
Enrolment Policy

Adopted: June 2018

Last Amended: March 2022

Next Review: March 2024

1. Preamble

- 1.1. Son Centre Christian College (SCCC) is a non-denominational, co-educational Christian school that offers education from Prep to Grade 6, situated at 141a Aerodrome Road, Swan Hill, Victoria
- 1.2. SCCC exists to support parents in their God-given task of educating their children and focus on partnering with parents and guardians in nurturing children and training their children in God's ways. The school also seeks to support non-Christian parents/guardians who are supportive of the Christian identity and ethos of the school and desire a Christian education for their children.
- 1.3. SCCC's mission is to partner with parents to provide quality education based on Christian beliefs, values and practices within a caring, secure and supportive school community. As such, the school seeks 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. The purpose of this policy is to establish clear objectives and parameters in relation to the enrolment of students and therefore facilitate informed and consistent decisions and procedures.
- 1.5. The school is committed to observing relevant legislation, including the *Education and Training Reform Act 2006* and the *Disability Standards for Education 2005 (Cth)*, and also Victorian and Commonwealth discrimination laws.

2. Definitions

- 2.1. *The Association* refers to the Son Centre Christian School Association.
- 2.2. *Enrolment* refers to the admittance of a child to SCCC whereby the child becomes a student at SCCC.

3. Details

- 3.1. All families are expected to support the ethos of the school, as reflected in the *Constitution* and in various policy and procedure documents. This includes an acknowledgement that all students will be taught according to a biblical worldview in all subject areas, which will include participation in practices including, but not limited to, Bible reading and prayer.
- 3.2. All parents/guardians and students are expected to act and speak as partners of the school and its ethos, identity, purposes, practices, documents and policies.
- 3.3. While SCCC seeks to have enrolment open to all, the ability to enrol new students in particular classes and/or year levels may be limited by:
 - the physical numbers of currently enrolled students;
 - the resources available to cater for the educational needs of students.
- 3.4. Enrolments may be withheld, withdrawn or cancelled by the school, regardless of the availability of places and the relevant classes and/or year levels, in situations where:
 - reports from a previous school or other references indicate that the student and/or parent or guardian has acted in a way that is contrary to SCCC's values as set out in the *Student Code of Conduct*, *Parent Code of Conduct* or *Student Discipline and Behaviour Policy* as determined by the Principal in their absolute discretion;
 - it is apparent that an enrolment is not likely to be in the best interests of the student, other students, staff members or the school community;

- there are indications that the parents/guardians are not committed to partnering with the school by supporting SCCC's purposes, ethos, values, principles and Christian foundations;
 - it is apparent that the applicant will be unable to meet the financial commitment of the enrolment;
 - relevant information is withheld, or information provided is found to be inaccurate or insufficient; or
 - it is determined that the school is unable to provide, initially and/or for the duration of the proposed enrolment, for the educational needs of the student.
- 3.5. Further to item 3.4 above, the school reserves the right to discuss alternative options that may be in the best interests of the child for whom enrolment has been sought.
- 3.6. In considering enrolment applications of a prospective student with a disability, the school will comply with the *Disability Standards for Education 2005* (Cth).
- 3.7. Where places or resources are limited and/or waiting lists are established, applications for enrolment may be prioritised at the discretion of the Principal with preference for enrolment being given where the application meets one or more of the following criteria:
- For a student seeking to re-enrol after being given priority when departing
 - For a whole family enrolment (i.e. all school-aged children)
 - For a sibling of a current SCCC student
 - For a sibling or a child of a past SCCC student
 - From a family that is expected to be able to meet all fees and charges as they fall due
- 3.8. Generally, students are best to be enrolled from the start of a year. To minimise disruption to current classes and allow for the change of class structures if necessary, the school may elect to defer students seeking enrolment during a term to a start date at the beginning of a semester or year.
- 3.9. The enrolment process shall follow established practices and procedures designed to ensure that enrolments are processed as quickly and efficiently as possible.
- 3.10. The school does not expect that all families that commence the enrolment process will complete such process and families should not assume that an enrolment application will be successful.
- 3.11. Enrolment decisions shall be based on a range of information and other factors, and each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account.
- 3.12. Parents/guardians are required to give one full term's notice in writing to the Principal of their intention to cease enrolment of a student, with such notice to be given prior to the commencement of the next school term (including for the first term of the next school year). In the event that one term's notice is not given, in lieu of such notice the tuition fees and charges for the next term will be payable in full.
- 3.13. The school 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 school to complete the enrolment process and, during the course of enrolment at the school, to provide for the best interests of students. See the school's *Privacy Policy* for more information.
- 3.14. The school maintains an accurate and up-to-date enrolment register that records the total number of students enrolled in the school and other relevant information as required by clause 9 of Schedule 4 of the *Education and Training Reform Regulations 2017*.