

Enrolment Policy and Guidelines (CCS)



CANBERRA CHRISTIAN SCHOOL

NURTURE | LEARNING | CHARACTER

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1. Rationale

Canberra Christian School is a comprehensive co-educational PK-6 school owned and operated by SDA Schools (SNSW) Ltd, and provides an education underpinned by religious values and operating within the requirements of the ACT Education Act 2004. All enrolment applications will be processed in order of receipt and consideration will be given to the applicant's support for the ethos of the school, siblings already attending the school and other criteria determined by the school as outlined in this document. Once enrolled, students are expected to act consistently with the school's ethos and comply with the school rules to maintain the enrolment. Parents also are expected to be supportive of the ethos of the school.

2. Legislation References

- Privacy Act 1988 (Commonwealth)
- Education Act 2004
- Disability Discrimination Act 1992

3. Implementation

3.1. Applications

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at a nominated SDA school.

Students enrolling in K at the school for the first time will be at least 5 years of age on or before 31 April of the enrolling year. Students enrolling in Pre Kindergarten classes will be at least 4 years of age on or before 31 April of the enrolling year.

3.2. Immunisation Requirements

All schools are required to request an immunisation certificate at enrolment.

The school will then:

- record each child's immunisation status in a register and retain copies of approved immunisation certificates for a period of three years after the child has ceased to attend the school;
- provide a copy of a child's immunisation certificate to a school that the child has transferred to (on request);
- notify the public health unit if an enrolled child has a vaccine preventable disease, or if they reasonably believe that an unimmunised enrolled child has come into contact with someone who has a vaccine preventable disease;
- exclude unimmunised children at risk of contracting a disease from attending school on the direction of a public health officer.

3.3. Processing Applications

1. The school will base any decision about offering a place to a student on:

- Family Relationship with the school:
 - the applicant coming from a Seventh-day Adventist family;
 - sibling of a current or ex-student;
 - whether they hold attitudes, values and priorities that are compatible with the school ethos.
- The Student:
 - the contribution that the student may make to the school, including the co-curricular activities;
 - any special needs or abilities of the student;
 - the student's reports from previous schools.
- Other Considerations:
 - order of receipt - when the application to enrol is received by the school.

The school will meet with parent/caregiver(s) of the students before offering a place.

The school has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct, payment of fees and other requirements of the school which are applicable from time to time.

3.4. Student Withdrawals

The school will monitor and collect data to determine the factors in to why families leave the school. The withdrawal guidelines will assist this. It will do this by following the implementation steps below.

1. It is the responsibility of the parent to inform the school office of when they plan to withdraw their child or children from the school.
2. The school requires one terms notice of withdrawal.
3. The parent/carer is charged a terms fees if a terms notice is not given.
4. Once the date of the students' last day is established then the teacher will be informed and will have the student's books and things ready to take home.
5. The secretary will mark the student/s as left in the MAZE and SEQTA database.
6. The Principal will inform staff that the student/s have left the school.
7. The family are given an exit survey form to fill out and return to the school as soon as possible.
8. The exit survey details are passed on to the administration team to collate for data and future reference.
9. The administration team will ensure the Transfer Register is updated.

3.5. Students with Disabilities

If the parents/guardians have indicated that the student requesting enrolment has special educational needs, the School and parents will discuss the potential implications of the student's enrolment. As much information as possible is obtained from the parents/guardians in order to evaluate whether an adjustment is necessary to ensure that the prospective student is able to apply for enrolment in the school on the same basis as a prospective student without a disability.

The School will seek in the enrolment process further information on any adjustments necessary to the existing programs or facilities so that the School can provide a suitable similar program for this student. Once special educational needs are identified, then the process of gathering and analysing information is undertaken.

The process of collecting information about the student's learning needs and developing a Learner Profile and Support Plan may take considerable time. The time taken depends on the extent of the prospective student's disabilities and the entry point to the school.

Parents/guardians will be involved in the process of determining the outcome of the application for enrolment, and fully informed of all decisions and outcomes at each stage of the enrolment process.

Parents/guardians and the school will work collaboratively to collect data to determine the student's educational needs. It is important for parents/guardians to be involved as fully as possible in the data collection process to ensure a thorough, comprehensive, and well-documented assessment of the student's disability.

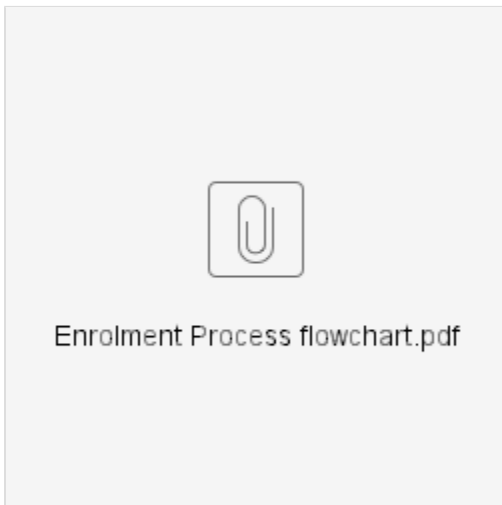
Following the collection of this information, the school will discuss the program of support and reasonable adjustments that can be offered with the parents/guardians. If the enrolment is to proceed, the support offered by the school is discussed as an offer and may include but not limited to the following details:

1. school assistant support
2. teacher support
3. agency support
4. therapeutic support
5. equipment and modifications
6. the Student Support Plan as a framework to review the enrolment
7. behaviour management plan.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline to offer a position or defer the offer.

It is possible that students presently enrolled in the School may have an undiagnosed disability. When this occurs the School is committed to processes outlined above to collect information about the student, the support needed and develop a set of adjustments to the program to cater for this student.

4. Enrolment Process flowchart



5. Date of next policy review

- July 2020

Council Chair Signature:



Date:

1/5/19

Version	Date	Comment
Current Version (v. 6)	Aug 20, 2019 15:04	Bree Hills
v. 5	Aug 18, 2019 12:31	Bree Hills
v. 4	Aug 18, 2019 12:23	Bree Hills
v. 3	Apr 24, 2019 15:08	Bree Hills
v. 2	Apr 24, 2019 14:39	Bree Hills
v. 1	Apr 24, 2019 14:02	Bree Hills