



St Philip's Christian College Newcastle

Enrolment Policy

Policy Document Information

Author/Supervisor	Pam O'Dea
Compliance	
NESA	Registered and Accredited Individual Non-Government Schools (NSW) Manual - Section 3.8 (Attendance) - Section 3.10.1 (Educational and Financial Reporting)
Legislative Requirements	- NSW Education Act (1990) Privacy Act - Disability Discrimination Act 1992 - Racial Discrimination Act 1975 - Sex Discrimination Act 1984 - Education Amendment Act 2008 - National Code of Practice for Registration Authorities and Providers of Education and Training to Overseas Students 2007 (Commonwealth Government DEEWR) - Education Regulation Act 2017 - Disability Standards for Education Act 2005
Other Policy Relationships	- Enrolment Guidelines and Procedures Privacy Policy - Student Attendance Policy - Disabilities Provision Statement - Learning Support Policy - Managing Student Behaviour (Discipline) Policy - Anti-Bullying and Harassment Policy
Key Dates	
Date of ratification	November 2021. November 2024.
Date for review	November 2026
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes and the requirements of the Association of Independent Schools

The College's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NESA for registration of the school.



**St Philip's
Christian College**
FOR THE WHOLE OF LIFE

St Philip's Christian College Newcastle Enrolment Policy

1. General Statement

St Philip's Christian College, Waratah is a Christian, Coeducational, Independent, K-12 College. The College is located in the inner-city suburb of Waratah and is in close proximity to Newcastle University.

St Philip's Christian College Mission Statement

St Philip's Christian College will continue to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, and practice.

An effective enrolment policy is required to ensure that these desired outcomes, as expressed in the Mission Statement, are maintained.

This document is to be read in conjunction with the College's Enrolment Guidelines and Procedures.

2. Aim

- 2.1 To enrol students from families who desire a Christian Education for their children and who support the ethos of the College.
- 2.2 To establish the direction for College procedures and practices for enrolling students into St Philip's Christian College.
- 2.3 To cater for the individual needs of each student equitably within the constraints of the available resources.

3. Objectives – Policy statement

To outline the areas of delegation, responsibilities and conditions for enrolment at St Philip's Christian College, Waratah

4. Audience and Applicability

All staff, students and parents and prospective students of St Philip's Christian College, Waratah.

5. Enrolment Principles

Discrimination on the basis of race, colour, or national or ethnic origin is prohibited.

Students with disabilities will be treated fairly and reasonably as mandated in the Disabilities Standards for Education Act (2005). This guideline involves the processing and treatment of the enrolment application for students with disabilities on the same basis as all other enrolment applications.

The *College Fees and Charges Schedule and Collection Guidelines* will be explained and assessed at the time of the parent interview. Parents are asked to make a declaration to pay tuition fees and other charges as they fall due. This is a condition of continued enrolment for their child.

Students progress automatically from the Junior School into Middle School and on to Senior School, unless an individual case warrants a review.

International student enrolments are welcome and are subject to special conditions, including being contingent upon a suitable family arrangement being available.

Enrolment offers are based on the following criteria:

- Students from families who desire a Christian Education for their children and who support the ethos of the College
- Students we assess to be best able to benefit from the educational program we offer.

Continued enrolment of a student is conditional upon the student complying with the disciplinary requirements of the College.

Any concerns or complaints in relation to the enrolment process and enrolment decisions need to be directed in the first instance to the member of the ELT who conducted the initial interview. In the event that a further determination is required, appeal processes are available through the Principal, and then the Board of Governors.

6. Responsibilities and Delegations

6.1 Board of Governors

- The Board of Governors holds the ultimate responsibility for determining enrolment policy
- Make decisions regarding enrolment, in the event the appeal process is required.

6.2 Principal

- The Principal is responsible for ensuring that policies and procedures relating to enrolment are in place.
- The Principal is responsible for ensuring a register of enrolments is kept that meets NESA requirements and is accurately maintained.
- The Principal is responsible for ensuring the Enrolment register is retained for five (5) years minimum before archiving.
- The Principal oversees and approves the selection and enrolment of all students.
- The Principal approves and extends all offers of enrolment
- The Principal makes initial decisions regarding enrolment, in the event the appeal process is required.

6.3 Executive Leadership Team

- Provides assistance to the Principal throughout the enrolment process by interviewing new students seeking enrolment throughout the year, facilitating the enrolment process for siblings of existing students, and conducting interviews for Year 7 and Kindergarten enrolment periods.
- Provides advice to the Principal re class make up and educational needs of relevant classes/students/staff and prospective enrolments.
- All new enrolments, except during set enrolment periods (ie. Year 7 and Kindergarten) are approved by selected members of the ELT, chosen on the basis of the entry year level.
- Passes on new student information to relevant teachers, throughout the year, as students join the College, or after large cohort enrolment (Kindergarten & Year 7)

6.4 Assistant Principal (Learning and Teaching)

- Assists the Principal in the enrolment process by reviewing and assessing the educational needs of prospective students, who are academically gifted.
- Provides advice to the Principal re class make up and learning needs of relevant GATE classes/students/staff and prospective enrolments.

6.5 Assistant Principal (Inclusion and Support)

- Assists the Principal in the enrolment process by reviewing and assessing the educational needs of prospective students, who have special learning needs.
- Provides advice to the Principal re class make up and the special learning needs of relevant classes/students/staff and prospective enrolments.

6.6 Principal's Executive Assistant/Registrar

- Completes all necessary paperwork and organises interviews relating to enrolments
- Maintains accurate waiting lists and enrolment files, databases and the enrolment register
- Liaises with Principal, Heads of School and parents re enrolments.
- Communicates with all Administrative staff enrolment information

6.7 Parents

- Provide all necessary information on the enrolment form and in the initial interview regarding the child's educational/medical needs
- Make available any specialist information and academic records/history regarding the child's educational/medical needs
- Ensure all information listed on the enrolment form/medical form is true and correct.
- Accept/decline offer of enrolment within designated time-frame on letter of offer of enrolment.
- Ensure all tuition fees and other charges are paid as they fall due.
- Meet all requirements re attendance and communication as outlined in the Attendance Policy.

6.8 Students

- Cooperate with the College's enrolment process
- After enrolment, continue to meet conditions of enrolment and by following College policies and procedures.

7. Monitoring Evaluation and Reporting Requirements

This policy will be evaluated and reviewed every three years or as needed.

8. Document Details and History

Document revised P. O'Dea, R. Baker December 2009

updated E. Moir May 2012

amended July 2012 E. Moir

amended March 2014 E. Moir

updated May 2015 E. Moir

updated March 2017 E. Moir

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