

Enrolment Policy

1. PREAMBLE

In making offers of places to students the College takes into account qualities appropriate to the nature of Verity Christian College as a Christian faith-based co-educational school. It is important that all students and their families are able to fully support the ethos of the College.

- No child shall be excluded from enrolment at VCC on the basis of race, age or national origin.
- Applicants for entry to a particular Year level are normally assessed for aptitude and ability, English speaking capacity is also reviewed.
- Interviews for Kindergarten are normally held throughout the year in the year prior to commencement. A child needs to turn 5 years old by June 30 to gain entry into Kindergarten. For other Year levels, interviews are arranged when positions are available.

2. SCOPE

Whilst the Administrator is mainly responsible for entering data and ensuring the database is kept up-to-date with enrolment details and student numbers, all staff are to be aware of this policy and the procedure to follow.

3. RELATED POLICIES / DOCUMENTS

- ***VCC11.1 - College Handbook***
- ***VCCF12.01 - Expression of Interest (Student) Form***
- ***VCCF12.1/11 – Family Information Form (One per family)***
- ***VCCF12.12/13 – Student Enrolment Form (One per child)***
- ***VCCF12.14/15 – Pastor/Minister Reference Form (One per family)***

4. ENROLMENT LIMITS

An enrolment ceiling for each year level has been set so that classes are not overcrowded and the teacher student ratio is not undesirable in terms of offering a high quality educational service.

The maximum possible enrolment for the campus is determined by the facilities and government regulations.

5. THE APPLICATION AND SELECTION PROCESS

A ***VCCF12.01 - Expression of Interest (Student) Form*** needs to be completed and submitted prior to an interview for enrolment in Verity Christian College. Once this form has been submitted and reviewed you will be invited to an interview with the Principal. The outcome of the interview will be a decision by the Principal to either offer enrolment for the child or not. The parent at this stage also has the right to refuse the offer of enrolment.

If an offer of enrolment is made and accepted then the following forms shall be completed, in full, by all applicants:

- ***VCCF12.1/11 – Family Information Form (One per family)***
- ***VCCF12.12/13 – Student Enrolment Form (One per child)***
- ***VCCF12.14/15 – Pastor/Minister Reference Form (One per family)***

Once these forms have been filled out they are to be submitted to the College Office along with all the supporting documents referred to in the application, a copy of the students last two school reports where applicable, a payment of the \$200 enrolment fee and a signed copy of ***VCC11.1 - College Handbook*** in which you acknowledge that you agree to and abide by and contribute to the ethos, culture and values of Verity Christian College.

6. SELECTION CRITERIA

Students and their family selected for enrolment at VCC are expected to support and enhance the ethos of the College in its pursuit of spiritual growth and academic excellence. Verity Christian College will use the criteria below to help determine the suitability of the proposed student.

To maintain an adherence to the College's vision, values, objectives and expected outcomes priority is given to children of parents in the following order:

- Families who are members or adherents of LifeSource Church.
- Where one or more of the family is already enrolled at the College.
- Ministers or paid staff members of churches or religious organisations within the district of similar beliefs.
- Families who are members/adherents regularly attending local churches of similar beliefs.
- Families who are on a journey of discovery of the Christian faith and give an undertaking to not hinder the growing faith of their child as they draw nearer to Jesus Christ.

The following points are also considered among the key criteria for successful entry into VCC, in no particular order:

- The educational history of the student
- Performance in sporting, cultural and church activities
- Co-curricular interests and abilities
- Reasons for wishing to attend VCC
- The availability of subjects/courses or combinations of these
- Compassionate circumstances
- The desire to access education from within a strong Christian community
- Family or other association with the College
- Personal faith and/or active church involvement of the parents
- If the student has previously attended a Christian school or is transferring from another Christian school
- Date of Application
- Proximity and ease of access to the school

Once the applications have been received and all the accompanying documents have been processed (usually within a week) the Primary Contact Person identified on the enrolment forms will be notified and a start date will be organised.

7. FAMILY PLACEMENT CLAIM

Where two or more candidates have equal merit, a student with a family placement claim will be given priority. A family placement claim can be made if a brother or sister, parent, guardian or caregiver currently attends or has previously attended Verity Christian College.

8. ENROLMENT FORMS

Enrolment forms can be downloaded and printed off from the College website or collected from the College Administrator.

9. PURPOSEFUL GROUPING OF STUDENTS

Students are grouped together to meet identified needs or to bring together students with similar interests and/or abilities. Ability grouping is one of the features of this school. Ability grouping occurs in some classes.

VERITY CHRISTIAN COLLEGE

COLLEGE DOCUMENT | POLICY | 2020

SECTION: 8 - Attendance

POLICY: 01 – Enrolment

Reference: VCCP8.01

First Issued: July 2017

Last Amended: January 2020

Review: Annual

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10. REGISTER OF ENROLMENTS

10.1. Details of Recorded Information

The following information will be included for each student in a Register of Enrolments and maintained by the Administrator on the MAZE system (or the like)

- Name
- Age
- Home address
- Name and Contact number of parents / caregiver
- Date of enrolment
- Where enrolment has been withdrawn; date of leaving the College and the student's destination
- Where the student is older than six (6); previous school or pre-enrolment situation
- Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student.

10.2. Archiving of Records

It is necessary that:

- All enrolment records will be retained for a minimum of five (5) years before archiving.
- All daily attendance records will be retained for a minimum of seven (7) years after the date of the last entry before archiving.
- Both the enrolment and daily attendance records are to be kept in a secure location in the Administration office and maintained by the Administrator.

11. WITHHOLDING OR WITHDRAWAL OF ENROLMENT PRIVILEGES

11.1. College Initiated Withdrawal

The College reserves the right to withhold or withdraw enrolment privileges for any of the following reasons:

- the available facilities are filled
- a student cannot or will not benefit from the College's program
- a student is expelled for gross misbehaviour
- the College and home cannot reach mutual agreement about the nurturing of the student and/or when there is no desire by the parent(s) to nurture their children in the ways of the Gospel thereby conflicting with the purpose and goals of the College

Where the College does withhold or withdraw enrolment privileges for a student then a letter stating the reasons will be provided. An appeal can be lodged as per **Section 13 - Appeals** and an interpreter will be provided if necessary.

11.2. Parent Initiated Withdrawal

Where a student is withdrawn from the College the parent must present this request with a term's notice in writing stating the reason for the action. The following process will occur:

1. The family will alert the College of an enrolment withdrawal.
2. The College will request a written letter with a term's notice.
3. The letter is received by Principal.

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4. A copy of the letter is passed onto the Administrator for processing.
5. The student is withdrawn from the MAZE system (or the like)..
6. All staff are alerted via email.
7. The rolls are updated from then onwards and not before. **Note:** the student is still technically enrolled until staff are informed by the Administrator. Classroom staff are therefore required to enter student as absent until given that final word. From there the staff are to:
 - a. update all data pertaining to the student
 - b. account for the student's books and other College resources, computer accounts, etc. Any records related to these items need to be updated.

Please be aware of the following:

- Rolls being updated before staff have been informed by the Administrator of a student's withdrawal causes a lot more confusion for the office and teaching staff.
- Rolls can be used as legal documents, therefore they should match information in the office database.
- If staff suspects a student's withdrawal, please inform the Administrator. The Administrator will investigate and confirm with staff if the information is correct or not.
- If a staff member has been informed by another staff member (other than the Administrator) that a student has left please check with Administrator prior to taking any action based on that information.

12. APPEALS

A parent can lodge an appeal in writing with the College Board for a review of a decision of the College to decline or withdraw an enrolment. A brief outline of the reasoning for the appeal should be stated in the letter. If the College Board deems it necessary a meeting will be convened to discuss the matter further.