



Enrolment Compliance Statement

Introduction

Bairnsdale Christian College is a Christian College providing education for students from primary to secondary school. The College is a co-educational facility that was established as a non-denominational facility to provide Christian values education for the Christian churches across the district. The College values and supports diversity, inclusion and equality and is committed to promoting cultural safety for all children; with or without a Christian background, belief or affiliation. Bairnsdale Christian College has a zero tolerance for any form of child abuse. We believe ALL children are fearfully and wonderfully made. Therefore, we are committed to promoting and providing a child safe environment where children and young people are safe, feel safe, and their voices are heard. We value and support diversity, inclusion and equality and are committed to promoting cultural safety for all children, including the needs of students with disability, students from culturally and linguistically diverse backgrounds, students who are unable to live at home, international students, and LGBTIQ+ students.

The College is founded and operates on Biblical beliefs and our purpose is the spiritual, educational, emotional, social, and physical development of every student in a holistic way aligned with those beliefs. The College desires to impart to all students a Biblical understanding of God and His creation and a Christian way of living. The College Board reasonably assumes that parents who wish to enrol their child/ren agree that they will be taught according to the Statement of Faith (see Appendix 2) which outlines the values and beliefs held by the College.

Purpose

Throughout this Policy, unless the context requires otherwise:

Disability in relation to a prospective student, means any child or young person who has a medically diagnosed disability supported by documentation, whether physical, psychological, emotional, or social. To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Family means any person/s responsible for an enrolment and the prospective student.

Parents include guardians or any other person who has applied to have a prospective student enrolled at the College and, where the prospective student has only one parent, means that parent.

Prospective Student is a child or young person who is named in enrolment documents submitted by themselves, a parent or guardian to the College.

Scope

This Policy and its Procedures apply to all staff, students and families.

Responsibilities

The Enrolment Register is kept up to date by the Administration Manager.

Policy

Bairnsdale Christian College is committed to an open enrolment policy that is consistent with our Philosophy and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, privacy and immunisation legislation.

We accept enrolments on the basis of:

Main Enrolment Criteria:

- Completed application form including the following:

- Copy of the applicant's birth certificate & immunisation record. For international students: passport & VISA
- Supporting documentation such as diagnosis reports or legal documents, as required
- Signed acknowledgement of the College Statement of Faith
- Completion of a College tour
- Completion of a family interview

Eligibility and Priority of Access

When considering making offers of a place at the College, preference is given to siblings of current students already at the College.

The College also considers:

- Evidence of a place at a similar Christian College elsewhere in Australia or overseas if a family relocates from interstate or overseas
- The date of lodgement of the Application for Enrolment
- A prospective student's willingness and ability to contribute to the wider life of the College
- Evidence of a prospective student's community involvement and leadership skills
- The alignment of the family's beliefs and values with those of the College

The outcome of the assessment process will be sent to the prospective student's parents within fourteen days of the Family interview.

Bairnsdale Christian College enrolls students in Foundation to Year 10.

Enrolments outside of these intakes will be considered on an individual basis.

All applications for enrolment at the Bairnsdale Christian College must be completed in accordance with the Enrolment Form.

Enrolments are considered by the Enrolment Review Committee each year.

The Enrolment Review Committee will consider each application and make a determination based on the enrolment criteria.

Bairnsdale Christian College is committed to the principles of our anti-discrimination obligations. We will consider all enrolments in accordance with our Disability Discrimination Policy and our duty to make reasonable adjustments but reserve the right to depart from that policy where it is legally permitted and in accordance with our Statement of Philosophy Policy and Procedures.

Procedure

Enrolment Agreements

The Bairnsdale Christian College requires the parents/guardians of each student enrolled at the Bairnsdale Christian College to have a current, signed enrolment agreement. A template enrolment agreement is made publicly available.

Our template enrolment agreements ensure that our obligations under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law

are effectively met and documented.

Each agreement also includes:

- a copy of our code of conduct that is applicable to students, parents and guardians
- fees information
- educational services provided
- the grounds on which the agreement may be terminated by either party

Enrolment Register

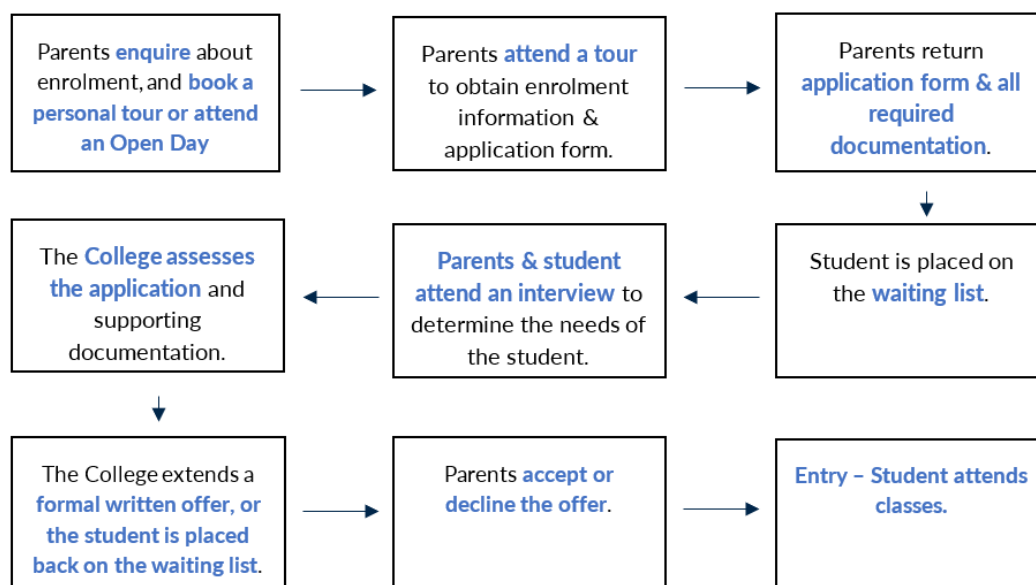
Bairnsdale Christian College keeps a register of enrolments of all children at the Bairnsdale Christian College in digital and print form.

The register of enrolment records the following information in relation to each student enrolled at the Bairnsdale Christian College:

- the student's name, age and address
- the name and contact details of any parent/carer of the student
- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at the Bairnsdale Christian College (if applicable).

Our Enrolment Register evidences that we meet the minimum number of students requirement.

The following processes will generally be followed in relation to enrolments at the College:



New Enquiries

The College will make available on its website:

- Information about the College and its programs
- General enrolment information
- The procedure for applying to enrol a prospective student at the College
- Information about College fees, discounts, and scholarships
- Parents makes an appointment for the family to tour the College or attend an Open Day event

College Tour/Open Day

Families must attend a college tour/open day event, during which the following will be discussed:

- College's fee structure and fee support systems
- The College's Christian vision, values, and goals
- The expectations of the faith-based learning environment
- Religious affiliations
- College educational programs and activities

Waiting Lists

The name of a prospective student will be entered on the appropriate waiting list when:

- The family has attended a tour or open day event
- All required documents required for application for entry are returned to the College
- Provided any other information about the prospective student which the college considers necessary

Family Interview

The family attends an interview to determine the needs of the prospective student and discuss the requirements and expectations of the College, with:

- The Principal
- The classroom year level teacher/s of the prospective student, and/or
- Other nominated staff member/s

Assessment of Application

All applications will be assessed on merit and classroom capacity limits by the College Application team, which may be comprised of:

- The Principal
- Classroom Teacher/s
- Disability Inclusion and Wellbeing Coordinator
- Enrolment Officer

All applications are considered in light of the College's vision, values and equity statements:

- BCC has a zero tolerance for any form of child abuse and is therefore committed to promoting and providing a prospective student a safe environment where children and young people are safe, feel safe, and their voices are heard. We value and support diversity, inclusion and equality and are committed to promoting cultural safety for all children and young people. Every person involved in BCC has a responsibility to understand the important and specific role he/she plays individually and collectively, to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

In considering enrolment applications in relation to a prospective student with a disability or specific need, the Principal shall have regard to:

- the prospective student's needs and abilities
- Any reports or assessments required or requested by the school
- Whether reasonable adjustments can be made and the effect of the proposed adjustment/s on the prospective student, other students, and on the staff

- Whether the proposed adjustment/s might pose an unjustifiable hardship to the school, including the financial expenditure required to implement the proposed adjustment/s, and
- Any expert information that the Principal may deem beneficial in making a determination.

As part of the assessment process, the College may ask the parents to provide more information about the prospective student

The parents must pay for any assessments or reports which are required from non-College personnel

In considering all prospective enrolments, the College may ask parents to authorise the Principal or the Principal's delegate to contact:

- The prospective student's previous school/s
- Other support services involved in the care and education of the prospective student

Where information obtained by the College suggests:

- A profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the prospective student's enrolment at the College is likely to be detrimental to other students, the staff, or the College; or
- The parents neglect to meet the financial commitment agreed upon for the prospective student at the College, notwithstanding that the prospective student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

In addition, overseas prospective students must also provide:

- A copy of Passport and Visa.
- The prospective student's last two school reports together with an English translation (if applicable) and a validation of the translation.
- A copy of English language test results (AEAS, IELTS or Milton Placement Test); if available.

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

College Reserves Rights

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

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their prospective student's needs.

The College reserves the right to immediately terminate the enrolment of any student if it is evident that the prospective student's behaviour is having a deleterious effect on other students, teachers, or both. This is to be read in conjunction with the College's Behaviour Management Policy.

Enrolment Offer

Offers are made on the basis of the number of students within each year level

- At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the prospective student; or
- Place the prospective student's name on the waiting list.
- Parents must accept or decline the offer within seven days of receiving the Acceptance Form, which includes acceptance by the parents of the then current

Conditions of Enrolment.

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

Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the principal, a provisional enrolment may be offered for a prospective student for a set period of time.

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, enrolment deposits will be refunded, and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of prospective students with a disability.

Entry

The College may undertake a "readiness for College" assessment. Where parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the prospective student's preschool or early intervention centre to assess the learning needs of the prospective student more accurately.

Prospective students must fall within the age requirements

Source of Obligation

The Victorian Registration Standards require the Bairnsdale Christian College to have:

- (sch 4 cl 7 ETR Regs) a minimum of 20 students enrolled in the Bairnsdale Christian College.
- (sch 4 cl 8) a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws.
- (sch 4 cl 9) a register of enrolments, containing the prescribed information in relation to each student.

The Guidelines also require the Bairnsdale Christian College to maintain and publish an enrolment agreement with parents or guardians which complies with all State and Commonwealth laws and contains the prescribed information.

The number of enrolments at the Bairnsdale Christian College refers to students of compulsory school age; it does not include children who are less than six (6) years of age in their first year at school.

Related Policies and Procedures

- [Bairnsdale Christian College Philosophy Compliance Statement](#)

Policy History & Schedule

V3 (2022) - Next Review Date: Jan 2024