1. **PURPOSE AND BIBLICAL BASIS:**

Glenvale Christian School (GCS) was established by the Association (1) to aid parents to equip their children for effective, God-glorifying lives as Christians in the world by:

- Leading students into the service of God and others as a thankful response to the work of God in Christ;
- Nurturing students in a Biblical understanding of the world and of life;
- Establishing an educational environment that is Christ-centred and characterised by faith, hope, love, joy, peace and service;
- Helping students to discover and develop their own God-given abilities, and to recognize and respect those of others;
- Showing students that knowing their strengths and limitations is part of achieving a realistic self image;
- Encouraging students to strive for excellence in their lives.

The authority of the teacher over the student is a delegated authority ("in loco parentis"). It is expected that parents be supportive of the educational model of the School and work in partnership with School staff.

As a covenant community the School, through its Enrolment Policy, seeks primarily to support Christian parents (Galatians 6:10) in their task of nurturing and training their children in God’s ways (Ephesians 6:4). The School also seeks to support other families who are supportive of the Christian ethos of the School and are desirous that their children come under its Christian educational model.

This Policy acknowledges the needs and desires of the individual family or child within the context of the nature and needs of the School community, such that justice and loving kindness may be evident in all enrolment processes and decisions (Micah 6:8). While justice and loving kindness should not be applied to one family or child at the expense of others, due recognition should be given to the Biblical pattern of care for the disadvantaged.

2. **GUIDELINES FOR ENROLMENT:**

1. Welcome and consider all enrolment applications without undue delay, with confidentiality and with open communication between School and parents.

2. Proceed applications to the interview stage, at the discretion of the Principal, only after all enrolment forms have been completed.

3. Have a maximum class enrolment of 22 (Composite stream) or 25 (Single stream). Any increase will be at the Board’s discretion and will be temporary.

4. Only enrol students in Preparatory year who have turned 5 by 30th June in the year they propose to attend Prep. (And or six (6) years of age by the 30th June in the year they propose to attend Year One).

5. Consider the welfare of the whole School community, the School’s Christian ethos and the capacity of the School to cater for the individual needs of an applying student.

*(1) Association – Toowoomba Christian Parent Controlled Day School Association*
6. If there is a vacancy, make an offer of enrolment in the following order, but always at the discretion of the Principal in conjunction with the Board or its representative(s), subject to individual assessment and subject to the date of application within each category:
   a) Members of the Association who have children attending the School.
   b) Members of the Association who do not have children attending the School.
   c) Parents who are committed to Parent Controlled Christian Education transferring from another Christian School and who are eligible for full membership of the Association. (Application is to be accompanied by a reference from the minister of their church).
   d) Parents, who are professing Christians, defined as those who attend church at least monthly, who sign on the enrolment form to indicate that they accept and personally believe the statement of faith. (Application is to be accompanied by a reference from the minister of their church).
   e) Parents who fall out of the above four categories who have children attending the School.
   f) Parents not attending a church, who can endorse the School’s Educational Creed and Mission statement.

7. When possible, seek to accommodate those families for whom the School fees would impose a financial burden. This is at the discretion of the Concession Review Team and is dependant on the financial capacity of the Association at the time. Refer to Remission of Fees Policy

8. Comply with Government requirements (e.g. Data collection, Anti-Discrimination, Trade Practices Act).

9. Require that all parents allow their child to engage in the full life of the School, including its promotion of Christian belief and character, with due consideration to the child’s abilities and background. This includes spiritual, academic, physical, cultural, off-site and social events.

10. Terminate the enrolment of a student who, for example, undermines the School’s Christian ethos, engages in serious unacceptable behaviour, repeatedly disrupts learning or jeopardises the welfare of other students. Refer to Discipline Policy

3. **GENERAL ENROLMENT PROCEDURES:**

1. GCS is a School founded by committed Christian people to serve Christian families in the educational nurture of their children. All School families agree to support the School’s distinctively Christian framework. The School will seek to maintain a minimum 85% of enrolments from Christian families according to these guidelines:
   a. Each class should have a minimum 85% (6:1 ratio) from Christian families. (As identified in 2.6, a, b, c, & d, of this policy).
   b. Students who come from a non-Christian family, but who make a credible and sincere confession of their own Christian commitment are included in the Christian category.

2. Printed enrolment information includes:
   - Prospectus
   - Association history and mission statement
   - Extract from constitution
   - Enrolment policy
   - Enrolment form/s
   - Parent Handbook
3. Exceptions to the School’s Preparatory year starting age will be at the discretion of the School Board. A Preparatory Orientation is held in the November before starting School.

4. Families who are not Christians are very welcome to apply for enrolment and to join our School community. Such families do so agreeing that their children will receive an education that is firmly and authentically grounded in the Christian faith – a faith that is relevant to all areas of School life. All parents will be required to acknowledge, on the Enrolment Form, their support and willingness to encourage the Christian belief and character of the School, both directly & indirectly.

5. As we seek to show Christ’s love, we entertain enrolment applications from students with special needs – these needs may be learning giftedness or challenge, physical talent or difficulty. As part of the enrolment process, the School will be forthright in indicating whether it has the wherewithal to meet a child’s needs. The assessment procedure for students with special needs will assist in understanding:
   a. The anticipated needs of the individual student throughout their schooling
   b. The anticipated resources and costs required to meet those needs
   c. The individual program required to meet those needs
   d. The School’s capacity to provide those resources and individual programs
   e. The impact that meeting those individual needs will have on the existing class and School community

6. The School may not be able to meet the needs of all prospective students in the short or long term, and hence, may decline enrolment. Due consideration will be given to duty of care, child protection, discrimination and other relevant laws.

7. Permission to consult third parties regarding a child whose family is applying for enrolment will be sought in writing with due consideration to discrimination, privacy and other relevant laws.

8. One term’s notice of intention to withdraw enrolment from the School is required. If one full term’s notice of intention to cease enrolment is not provided, the School reserves the right to withhold the enrolment deposit of $200. Appendix 1- Enrolment Deposit Conditions.

9. A position will not normally be reserved for a student who leaves the School temporarily. Any changes to this procedure are at the Board’s discretion.

10. Any requests for financial assistance or fee relief will be referred to the Business Manager at the time of application for enrolment. The GCS Remission of Fees Policy will be adhered to.

11. Advertising for enrolments may occur from time to time as needed. Any advertising will forthrightly and clearly declare the School’s Christ-centred focus.

4. **SPECIFIC ENROLMENT PROCEDURES:**

1. Parents complete the Enrolment Application Form and send it to the School along with copies of requested documents. Copies of requested documents may include School reports, birth certificate, legal papers regarding family status, immunization certificates, specialist reports and, as needed, proof of citizenship / permanent resident status / visa status. The School does not have an enrolment application fee.

2. If there is no available position, the child is placed on a waiting list. The School will contact parents promptly when a position arises.
3. If there is the possibility of a position being available, the Principal meets with the parents and their children to establish whether or not the School can meet the children’s educational and personal needs. The Principal also explores the family’s background of Christian faith, their understanding of the School’s governance and the possibility of their involvement in the life of the School.

At the Principal’s discretion, the Learning Support Coordinator or year level teacher may also meet with the prospective student and explore School readiness (prospective preparatory students), literacy / numeracy / academic ability, areas of giftedness, special needs and a variety of relevant issues.

4. Decision

4.1 Standard Enrolment
- Enrolment of a student without special needs whose family meets criteria a, b, c, & d, of Offer of Enrolment Order (2.6 of this policy).
- The Principal has the authority to make a decision with regard to a standard enrolment.
- This decision is endorsed by a nominated board member.

4.2 Enrolment with Extenuating Circumstances
- The Principal makes a recommendation to the board.

In order for the Board to meet its obligation of making a fair and just decision in each enrolment application that it needs to approve, the Board must have at its disposal all relevant information.

This should include, at a minimum, the following:
- The information provided on the enrolment application.
- Priority category and current Christian family percentage in the class.
- A description of the individual needs of the student and how these needs have been determined.
- The outcome of discussions with parents and others currently involved in the management of the student.
- Specific support requirements to meet the student’s needs and the estimated cost of providing the required resources.
- Potential sources of additional funding.
- Characteristics of the class and potential impact on the School community.
- Other options that have been considered (such as repeats, etc).

4.3 In order to make a fair and just decision the School will deal with conflicting issues in the following order of priority.
1. Child safety
2. Duty of care
3. Child protection legislation
4. Discrimination legislation
5. Contract law and trade practices law
6. Family law
7. Privacy law

5. The School’s decision is conveyed to parents in written form. This will generally be within a fortnight of the meeting with the Principal. This decision may be:
- The offer of a position from a stated date OR
- The declining of enrolment.
6. Parents inform the School in writing of their intention to accept or decline the offer of enrolment. The family enrolment deposit is payable when an offer of enrolment is accepted by the family. This may be in instalments, by arrangement with the Business Manager (This deposit is refundable – conditions apply).

7. Parents may appeal the decision to decline enrolment by lodging a written appeal with the Board. The Board’s decision is final.

8. The child commences at GCS.

9. New students are assigned a student mentor / buddy to care for them in their first term at the School.

10. The families (including grandparents) of new students are encouraged to enter fully into the life of the School through participation in School programs, events, excursions, camps and assistance plans, and through involvement in the Association and its Committees as appropriate.

11. When a child ceases enrolment at GCS with a view to moving to a School in another state, the Interstate Student Data Transfer Note (ISDTN) will be activated by the Principal. The School will provide information to any destination School as needed and as appropriate.

12. When a child ceases enrolment at GCS with a view to moving to another school in Queensland, a transfer note and copies of relevant documents maybe requested by the new school’s Principal. The Principal of GCS will be required to provide requested information of the former student, within 10 school days after the given notice.

5. OTHER RELATED POLICIES

- BBP - 3 Toowoomba Christian Parent Controlled Day School - Constitution
- BBP - 4 Anti-Discrimination Policy
- BBP - 8 Discipline Policy
- BBP - 12 Family Law Policy
- BBP - 13 Fees Policy
- BBP - 14 Fees Remission Policy
- BBP - 17 Privacy Policy

6. APPENDIX:

Appendix 1- Glenvale Christian School Enrolment Deposit Conditions

7. REFERENCES

- Anti-Discrimination Act 1991
- Child Protection Act 1999
- Disability Discrimination Act 1992
- Education (General Provisions) Act 2006
- Information Privacy Act 2009
- The Family Law Act 1975
- Trade Practices Act- Schedule 2- Australian Consumer Law

8. REVIEW DATE:

October 2012 (or with change of legislation)