

Enrolment Procedure

When you have read the Prospectus and obtained all other relevant information to answer any questions you may have – we ask you to prayerfully consider the enrolment of your child at Wyong Christian School. If this is where you would like to enroll your child, then we ask you to follow the procedures detailed below.

1. **Complete and sign the enclosed application form** and return it to the school office along with the application fee (see note below).

Your application will be processed after we have received ALL of the following:

One **reference** for your family from your **Minister or Pastor**

One **reference** from a person who knows your family well

A copy or extract of child's **Birth Certificate**

A copy of **parent's proof of residential status** (eg; birth certificate or current passport)

Recent **school reports** (except Kindergarten applications)

Immunisation History Statement – for Kindergarten applications please send the statement when the four year old immunisation is complete. (Immunisation statement not required for Year 7 and above enrolments)

A letter acknowledging receipt of your application will be forwarded to you.

2. Depending on the availability of positions, you will be contacted to arrange an **interview** with the Principal and a member of the School Board. Interviews are usually conducted around April or May prior to the year applied for. The criteria the Board will consider for potential enrolments are:

Priority 1 - Families with a strong Christian commitment and church affiliation who already have children in the school.

Priority 2 - Families with a strong Christian commitment and church affiliation who are new to the school.

Priority 3 - Families who do not have a strong Christian commitment and church affiliation, who have children in the school and those who would be new families to the school.

3. A time will be made for the **student** to meet with our Principal for a short assessment.
4. Following the completion of the parents interview and student assessment you will be advised of the outcome of your application and a possible commencement date.

Please read the '**Enrolment Policy**' document which may answer any further questions you have about our policy for both 'initial' and 'continued' enrolment.

APPLICATION FEE

A non-refundable application fee of \$50 is payable when lodging your child's enrolment application.

Enrolment Policy

Why we have an enrolment policy

The School is based on a Christian philosophy of education which will not appeal to everyone. The School also expects that the Christian principles taught at School will be consistent with the training of family life at home.

The Wyong Baptist Church, the School Board and the parent body share to wish that our children will grow to grace and wisdom in the teaching of the Lord Jesus Christ. The Enrolment Policy is designed to foster a School community that gives them every opportunity to do so.

The School also has a responsibility to publish clear guidelines about its relationship with students' families so that parents know what to expect in various circumstances.

When we will offer enrolments

Offers of enrolment will be made when the following circumstances apply.

1. At least one parent or care-giver is a Christian who affirms the School's confession of faith, and whose church leader confirms their Christian character and participation in church life.

AND

2. The parents or carers demonstrate
 - a) understanding of the School's philosophy of education and
 - b) commitment to its influence on the development of their children.

AND

3. The parents or carers accept that the partnership between School and home may challenge them personally with issues about the child's welfare and growth in God's grace and wisdom.

When these apply we will accept enrolments. We will not refuse to enrol a child on the grounds of the race, colour, sex or physical capacities of the child. However, the School must judge that it is able to meet the needs of the child together with all others enrolled. We will do this in consultation with the parents. Therefore, it is expected that parents / carers will fully disclose any educational, emotional or physical special needs that may affect the education of their child or other children.

What you can expect about continuing enrolment

We earnestly desire that all our *students will enjoy a rewarding and complete Christian education. We will do, everything reasonable in our power to help families meet the conditions below for **continuing** enrolment of their children.* We believe the conditions are fair and proper for families wishing to place children in the School .

The School will move to discontinue enrolment, with full consultation in advance, if it cannot meet the child's needs or if the education of other children is seriously disadvantaged by the child's presence.

What the School expects of you

The School considers that your failure to meet any of the conditions below is reason for terminating enrolment, at it's discretion - after reasonable effort has been made to help you meet them.

1. Parents/carers support the School's educational philosophy by continuing to allow the child to share fully in the life and program of the School . This specifically includes, but is not limited to, the devotional activities and doctrinal lessons.
2. Parents/ carers support what they expect from the School by ordering their own lives and home so that the child will be given every opportunity to grow in God's grace and wisdom.
3. At least one parent/carer continues to maintain their Christian faith and witness and to contribute to their church. At least one parent/carer continues to support School functions or activities by their attendance.
4. Parents/carers will continue to provide the child with the correct uniform, ensuring the child wears it neatly, modestly and clean.
5. Parents/carers provide the child with all personal equipment required by the School for full participations in the education offered.
6. Parents/carers support the responsibility of the School to use discipline and give punishment, in accordance with it's policies, as it seems wise and suitable for the child.
7. Agreed fees are reliably paid in advance at the end of the preceding term, or as the Bursar arranges in accordance with School policy. In the case of a family's first enrolment, agreed fees must be paid by the date set for accepting a place in the School .
8. Students will behave in a way that does not bring dishonour to the name of the Lord Jesus Christ or disgrace to the School . This includes but is not limited to:
 - a) not using alcohol or tobacco and
 - b) not abusing other substances viewed by the School as harmful to the student or other students.

How we enrol students

- ❖ The School office collects basic information during the first enquiry call (e.g. name, address, telephone, church attended).
- ❖ If enquirers are not attending a church, we encourage them to demonstrate a willingness to uphold Christian values by doing so. Only by providing this example can they expect their children to learn and adopt the Christian values we teach.
- ❖ A letter with school prospectus, application form, enrolment policy and fees advice is sent out promptly. Please note that individual members of school staff and board do not have the power to predict the success of any application.
- ❖ Parents/carers return the completed application plus all the required documents and the registration fee. The application will not progress while any one of the required documents is not included.
- ❖ When the application is complete and depending on the availability of positions the School arranges for parents/carers to be interviewed by at least two of the following at a mutually convenient time: Principal or Head Teacher; Pastor or delegate; School Board members. At least one week is needed to follow-up references and School reports before the interview.
- ❖ The whole School Board prayerfully considers the application and recommendations from the interview/s at it's regular meeting. (A minimum of one week is needed to arrange a special Board Meeting to consider urgent applications).
- ❖ When an application has been approved the Board offers a place to the child, if one is available. Where no place is available the child's name is placed on the waiting list. The Letter of Offer has a return slip for parents to sign when accepting the offer.

The criteria the Board will consider for potential enrolments are:

- Priority 1** - Families with a strong Christian commitment and church affiliation who already have children in the school.
 - Priority 2** - Families with a strong Christian commitment and church affiliation who are new to the school.
 - Priority 3** - Families who do not have a strong Christian commitment and church affiliation, who have children in the school and those who would be new families to the school.
- ❖ Parents/carers return the signed acceptance with one term's fees in advance. (Fees thereafter are due in advance during the last week of each term).
 - ❖ The School office sends details of orientation day; commencement date; uniform and other requirements for the child to start school .

How we terminate enrolment

Whether the family or the School terminates the enrolment it is a sad time for the whole School community. Sometimes there is only the sadness of a farewell - e.g. when a parent's job is transferred. Sometimes the enrolment is ended because somebody's expectations have not been met. That is when there can be some pain involved.

Ended enrolments can be painful for the School if there is a complaint about the School's performance which has not been clearly presented to the most-immediately involved person, and the principal, beforehand. Ended enrolments can be painful for the family for similar reasons. (Jesus' teaching on conflict resolution between Christians is recorded in Matthew 13:15-17). For our part, the School undertakes to make every reasonable effort within its power to help with a problem that threatens to break down a co-operative relationship between School and family.

The School will terminate enrolment under two kinds of circumstances -

a) persisting failure by the family to meet the conditions for continued enrolment,

OR

b) the inability of the School to meet the child's needs without seriously disadvantaging other students.

When the School terminates a student's enrolment for one of these reasons we will advise parents/carers in an interview and in writing, after less formal communications have been exhausted. We will try to arrange for the student to finish up at a time that suits both the School and the family. We will refund unexpired fees if no money is owed to the school .

The School expects that when parents or care-givers terminate a student's enrolment they will give at least a whole term's notice. Otherwise the School will continue to hold them liable for the remainder of the term's fees. The School Board *may* decide to return part or all of any unexpired fees at its discretion.