

# ENROLMENT - POLICY

## DOCUMENT PURPOSE:

to inform NBCS and the community of NBCS enrolment policy.

## DOCUMENT HISTORY:

This document version:	2020-6-16
This version reviewed and approved by:	Principal General Manager Deputy Principal
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## CONTEXT

1. Northern Beaches Christian School (NBCS – the School) is a comprehensive co-educational K-12 school providing an education underpinned by Christian values and operating within the requirements of the NSW Educational Standards Authority (NESA).
2. NBCS maintains a total enrolment not exceeding 1325 students.
3. Students can come from a wide range of backgrounds.
4. Only applicants who are permanent residents of Australia, or whose families have a current eligible Australian working visa (copy of passport must be submitted) are eligible to apply for enrolment.
5. While this 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.

## LEGISLATION

### Relevant Legislation:

- the *Race Discrimination Act 1975* (Cth)
- the *Sex Discrimination Act 1984* (Cth)
- the *Disability Discrimination Act 1992* (Cth)

These Acts make it unlawful to discriminate against a person on the grounds of their race, sex or disability by refusing to enrol them at NBCS. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

## PARAMETERS

1. A student must be enrolled in one school only at any given time.
2. A student does not need to be enrolled at the beginning of a school calendar year.
3. A student is considered to be 'enrolled' at NBCS when he or she is placed on the *NBCS Register of Enrolments*.
4. Enrolment applications will be processed with reference to waiting lists and consideration will be given to criteria determined by the School from time to time.
5. The School reserves the right to exempt nominated families from any waiting list, if the Principal, or delegate, assesses that a family has good cause for such exemption.
6. Subject to availability, offers of a place can be made, after interview, according to whether there are siblings of the student already at the school, and the suitability of the applicants to be best able to:
  - a. benefit from the academic program the School offers.
  - b. demonstrate a willingness to participate in the full range of activities offered by the School and whose families understand and are supportive of the Christian aims and objectives of the School.
7. For the purposes of enrolment, the term 'siblings' refers to children who have at least one parent in common. For our purposes there is no difference between natural and adopted children.
8. Final decisions on any enrolment placement into a grade cohort are the decision of the Principal.
9. Northern Beaches Christian School reserves the right to exclude students from consideration for enrolment:
  - a. if they have been refused entry at another school, or if they have been withdrawn from another school pending exclusion, or if they have been asked to leave that school;
  - b. if any parents/guardians are unable to assent to, and sign all components of any application forms;
  - c. if, the Principal, or delegate, assesses that the enrolment of that student has the potential to create conflict at school or within the family;
  - d. if the Principal, or delegate assesses that the School does not have the foreseeable ability to provide a successful academic program for that student;
  - e. if the Principal, or delegate, assesses that there has been lack of disclosure by the family;
  - f. if the Principal, or delegate, assesses NBCS is not suited according to academic assessment;
  - g. in order to make a determination, with due process, as to whether the School has the necessary human resources to cater for specific needs;
  - h. without specific explanation.

## IMMUNISATION

Under the *Public Health Amendment (Review) Act 2017*, existing legislated provisions that have applied to primary students, regarding requesting and recording proof of immunisation status, have been extended (from 1 April 2018) to high school students. This Act requires principals of high schools to obtain information about a child's vaccination status at enrolment and allow a public health office to exclude a child with a vaccine preventable disease, or an unvaccinated child, from high school during the outbreak of a vaccine preventable disease.

A parent can refuse to provide a History Statement to the School, but their child will be classified as not immunised and may be excluded from the NBCS if there is an outbreak of a vaccine-preventable disease in the School.

The Immunisation History Statement which is issued by the Australian Childhood Immunisation Register (ACIR) is required as proof of immunisation status for enrolment at any school under the NSW Public Health Act 2010. The Personal Health Record (Blue Book) is not acceptable evidence.

The School will need to retain the Statement for three years after the child has left the School.

## ONGOING ENROLMENT

1. Once enrolled, and in order to maintain their enrolment, students are expected to act consistently within the School's standards and expectations of behaviour and to be accountable for complying with NBCS rules.
2. Parents may seek to enrol their child in the school of their choice, and if that enrolment is at NBCS parents are also expected to be supportive of the policies, procedures and rules of the School and other requirements as indicated from time to time, and to encourage their child to uphold the School's standards of behaviour.
3. A student's continuing enrolment is also subject to payment of all invoiced school fees as, and when, due.
4. The School reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.
5. The NBCS Board of Directors, through the Principal, may at any time require the removal from the School, permanently or temporarily, of any student, if in their absolute discretion, the NBCS Board of Directors and the Principal deem such action advisable either in the interests of the pupil, the wellbeing of other students, for the good of NBCS or if the parent or guardian is not supportive of and complying with NBCS policies.
6. It is the School's right to require the removal of a student from enrolment at the School if the School should conclude that the necessary relationship of trust and cooperation between the family and the School is irreparably damaged. No remission of fees will apply in such cases.

## WITHDRAWAL

A period of one full term's notice, in writing, to the School Principal or Registrar, is required for any family wishing to withdraw their child. Notice is not required for a student completing Year 12.

Scheduled vacations of NBCS do not constitute adequate notice.

## POLICY REVISION

NBCS reserves the right to change the Enrolment Policy at its discretion.