fees.

## **Offers for Provisional Enrolment**

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a child for a set period of time. This provision may not be applied in the case of children with a disability.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, the enrolment fee will be refunded and tuition fees will be adjusted to cover the period of enrolment only. No penalties will apply.

## **College Reserves Rights**

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or withhold relevant information pertaining to their child.

The College 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.

## **Entry for Prep**

Children joining the Cedars Prep program are expected to be independently toileting, drinking and eating. They must be at least 3 years old when they begin Prep and have had their birthday before the end of February in the year of enrolment.

Students will be assessed during the year for school readiness and, if required, an additional assessment process may be undertaken at the parents' expense.

## **Entry at the start of Kindergarten**

### **Normal Entry**

Both 5 year-olds, and 4 year-olds whose 5th birthday falls on or before 30 March of the proposed year of entry, are eligible to commence Kindergarten.

All children must undertake a readiness for school assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn 6 until after the end of the fourth term 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 child has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year. In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the child's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the child.

### **Early entry**

Early entry to Kindergarten for a 4 year-old, whose 5th birthday falls after 30 March of the proposed year of entry, may be accepted, subject to:

- (a) a written application being addressed to the Principal;
- (b) there being vacancies after all other children, who will have attained the age of five years before 30 March, have been offered places;
- (c) the Director of Primary's assessment of the child concerned confirming that he or she is ready for admission to Kindergarten.

