



# HEATHDALE CHRISTIAN COLLEGE LTD

## GP 04.1 ENROLMENT POLICY

August 2020

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### 1. Who we are

- 1.1 Heathdale Christian College is a non-denominational, co-educational Christian College that offers excellent Christian education from Kindergarten to Year 12 over two campuses, Werribee and Melton.
- 1.2 Our Christ-centred approach to education focuses on partnering with parents and guardians to nurture children in the Lord and fulfil our purpose statement: "To glorify God through Christ-centred education that helps children develop their God given potential".
- 1.3 We provide a safe, caring, Christian environment to prepare students for future adult life as a contributing member of society, a well-adjusted and happy individual, confident in who they are and in their standing with God, and to ultimately have a fulfilling and satisfying vocation.

### 2. Definitions

- 2.1 "Disability", in relation to a child, means:
  - total or partial loss of the child's bodily or mental functions; or
  - total or partial loss of a part of the body; or
  - the presence in the body of organisms causing disease or illness; or
  - the presence in the body of organisms capable of causing disease or illness; or
  - the malfunction, malformation or disfigurement of a part of the child's body; or
  - a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
  - a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 2.2 "Applicant" means the person/s set out in the Enrolment Applicant Form being the Parent/s and/or Guardian/s of the child seeking enrolment at the College.

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2.3 “Enrolment Agreement” means the Agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

2.4 “Enrolment Application Form” means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.

2.5 “Child” means the child of the Applicant identified in the Enrolment Application Form that is seeking enrolment at the College.

2.6 “The Principal” means the Principal of the College, or the Principal’s authorised representative.

### **3. General**

3.1 The Applicant is expected to support our ethos, values, culture and policies, including our aims to:

- accept the Lordship of Christ, and
- accept the Bible as the revealed Word of God (see the College Statement of Faith and Values for further information).

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:

- the physical numbers of currently enrolled students;
- the willingness of the child and the Applicant to comply with the College’s policies and procedures; and
- the resources available to cater for the educational needs of students.

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

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

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

- 4.1 Upon receipt by the Enrolment Officer, of a correctly completed application, including the Application Form, any necessary associated paper work and the enrolment fee will be considered by the College.
- 4.2 Heathdale Christian College seeks to enrol students of families who seek a Christian Education for their child(ren) and who support the ethos of the College as encapsulated in the College's Christian Foundations Statement. Additional factors will be taken into account when considering an application for enrolment. These include:
- Current siblings enrolled at the same campus
  - Alignment with the College's Christian Foundations Statement
  - Children of ministers or people engaged in full time lay ministry within a Christian Church
  - Past students/staff of the College
  - Proximity to campus
  - Compassionate factors
- 4.3 Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.
- 4.4 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.

### **5. Discounts**

- 5.1 In some circumstances the College may exercise discretion in providing Applicants or current enrolled families with a discount on fees and charges.
- 5.2 Where a discount is given by the College, the College will review the discount on an annual basis, and is not obliged to offer future or further discounts to the Applicant or current enrolled family in question.

### **6. Enrolment procedure**

- 6.1 The Applicant is required to:
- attend an Enrolment Information Session (unless the Applicant already has children enrolled at the College); and
  - submit to the Enrolment Office a completed Enrolment Application Form signed by both parents / 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 child.

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- 6.2 Once clause 6.1 has been complied with, the Applicant may be invited to attend an appointment with the relevant Principal or representative. The prospective student and the Applicant must attend this appointment. During this interview, the Applicant may be asked to demonstrate their commitment to the College Statement of Faith and Values and discuss the prospective student's educational needs and expectations.
- 6.3 Following successful completion of clause 6.1 and 6.2, the College may make an enrolment offer by way of a Letter of Offer to the Applicant, or may advise the Applicants that the prospective student has been placed on the waiting list, or may advise the Applicants that the application has been declined.
- 6.4 To accept an enrolment offer, the Letter of Offer must be submitted and signed by both biological parents (unless a court order provides otherwise and a copy is given to the College), including payment of the Enrolment Confirmation Fee by the due date outlined in the letter of offer.
- 6.5 If a child is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid, except the application fee paid under item 6.1(b) will be returned at the discretion of the Principal.

### **7. Reasonable adjustments**

- 7.1 Where information obtained by the College indicates that an Applicant's child has a disability, the Principal, or their delegate, will consult with the Applicant and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Should the Principal's delegate conduct the consultation, they will make a recommendation to the Principal if an offer of enrolment should be made to the Applicant based on the sections 7.2 to 7.4. Following the consultation and any recommendation from the Principal's nominee, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 7.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- the nature of the child's disability;
  - the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
  - views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to

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access and participate in education and training opportunities on the same basis as children without disabilities;

- information provided by, or on behalf of, the child about his or her preferred adjustments;
- the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- the costs and benefits of making the adjustment.

7.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

7.4 If reasonable adjustments are necessary to enable a child 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 Principal will take into account the relevant circumstances of the case, including:

- 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 child and the family of the student).
  - This includes (without limitation):
    - (i) costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
    - (ii) benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
    - (iii) the effect of the disability of the child;
- the College's financial circumstances and the estimated amount of 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;

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- the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- 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 child's participation); and
- the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

7.5 The Principal will discuss with the child and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

7.6 If the Principal is satisfied that it has sufficiently consulted the child and the Applicant (as appropriate), and adjustments required are not reasonable, would cause unjustifiable hardship or the College, may decline to offer the child a position or may defer the offer.

### 8. Privacy

The College collects personal information, including sensitive information regarding parents, guardians 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 interests of students. Please refer to the Privacy Policy for more information.

Adopted July 2018 || Reviewed every 3 years

Internal Note: Supersedes GP 04.1 & MP04.1.1 Nov 2011, GP4.1 April 2017 || Conjunction with MP4.1.1 Jul2018