1. **PURPOSE AND BIBLICAL BASIS:**

Glenvale Christian School (GCS) was established by the Toowoomba Christian Parent Controlled Day School Association (the Association) 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 Kindergarten class enrolment of 22 and primary school student/teacher ratio of 1:22 (Composite stream) or 1:25 (Single stream). Any increase will be at the Board’s discretion and will be temporary.

4) Only enrol students in:
   - the Kindergarten Qld funded program who have turned four (4) by 30th June in the year they propose to attend the kindergarten;
   - the Preparatory year who have turned five (5) by 30th June in the year they propose to attend Prep; and
   - Year One who have turned six (6) by the 30th June in the year they propose to attend Year One. (Early entry into Year 1 is a strategy for meeting the educational needs of young children. Children can be granted early entry following consideration of their aptitude and ability, social and emotional competence, physical development and level of knowledge and understanding. Making
an application does not guarantee approval for early entry. Each child's case will be considered individually.)

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.

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, and sign 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.
   Additional categories for kindergarten enrolments:
   g. Children seeking enrolment in the 3 day per week kindergarten QLD funded program and who are four (4) years old by the 30th June in the year they propose to attend kindergarten.
   h. Children outside the eligible-age and/or not attending the 3 day week program.

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 Business Manager or the Remission Review Team and is dependant on the financial capacity of the Association at the time. Refer to GCS 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 GCS 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:
      — Each year level should seek to have a minimum 85% (6:1 ratio) from Christian families. (As identified in 2.6 a, b, c, & d, of this policy
      — 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
      — Enrolment policy
      — Student enrolment application form/s
      — Parent Handbook
3) 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.

4) When a child moves to GCS from another school in Queensland or Interstate, the Principal is able to request a transfer note and copies of relevant documents from the student's former school. Permission to consult additional 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.

5) As we seek to show Christ's love, we consider 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:
   - The anticipated needs of the individual student throughout their schooling;
   - The anticipated resources and costs required to meet those needs;
   - The individual program required to meet those needs;
   - The School's capacity to provide those resources and individual programs; and
   - 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) 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 (see Appendix 1- Enrolment Deposit Conditions).

8) 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.

9) 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.

10) 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.
4) 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 Prep, Year One students), literacy / numeracy / academic ability, areas of giftedness, special needs and a variety of relevant issues.

5) The Principal has the authority to make a decision with regard to student enrolments. This decision is to be endorse by both the Business Manager and a Board Member. In the event that the Business Manager and/or the Board Member are not willing to endorse the student enrolment, the application for enrolment is referred to the next board meeting for review by the full 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; and
- Other options that have been considered (such as repeats, etc).

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

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 are to 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, see Annexure 1 Enrolment Deposit Conditions).

7) Parents may appeal the decision to decline enrolment by lodging a written appeal with the Board. The Board’s decision is final.
5. **COMMENCEMENT OF ENROLMENT:**
   1) New primary school students are assigned a student mentor / buddy to care for them in their first term at the School.
   
   2) 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.

6. **CESSATION OF ENROLMENT:**
   1) 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.
   
   2) 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.

7. **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

8. **APPENDIX:**
   - Appendix 1 - Glenvale Christian School Enrolment Deposit Conditions

9. **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

10. **REVIEW DATE:**
    - Yearly in June or with change to legislation
    - Date of Authorisation- June 2012
11. APPENDIX ONE-

GLENVALE CHRISTIAN SCHOOL
Enrolment Deposit
Conditions

1) Glenvale Christian School (GCS) requires an enrolment deposit that is refundable upon departure from the School after a minimum of 12 months enrolment in the School (or at the Business Manager’s discretion).

2) The enrolment deposit is $200 per family (regardless of the number of children in the family enrolled at the School).

3) The 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.

4) If a child does not start at the School, the refund of the enrolment deposit is at the Business Manager’s discretion.

5) The enrolment deposit funds may be invested as considered appropriate by the School management.

6) The deposit is not interest bearing to the parent.

7) The enrolment deposit is refunded upon departure of the last child in the family (by written application).

8) Application for refund of the enrolment deposit should be made to the Business Manager preferably before the child leaves the School and definitely within 2 months of the date of departure of the child from the School. Refund application forms are available from the School office or on the School website www.gcs.qld.edu.au.

9) Parents may decline the enrolment deposit refund and request that it be donated to the School Building Fund or the School Remission Fund (Donations to the Building Fund are tax deductible).

10) Enrolment deposits that are not requested within 2 months after the date of departure of the child from the School will automatically be diverted to the School Building Fund and a tax deductible receipt sent to the parents.

11) At the time of departure of a child, the School may use the enrolment deposit to offset any outstanding debts.

12) Failure to give 1 term’s notice of withdrawal of a student from the School will result in the enrolment deposit being forfeited.

Please sign and date to indicate that you have read and agree to the above.

Please send the enrolment deposit of $200 and this form as your acceptance of the offer of enrolment. Deposit can be paid via Direct Deposit (details below) or by cheque. Cheques to be made payable to Glenvale Christian School. (Please contact the School if there is any difficulty in paying this amount.)

<table>
<thead>
<tr>
<th>Mother/Guardian</th>
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<tbody>
<tr>
<td>Father/Guardian</td>
<td>Date:</td>
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</tbody>
</table>

Glenvale Christian School
BSB: 084-961
NAB Account Number: 567 091 943
Reference as: Surname & invoice number
[If invoice number unavailable Reference as :ED- (followed by your surname)]