



## Enrolment Policy

<b>Last Review:</b> 2/2026	<b>Constructed / Reviewed by:</b> Michelle Cairelli, Amanda McInnes
<b>Next Review:</b> Feb 2028 (and every two years thereafter in accordance with the School's review cycle, or more frequently as required)	<b>Approval Required:</b> ELT / YP Director / YP Executive Principal
<b>Policy Number:</b> 5	<b>Approval Date:</b> 3/2026

### 1. PREAMBLE

St Philip's Christian College – Young Parents is a Special Assistance School designed to enhance student engagement and educational outcomes for young people whose schooling has been disrupted and are pregnant or parenting before the age of 20 and want to complete their HSC. (Exceptions outside of this criteria, may be considered on a case-by-case basis).

### 2. PURPOSE AND SCOPE

- 2.1 The School currently provides a school curriculum for students in Years 9 to 12 based on the NSW syllabuses for the Australian curriculum (or equivalent if superseded).
- 2.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the School.

### 3. AIM AND KEY PRINCIPLES

- 3.1 Through this policy, the School aims to:
  - (a) Maintain an open and fair procedure for the enrolment of students seeking enrolment to the School.
  - (b) Ensure the procedure for enrolment to the School is fair, transparent and not unlawfully discriminatory.
  - (c) Explain clearly to prospective students and where applicable, parents, the School's enrolment process (from enquiry to enrolment).
  - (d) Ensure that the School can provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
  - (e) Ensure the School maintains its core values.
  - (f) Ensure the School complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their known diagnoses.
  - (g) Promote a Christian education framework and Christian ethos, and a learning environment where students are educated and nurtured as members of a Christian community.
  - (h) Comply with the requirements of the *Education Act 1990* (NSW) (as amended or replaced from time to time), and other relevant legislation.
  - (i) Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).

- 3.2 When making decisions on whether to enrol prospective students with special needs the School will have regard to the provisions of the Disability Discrimination Act and the Disability Standards.
- 3.3 To assist in achieving the above aims, the School has allocated the following responsibilities:

POSITION/ ROLES	RESPONSIBILITIES
Board	<ul style="list-style-type: none"> <li>• Ensure the School meets its legal and regulatory responsibilities –including those which relate to inclusivity.</li> <li>• Review and endorse this policy.</li> <li>• Review and set the annual tuition fees on an annual basis and otherwise as required.</li> </ul>
Principal	<ul style="list-style-type: none"> <li>• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.</li> <li>• Final decision-maker in relation to enrolment decisions.</li> </ul>
ELT / Registrar	<ul style="list-style-type: none"> <li>• Ensure compliance with this policy.</li> <li>• Ensure enrolments are compliant with the School’s Constitution.</li> <li>• Provide prospective students / parents with the necessary information about the enrolment processes.</li> </ul>
Students/P arents (where applicable)	<ul style="list-style-type: none"> <li>• Read and comply with this policy.</li> <li>• When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the School’s enrolment documentation (available on the School’s website).</li> <li>• Disclose their child’s needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to the child, the child’s welfare, or the education and welfare of other students.</li> </ul>

#### 4. ENTRY POINTS

- 4.1 The enrolment entry points into the school are flexible and ongoing throughout the year:
- 4.2 Students may apply for a place at the school at anytime, provided that the young person meets the eligibility criteria and has a need for a specialised learning environment tailored for young parents.
- 4.3 In determining the school-readiness of a student, which is assessed against the school’s commitment to inclusivity, the following are examples of factors that will be considered:
- (a) Safety Concerns
  - (b) Mental Health Complexities
  - (c) Language: English as an Additional Language (**EAL**) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the School’s education program.

#### 5. ELIGIBILITY CRITERIA

- 5.1 To be eligible for enrolment, the prospective student must be either:
- (a) an Australian citizen;
  - (b) entitled to stay in Australia, or enter and stay in Australia without limitation; or
  - (c) deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

## 6. OPEN ENTRY POLICY

- (a) The School provides tailored education for young parents, including those who are diagnosed with mental health disorders or other special needs. The school is committed to being inclusive, and therefore welcomes, accepts and supports those most in need.
- 6.1 However, the School may determine enrolments based on its ability to provide educational services to the particular student.

## 7. APPLICATION PROCESS

### Get informed

- 7.1 Before submitting an application for enrolment form, prospective students are encouraged to:
  - (a) Browse the School's website.
  - (b) Review this policy, and other policies and procedures available on the School's website, to fully understand the vision, mission and values that will frame a student's education at the School.
  - (c) Make an enquiry about eligibility. If eligibility is met, continue process, and
  - (d) Book a tour of the School and receive relevant information.
- 7.2 An application for enrolment and enrolment meeting booking may be made by contacting the school.
- 7.3 An application for enrolment form should be accompanied by: any required documentation mentioned in the Application Agreement.
- 7.4 The application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents / carers (where applicable), current school (where applicable) and former school(s), Case Workers. This is used to assist the School in:
  - (a) considering whether it can meet the young parents behavioural, educational and welfare needs (including with regard to the School's duty of care obligations); and
  - (b) deciding whether to exercise its discretion to offer a place of enrolment.
- 7.5 Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

### Waiting lists and priority of enrolment

The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment.

- 7.6 In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:
  - (a) The date a fully completed application for enrolment form is received
  - (b) The information disclosed in the application for enrolment form.
    - (i) Availability of YP Narnia placements (if required).
  - (c) The prospective student's behavioural history.
    - (ii) Whether the values and beliefs of the prospective student's family align with the vision, mission and values of the School.
  - (d) The School's capacity, as a Special Assistance School, to support a prospective student's relevant needs in the School environment (see below).
  - (e) The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
    - (A) number of students currently enrolled at the School and in Narnia Early Learning Young parents;

- (1) prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures);
- (2) reasonableness of the adjustments required to facilitate the prospective student's education (including their Individual Plan);
  - (B) School's resources and capacity to deliver an education to the prospective student in accordance with its educational model;
- (3) prospective student's willingness and ability to comply with the School's behavioural standards;
- (4) prospective student's willingness and ability to derive a benefit from the School's educational model;
- (5) prospective student's school-readiness;
- (6) willingness of each family to endorse the School's vision, mission and values; and
- (7) any other considerations set out in this policy, including safety concerns, police records and drug addiction.

7.7 There are no fees.

## 8. PRE-ENROLMENT INTERVIEW

- 8.1 If and when appropriate, the School will invite a prospective student, their parents / carers (where applicable), and Case Worker (where applicable) to attend a pre-enrolment interview with a member of the College Executive Leadership Team.  
For a prospective student seeking entry to the School, this interview will:
- (a) enable the School to understand the prospective student's strengths, weaknesses, school readiness and needs.
  - (b) enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum, through a flexible model designed to meet the needs of young parents, many of whom are living independently.
- 8.2 Prior to the interview, families will be asked to provide the School with relevant documents, including a copy of the prospective student's current school reports (if applicable / available) and other documentation as outlined in the Application Agreement.
- 8.3 Prospective students will be interviewed in person. attending a pre-enrolment interview does not guarantee a place at the School and is not an offer of enrolment.
- 8.4 After attending the pre-enrolment interview the prospective student's application will be reviewed by the Head of Campus in consultation with the Young Parents College Director, and if required, the College Principal.
- 8.5 If for any reason in the School's discretion the School forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a young parent to be enrolled at the School, the School may terminate the enrolment process

## 9. OFFER OF ENROLMENT

- 9.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 9.2 Any offer of enrolment made by the School will be made in writing.
- 9.3 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 9.4 An offer may be withdrawn by the School, regardless of the availability of places in the following circumstances:
- (a) Information provided to the School is found to be withheld, false or misleading.

- (b) There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student.
- (c) The offer of enrolment is not accepted on the terms set by the School.
- (d) The Principal exercises their reasonable discretion to withdraw the offer.

#### 10. DEFER, REFUSE OR VARY AN OFFER OF ENROLMENT

- 10.1 Students who seek to vary the approved date of commencement for their enrolment (either to alternative date within the same school year or to a subsequent year), understand that:
- (iii) Notice must be given to the School.
  - (iv) The School in its absolute discretion may or may not agree to that request.
  - (v) If the School approves the request, the young parent will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the prospective student on their preferred commencement date.
  - (vi) Should a place be available for the young parent to commence enrolment at a later date, the prospective student / parents/carers must sign an updated copy of the School's Terms and Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.

#### 11. APPEALING AN ENROLMENT DECISION

The prospective student / parents / carers may appeal an enrolment decision in accordance with the School's *Complaints Handling Policy*. A copy of the School's *Complaints Handling Policy* can be found on the website.

#### 12. PERIOD OF ENROLMENT

Once an offer of enrolment has been made and accepted, a prospective student's enrolment is ongoing and will remain in effect until such time as: the enrolment is withdrawn or otherwise terminates in accordance with the School's Terms and Conditions of Enrolment; or the student completes their HSC studies

#### 13. ORIENTATION

Orientation and induction takes place for all new students and their families, and includes support from the wellbeing team.

#### 14. THE SCHOOL'S COMMITMENT TO INCLUSIVITY

- 14.1 The School is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and needs who fit the enrolment criteria for St Philip's Christian College Young Parents.
- 14.2 In this policy, a student's relevant needs include any needs which a student has (or has had) which may be relevant to the education or welfare of the student (or which may impact upon the education or welfare of others). A student's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.

- 14.3 The School is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's relevant needs.
- 14.4 The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a prospective student's relevant needs (and the level of school-readiness, if applicable). This consideration is had both in relation to an individual and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students.
- 14.5 The School also reserves the right to set and enforce reasonable standards of dress and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:
- (a) A prospective student poses a threat, or presents a risk of harm to a member of the School community (including staff, students and school families).
  - (b) The prospective student exhibits behaviours that significantly interfere with, or compromise the teaching and learning experiences of others in the classroom, or social integration in the school environment, including behaviours related to the use, possession or influence of drugs or alcohol.
  - (b) The prospective student exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
  - (c) The prospective student does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the student to self-regulate and best support their positive experiences at school.
- 14.6 Accordingly, prior to an offer of enrolment being made the prospective student must inform the School of all relevant needs that they have.
- 14.7 If a student / parent / carer fails to promptly inform the School of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 14.8 Where a prospective student / parent promptly informs the School about a student or prospective student's relevant needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

## 15. REGISTER OF ENROLMENTS

- 15.1 The School keeps a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- (a) Name, age, date of birth and residential address of student.
  - (b) Parent / carer names and contact details (where applicable).
  - (c) Date of enrolment.
  - (d) Medical information for emergency management purposes.
  - (e) Emergency contact details.
  - (f) If applicable: Home care arrangements, court orders, transfer records, legal documents.
  - (g) Date of leaving the School and details concerning student's departure, where appropriate.
  - (h) Details of previous schools or pre-enrolment situation (where possible).

15.2 The register is retained for at least 5 years before archiving (after the student leaves the School, and copies of information in the register are stored on-site at regular intervals.

Date approved by the Principal: 22/3/2026