



Enrolment Policy & Procedure

SNOWY MOUNTAINS CHRISTIAN SCHOOL TRADING AS ST PHILIP'S CHRISTIAN COLLEGE SNOWY MOUNTAINS	
Related Documents	Attendance and Roll Marking Policy and Procedure Roll Marking Procedures Child Protection Policy Enrolment Policy Student Wellbeing Policy
Policy Review	This policy will be reviewed every 3 years, or as needed in line with legislative changes.
Initially Approved	March 2015
Updated	May 2018, October 2019, July 2025
Development Phase	March 2026
Constructed/ NESA Manual Reference	Snowy Mountains Christian School Registration Manual – sections 3.6.3, 3.8
Approved By	SMCS Ltd Board
Date	March 2026

Note: Snowy Mountains Christian School is moving to become part of the St Philip's Christian Education Foundation and once the transition is complete, will be known as St Philip's Christian College Snowy Mountains. The change is expected to take place during 2026 and explains the school's name on this document.

FOUNDATIONAL CHRISTIAN PRINCIPLES

St Philip's Christian Education Foundation (SPCEF) provides quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practices. St Philip's Christian Education's core values of Christ First, Serve One Another, Strive for Excellence, Do What is Right and Build Community are a reflection of our 'faith expressing itself in love' (Galatians 6:5). Our faith permeates through all that we do and underpins the foundation of our lives. It is out of a demonstration of this faith that students will have the opportunity to discover the wonderful privilege of having a genuine relationship with God through His love as we seek to meet their needs in education.



INTRODUCTION

St Philip's Christian College Snowy Mountains is a Co-Educational Christian School located in Cooma NSW, offering NSW curriculum for Kindergarten to Year 10.

This Policy gives guidance to those within the College community and to those who would join it concerning enrolment criteria and procedures. While the 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.

The College's goal is to have as close to maximum enrolment (without any class sizes exceeding 28 students) at all times by considering all applications in line with the College's enrolment preferences in line with its legal obligations and Board Policies and with the College's aim of providing education within a Christian framework.

RELEVANT LEGISLATION

Disability Discrimination Act 1992 (Cth) | Sex Discrimination Act 1984 (Cth) | Racial Discrimination Act 1975 (Cth) | New South Wales – Anti-Discrimination Act 1977 (NSW)

Commonwealth legislation makes it unlawful for any school to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at the College. Commonwealth and other legislation also make it unlawful in some circumstances to refuse to enrol a student on a number of other grounds, including sexual orientation, gender identity, marital or relationship status or pregnancy. The College is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the Biblical beliefs of the College, the College will not discriminate unlawfully against any applicant for enrolment.

DEFINITIONS

Throughout this Policy, unless the context requires otherwise:

College: Snowy Mountains Christian School - St Philip's Christian College Snowy Mountains.

Disability, in relation to a student, means:

- a) total or partial loss of the student's bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the student's body; or
- f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

and includes a disability that:

- a) presently exists; or
- b) previously existed but no longer exists; or
- c) may exist in the future (including because of a genetic predisposition to that disability); or
- d) is imputed to a person.



To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Enrolment occurs when, after the College makes to parents a formal offer of a place at the College for their student, the parents sign the formal Acceptance Form and pays the Enrolment Bond.

Guardian means the legal guardian/s of a student.

Parents includes caregivers and guardians or any other person who has applied to have a student enrolled at the College and, where the student has only one parent, means that parent.

TABLE OF RESPONSIBILITIES

The following responsibilities will generally be followed in relation to enrolments at the College:

RESPONSIBILITIES	EVIDENCE OF COMPLIANCE
PRINCIPAL	
Ensure compliance with procedures set out in this document	Enrolment records
Ensure all relevant people are aware of these processes and policies	Staff Professional Development weeks; Staff meetings; emails
Approves all student enrolments	Signed enrolment record
INTERVIEWER'S RESPONSIBILITY	
<ul style="list-style-type: none"> Assess enrolment applications: with regard to the criteria and priorities outlined in this policy and procedures document equitably, to assist parents to make the best decision for their child's schooling make a decision about each application Maintain Register of Enrolment (See Attendance Policy) 	<p>Interview Records</p> <p>Enrolment Register</p>
ALL STAFF	
Promotion of the school to potential enrolling families	Communication
OFFICE ADMINISTRATOR	
Promotion of the school to potential enrolling families	Advertising materials and digital communications; Enquiries
Receive and process enrolment enquiries and applications	Website; FACTS School Management
Co-ordinate enrolment interviews	Calendar
Maintain enrolment documentation	FACTS School Management; Student folder
Ensure correct Register of Enrolment (See Attendance Policy)	Microsoft 365

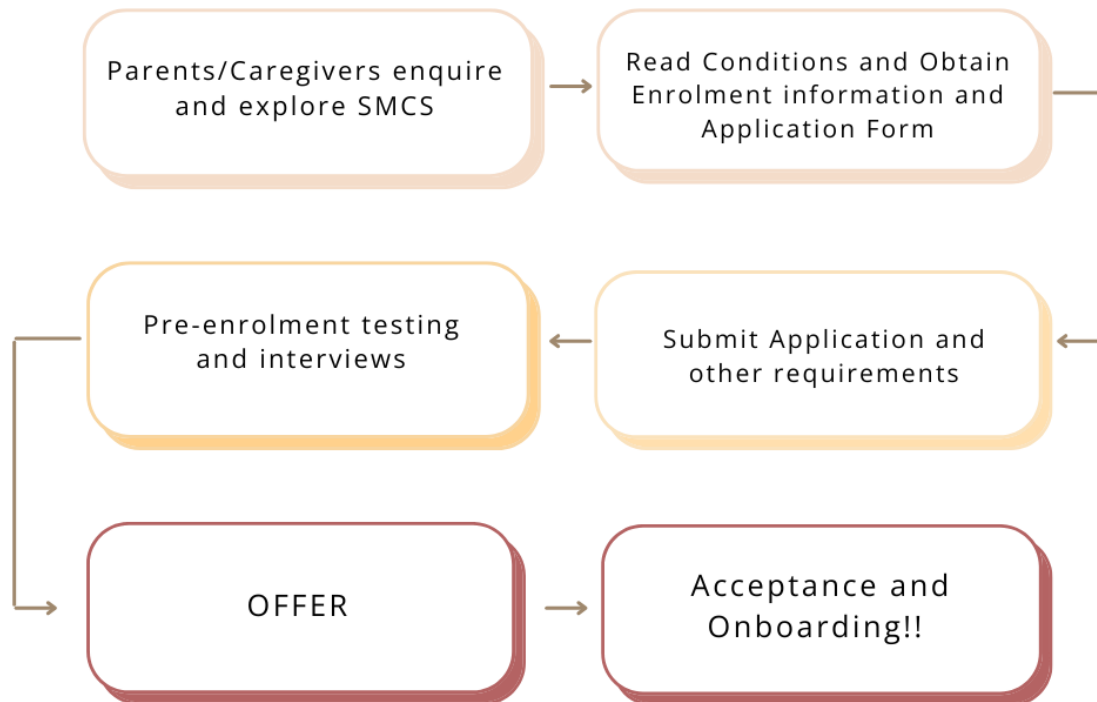


Advise administration and teaching staff in preparation for new enrolments to the College	Email and Relevant staff meeting/devotions
Process new enrolments	FACTS School Management
Continuing of enrolment	
FINANCIAL ADMINISTRATOR	
Send out and discuss College Fees, scholarship opportunities	College Fees
COORDINATORS / TEACHING STAFF	
Preparations for the incoming student	
Discussions with parents for child's adjustments	
PARENTS AND STUDENTS	
Comply with the Terms of Enrolment	Signed Enrolment and Fee agreements Signed Student Code of Conduct Signed Parent Code of Conduct
Provide to the school all information required	School records
Inform of any changes to information, including throughout enrolment	School records
Maintain fee payments	Fee Statements

ENROLMENT PROCESS

The following processes will generally be followed in relation to enrolments at the College:

Enrolment Process



NEW ENQUIRIES

The College will provide everyone enquiring about enrolment, the details of the procedure for enrolment at the College including the following document:

- Information about the College,
- An Enrolment Application,
- A Statement of College Fees.

All of these documents are also to be made available on the College's Website.

Enquiries may also be made at the College Office, by email or telephone or on the College's website.

WAITING LISTS

The Principal, through the Office Administrator, is responsible for the maintenance of waiting lists for entry to the College.

Entrance to the College is through any year from Kindergarten to Year 10 and may be accommodated at any time throughout the school year depending on circumstances.

The name of a student will be entered on the appropriate waiting list when the parents return:



- a) the Application Form;
- b) a non-refundable Application Fee of \$50.00;
- c) a copy of the student's birth certificate;
- d) copies of the student's last two school reports, NAPLAN reports (for students already attending school);
- e) copies of immunisation certificate
- f) all medical, psychological or other reports about the student in their possession or control.

In addition, overseas students must also provide:

- a) copies of Passport and Visa;
- b) the student's last two school reports together with an English translation (if applicable) and a validation of the translation;
- c) two passport sized photographs;
- d) copy of English language test results (AEAS, IELTS or Milton Placement Test);
- e) copies of ESL Reports for Intensive Language Schools;
- f) details of the student's Guardian in Australia who must be over 21 years, reside in Cooma NSW all of the time and speak English.

Failure to provide all required information may result in the College declining to enter the student's name on the appropriate waiting list or delaying such entry and may also result in the College declining or delaying the student's enrolment.

ASSESSMENT

The College will undertake an assessment process at some time decided by the College after a student's name has been entered on the Waiting List. As part of the assessment process, the College may ask the parents to provide more information about the student.

The parents must pay for any assessments or reports which are required from non-school personnel.

In considering all prospective enrolments, the College may ask parents to authorise the Principal or the Principal's delegate to contact:

- a) the Principal of the student's previous school to obtain or confirm information pertaining to the student or the student's enrolment;
- b) any medical or other personnel considered significant for providing information pertaining to the student's needs.

Where information obtained by the College suggests:

- a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College; or
- b) the parents may not be able to meet the financial commitment required by having a student at the College,

notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.



INTERVIEW

When a position becomes available, the College may in its discretion invite the parents of a student on the waiting lists to attend an interview at the College with the Principal or a member of staff appointed by the Principal. At the interview, among other things, the College's representative will:

- a) inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees;
- b) will seek to establish that the expectations and commitments of the parents are consistent with the College's Christian vision, values, and goals, and with the policies and resources of the College.
- c) The student may be required to undertake pre-enrolment testing and assessment. For enrolments for students in Years 3-10, the student will also participate in a short interview.

OFFER

At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the student. To accept the offer, the parents must within seven days of receiving it (or fourteen days in the case of Kindergarten enrolment) deliver to the College:

- a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment;
- b) the non-refundable enrolment deposit.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

COLLEGE RESERVES RIGHTS

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their student's needs.

COLLEGE'S CONSIDERATIONS

When considering making offers of a place at the College, the College gives preference to:

- a) siblings of students already at the College;
- b) children or grandchildren of former students of the College;
- c) child/ren of pastors or ministers of Christian faith churches;
- d) in Year 7, to students from primary schools with which the College has a special relationship;
- e) scholarship winners.

The College also considers:

- a) evidence of a place at a similar Christian school elsewhere in Australia or overseas if a family relocates from interstate or overseas;
- b) a student's willingness and ability to contribute to the wider life of the College;
- c) evidence of a student's good character and leadership skills;



- d) the alignment of the family's beliefs and values with those of the College; and
- e) the date of lodgement of the Application for Enrolment.

DISABILITY

Where a student has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student and/or the student's parents. In addition, the Principal may:

- a) require the parents to provide medical, psychological or other reports from specialists outside the College; and/or
- b) obtain an independent assessment of the student.

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- a) the student's disability;
- b) the views of the student or the student's parents about:
 - i. whether the particular measure or action is reasonable;
 - ii. the extent to which the particular measure or action would ensure that the student was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a student without the disability;
- c) the effect of the adjustment on the student, including the effect on the student's:
 - i. ability to achieve learning outcomes; and
 - ii. ability to participate in courses or programs; and
 - iii. independence;
- d) the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- e) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:



- a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the student, the family of the student, and the College community); and
- b) the effect of the student's disability; and
- c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- d) the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer. Scholarships

Students who have gone through the normal application procedures are able to apply for Scholarships, referring to the Scholarship Application form available from the College Office. Scholarships will be assessed on the basis of one or more of the following: academic performance (last two reports and NAPLAN results); Christian character; financial hardship; leadership potential; community service. Scholarship categories, their selection criteria and nomination/application procedures will be determined by the College management from time to time. The duration and percentage of a scholarship offered will be determined by College management from time to time. Scholarships are available for all year levels.

OFFERS FOR PROVISIONAL ENROLMENT

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a student for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded, and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

This provision may not be applied in the case of student with a disability.

ENTRY AT THE START OF KINDERGARTEN

NORMAL ENTRY

5 year-olds and 4 year-olds whose 5th birthday falls on or before 31 July of the proposed year of entry are eligible to commence Kindergarten.

For those who do not turn 6 until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for school, the Principal may require an additional assessment process to be undertaken to determine whether or not the student has specific learning needs. Unless specific learning needs are identified, the Principal reserves the right to defer the enrolment to the following year.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the student.



EARLY ENTRY

Early entry to Kindergarten for a 4 year-old, whose 5th birthday falls after 30th April of the proposed year of entry, may be accepted, subject to:

- a) a written application being addressed to the Principal;
- b) there being vacancies after all other students, who will have attained the age of five years before 31 July, have been offered places;
- c) the College's assessment of the student concerned confirming that he or she is ready for admission to Foundation.

CONTINUATION OF ENROLMENT

Students who are enrolled at St Philip's Christian College Snowy Mountains are offered continued enrolment unless there has been serious breach of College policies and procedures.

At the commencement of Term 4, each family completes a 'continuation of Enrolment form' for the following year, where they can indicate their intentions.

HOLDING OF CLASS PLACES

Places at the College will not be held for students who are withdrawn from the College for any longer than 1 month. Should the period of intended absence be less than 10 months, places may be held subject to College fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government subsidies.

RELATED POLICIES

Attendance Policy and Procedure | College Fees Policy | Governance Policies and Procedures

SOURCES

CSA Enrolment Toolkit

POLICY ADVISER

The Principal is responsible for the implementation and correction of this Policy. The Snowy Mountains Christian School Board, Financial Administrator and Office Administrator are advisers for this policy.