

ENROLMENT POLICY

Summerland Christian College welcomes applications for enrolment of students whose parents/guardians are seeking an education for their child/children within a Christian context.

Because of the Christian philosophy of the School, it is assumed that most enquiring families would be linked by attendance to a local church with at least one parent a professing Christian (and, where there are two parents, that the other at least be agreeable to the child's/children's enrolment in the School) – hence the church membership question on the enrolment form requiring a minister's signature. If no active church affiliation exists, such enrolment applications will be considered and processed on an individual basis (usually with referral to the Board), on the condition that clear support for the Christian philosophy and activities of the College is confirmed with a signed statement. The College leadership will monitor enrolments to preserve the “Christian majority” across all classes in the school.

The School seeks to provide equal opportunity for all applicants from families seeking a Christian education regardless of Church or denominational affiliation and discounts on fees may be offered where parents are able to demonstrate that their family is experiencing major financial hardship.

Students with disabilities will be enrolled on the same basis as prospective students without a disability in compliance with the conditions of the Disability Standards for Education Act 2005.

SCC retains the right to refuse the enrolment of students who are not able to demonstrate a record of acceptable standards of behaviour and compliance from a previous school or schools.

An enrolment may be refused if the student is unable to demonstrate a record of acceptable and appropriate academic standard and sound patterns of attendance as well as meeting all the other requirements of the document entitled “Conditions for Continued Enrolment” which appears later in this policy.

The College also retains the right to refuse the enrolment of a student due to the guidelines in place for maximum class sizes in conjunction with the "Enrolment Priority Guidelines":

The general guidelines for class sizes are:

Transition to Kindergarten: 17 students

Infants Classes: 25 students

Primary Classes: 27 students

Junior Secondary: 30 students

Senior Secondary: 25 students

Creative Arts Senior Secondary: 17 students

The number of students allowed to enrol in a particular class may be reduced by the Principal, in consultation with executive staff, due to the number of special needs students enrolled in that class.

The number of students in a particular class may be increased, in consultation with executive staff, if the class has few students with special needs and where the students enrolling has a high priority according to the College "Enrolment Priority Guidelines" and, in the opinion of the Principal and College executive, will not place undue demands on the teacher or teachers instructing the class.

Enrolment Priority Guidelines

The following factors, in rank order of priority, will be considered in regard to the enrolment of students in any class:

1. Highest priority: From a practicing and committed Christian Family
2. Christian sibling already in school
3. Christian student coming from another Christian School
4. Sibling of an existing non-Christian student
5. Non-Christian family from another Christian School
6. New Family – Non-Christian, not coming from Christian School

The College will endeavour to maintain a high percentage of Christian students in each class; 80% or above. In the event that the percentage may potentially fall below that point, the College reserves the right to refuse an enrolment application.

An "Application for Admission" form needs to be completed and forwarded with the required enrolment fee. A school-parent interview (usually with the Principal or Head of Primary) is required before enrolments are finalized and **all students will be enrolled on a probationary basis.** The enrolment will be **reviewed** after two school weeks and **if highly satisfactory**, then the enrolment will be given **final approval**. If the school executive considers that the students has not met all of the conditions outlined in the "Conditions for Continued Enrolment" document, then the probationary enrolment may be ended, or an additional one term probation implemented with 5 weekly review points. However the review period may be shortened if the school executive considers this to be appropriate. At the end of the review period the enrolment will either be declined or given final approval.

If a student has left the school and again seeks enrolment then their enrolment will be re-
evaluated. In the event that fees are owing, the application will not be considered until all fees owing are paid in full.

Conditions for Continued Enrolment

For a student to be eligible to continue to be enrolled at Summerland Christian College, the **College executive and Board** must be satisfied that:

- The student and their family are maintaining their **full support** for the **Christian philosophy and ethos** of the College;
- The family and student are meeting the requirements outlined on the **original enrolment agreement** e.g. Uniform compliance, fee payment, following communication procedures;
- The student participates fully in all extra-curricula activities arranged by the College, including, but not limited to: College athletics, swimming and Cross Country **carnivals, awards nights** and performance nights (if taking a CAPA elective) and **marching with the College in the annual ANZAC March** in Lismore (unless granted an exemption by the College for a valid reason eg Out of Lismore on a family vacation, or marching with another organisation);
- Students are expected to **participate in all excursions and camps** unless granted an exemption by the Principal for compelling reasons.
- The family acknowledges that if they choose to **withdraw their child** from the College, a **minimum of ten weeks written notice** must be given, or, if ten weeks written notice is not received, then a full term's fee must be paid in lieu of notice when removing the student from the College;
- The lifestyle of the student and/or family **does not conflict with the Christian values** of the College;
- The **activities** of the student and/or family are not likely to bring **significant criticism** upon the College, or **create disharmony or distress**, for either staff, students or the College community;
- The continued enrolment of the student is **not disadvantaging the College** or **harming its reputation**;
- The **student's behaviour and attitudes** are such that it does not unduly interfere with the **ongoing physical safety, spiritual and emotional wellbeing** of other students in the school;
- The student is maintaining **acceptable standards of behaviour, attendance, respect** for staff and **effort** in all aspects of College life;
- The **relationship** between the students and /or family, and the College **has not deteriorated** to the point where, in the opinion of the College executive, **irreconcilable differences exist**;
- There is **strong acceptance** by the student and the family of the **authority of the College in organisational, educational and disciplinary matters and other College matters.**

If, following careful consideration of the evidence, a decision is made by the school executive that a student should not be enrolled for any of the above reasons; the family will be informed that the student has been excluded, along with an explanation. If the family of the student wishes to question the exclusion, an appeal against the decision, in writing, may be lodged with the School Board within seven (7) days of the date of notification of the exclusion. After the written response from the family is received, the Board will then make a final decision, giving due consideration to the matters at hand and the merits of the case. The results of the appeal will then be conveyed in writing to the family in question.

In future, changes may be made to the **Conditions for Continued Enrolment** at the absolute discretion of the College Board, and notification of the changes will appear in the College Newsletter for two consecutive publications.