



NCS Enrolment Policy & Procedure

Adopted: June 2019

Last amended: March 2023

Next review: 2026

Introduction

Nowra Christian School is a Christian, co-educational K-12 school. The School's purpose is to **'partner with families to equip students for life through the provision of quality, Christ-centred education, founded on Biblical values.'** The School desires that all students come to have a personal faith in Jesus Christ and seeks to impart to all students a Biblical understanding of God and His creation and a Christian way of living.

The School is established as a ministry of Nowra Baptist Church to support families actively involved in a Christian church and other families seeking a Biblically based education to raise and educate their children.

NCS is committed to the values of 'community, care and character'. These values are expressed in our educational setting in the following ways:

Community

- We value the diversity of our community.
- We foster a close-knit Christian community where Christ's love is shared and every member feels valued.

Care

- We treat others with care and consideration.
- We care for God's creation and the resources He has blessed our School with.
- We take care and pride in our schoolwork and always strive to do our personal best.

Character

- We desire our students to be known for their outstanding Christian character
- - the 'NCS difference'.
- We expect our students to 'Choose Respect' by being kind and considerate of others, by respecting those in authority and by respecting our School and its Christian foundations.
- We encourage students to love and honour God in all they think, do and say.

The following policy gives guidance to the NCS school community and to those interested in joining the school community. This policy seeks to provide an overview in relation to all aspects of the enrolment process. In all matters relating to enrolment applications, the School Principal or their delegate will have the final say as to the appropriate course of action.

Definitions

Throughout this Policy, unless the context requires otherwise:

school refers to Nowra Christian School

parents include guardians or any other person who has applied to have a child enrolled at the School and, where the child has only one parent, means that parent.

disability, in relation to a child, means:

- a. total or partial loss of the child'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 child's body; or
- f. a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- g. a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions, or judgment or that results in disturbed behaviour.
 - a. and includes a disability that:
- h. presently exists; or
- i. previously existed but no longer exists; or
- j. may exist in the future (including because of a genetic predisposition to that disability); or
- k. 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.

Related Legislation

Disability Discrimination Act 1992 (Commonwealth)

Sex Discrimination Act 1984 (Commonwealth)

Race Discrimination Act (Commonwealth)

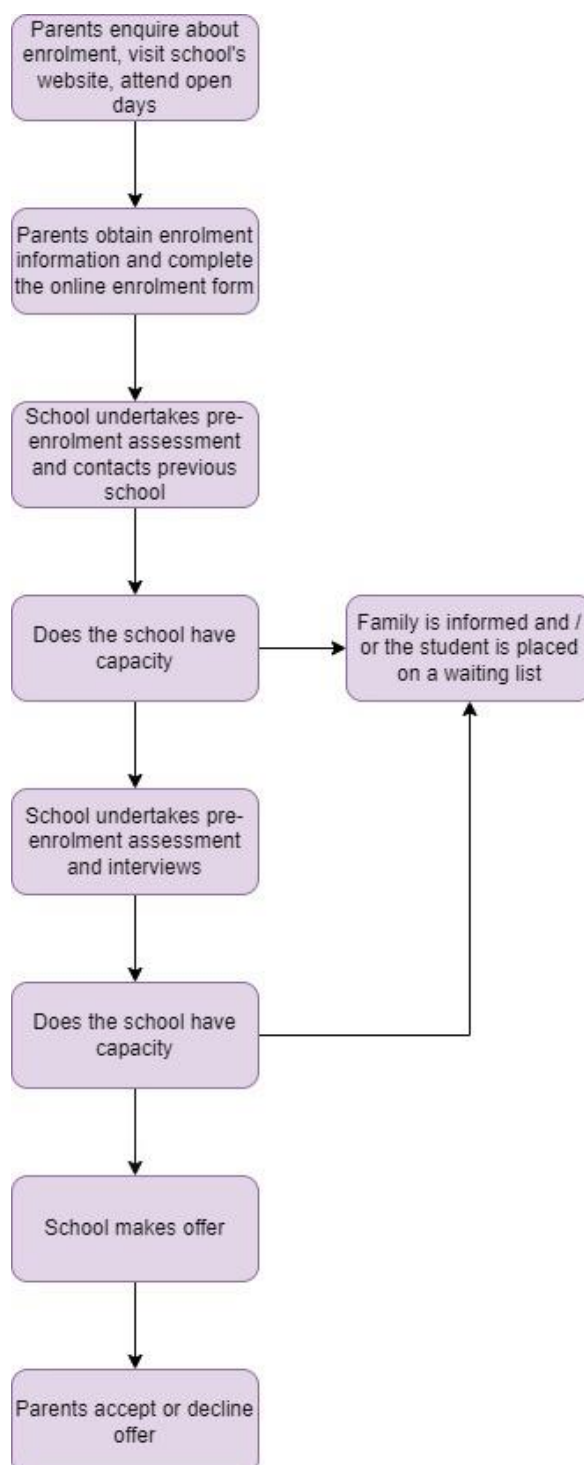
Anti-Discrimination Act 1977 (NSW)

This policy is guided by the above pieces of legislation which make it clear that it is unlawful to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at the School

Commonwealth and other legislation also make it unlawful in some circumstances to refuse to enrol a child on several other grounds, including sexual orientation, gender identity, marital or relationship status or pregnancy. The School is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the Biblical Beliefs of the School, the School will not discriminate unlawfully against any applicant for enrolment.

Enrolment Process

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



Role of the Enrolment Officer

- Oversees the enrolment process.
- Performs the day-to-day enrolment transactions, including organising assessments and interviews with the Principal, Heads of School and Learning Support Coordinators.
- Reports enrolment statistics and information to the Principal.
- Communicates with families regarding the enrolment process.
- Manages student withdrawal.

New Enquiries

The School will make available on its website:

- information about the School
- general information about eligibility for enrolment based on this policy
- the procedure for applying to enrol a child at the School
- information about school fees and discounts
- the application form
- the enrolment conditions

Application Form and Documentation

Entrance to the School is normally in Kindergarten and Year 7. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the school year depending on circumstances.

The name of the child will be entered on the appropriate waiting list or considered for interview when the child's parents return:

- a. Application Form (completed online).
- b. Family Statement Form (completed online).
- c. Copy of the child's birth certificate.
- d. Copies of the child's last two school reports, NAPLAN reports (for children already attending school).
- e. Statement from a person in a leadership position at a Christian Church (if a church-attending family, this is obtained online via the Family Statement Form).
- f. All medical, psychological, or other reports about the child in their possession or control.
- g. Other information about the child which the School considers necessary (visa etc).

Failure to provide all required information may result in the School declining or delaying the child's enrolment.

Assessment

The School will undertake an assessment process before the interview and at the time of interview. At the time of interview, prospective students (from Years 1 - 12) will participate in a face-to-face assessment conducted by the relevant Learning Support Coordinator. The School may also ask the parents to provide more information about the child.

In considering all prospective enrolments, the School will contact the Principal of the child's previous school (or Early Learning Centre) to obtain:

- a. or confirm information pertaining to the child or the child's enrolment
- b. any medical information pertaining to the child's needs

Where information obtained by the School suggests

- a. a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff, or the School; or
- b. the parents may not be able to meet the financial commitment required by having a child at the School ;or
- c. misleading or false information has been supplied to the School

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

Disability

Where a child 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 child to participate in the School's courses or programs or to use the School's facilities or services, the School will make an initial assessment of the child's needs. This will include consultation with the child and/or the child's parents. In addition, the Principal may:

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

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

Where the Principal determines that the child 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 child is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

the child's disability

- a. the views of the child or the child'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 child was able to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a child without the disability.
- b. the effect of the adjustment on the child, including the effect on the child's:
 - i. ability to achieve learning outcomes; and
 - ii. ability to participate in courses or programs; and
 - iii. independence.
- c. the effect of the particular measure or action on anyone else affected, including the School, its staff and other students.
- d. the costs and benefits of taking the particular measure or action.

The School 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 School.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the School, 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 School, the child, the family of the child, and the School community); and
- b. the effect of the child's disability; and
- c. the School's financial circumstances and the estimated expenditure required to be made by the School; and
- d. the availability of financial and other assistance to the School.

Where the Principal determines that the enrolment of the child would require the School to take unreasonable measures or actions to ensure that the child is able to participate in the School's courses or programs, or to use the School'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.

Interview

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

- a. inform the parents of their responsibility to the School 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 School's Christian vision, values, and goals, and with the policies and resources of the School.

School Reserves Rights

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

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

School's Considerations

When considering making offers of a place at the School, the School gives preference, in the following order, to:

- Existing students NCS (i.e. for progression in Years 6 to 7 and 10 to 11)
- Siblings of students already at the School
- Children of staff
- Children from Nowra Baptist Church
- Children of families from other churches
- Children transferring from other Christian schools
- Children of NCS Alumni
- Children from families supportive of the School's Christian ethos but not attending a church.

Where two or more applicants, in consideration of the above categories, have equal priority, the earliest date of application for enrolment will take precedence.

Exceptional circumstances may arise from time to time where adherence to the priority categories may be overridden by the Principal with School Board approval.

The School will also consider:

- Minimum starting age for enrolments:
 - Students commencing school in Kindergarten must be 5 years of age by 30 April of that year.
 - Students commencing school in Year 1 must be 6 years of age by 30 April of that year.
- The composition of the current cohort, including:
 - Class sizes; and
 - The academic balance of the cohort.
- The capacity of the School to cater for the specific needs of the individual student, both in the short and long term. To assist in this process, the following will be considered:
 - The anticipated needs of each individual student throughout the duration of their schooling.
 - The anticipated resources required to meet those needs.
 - the School's capacity to provide those resources.
 - Upon acceptance of enrolment, the individual program required to meet those needs.
 - The impact of meeting those individual needs on the existing class and school community.
- The capacity of the School to sustain quality educational programs for all students.

Offer

At the satisfactory conclusion of the assessment process, the School may make an offer to the parents to enrol the child. 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 School:

- a) the Acceptance Form which includes acceptance by the parents of the then current Conditions of Enrolment.
- b) the non-refundable enrolment fee of \$300 per family (new families only, **NCS staff exempt**)

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

The Enrolment Fee is additional to tuition and other fees. The Enrolment Fee may be refunded if the School does not offer the child a place. It will not be refunded if the parent declines the offer or withdraws their application for enrolment.

In the case of Kindergarten enrolments, where the offer is conditional on a satisfactory Preschool Report. The enrolment fee of \$300 is refunded if the offer is not confirmed.

Parents must attend one 'NCS Perspective' information night within the first year of their child enrolling (this applies to new families to the School only)

Where the parents have not declared, or have withheld information pertaining to their child, notwithstanding the fact that enrolment may have been offered, the School reserves the right to rescind the enrolment.

Offers for Provisional Enrolment

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a child 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 children with a disability.

Kindergarten Entry

Five- and four-year-olds whose fifth birthday falls on or before 30 April of the proposed year of entry are eligible to commence Kindergarten.

All children must undertake a 'readiness for school' assessment (this is usually completed by the child's preschool or early learning centre). If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn 6 until after the end of Term 4 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 child 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 School reserves the right to have members of its staff visit the child's Preschool, Early Learning Centre or (with the parents' agreement) the home, to assess the child's learning needs more accurately.

Early entry

Early entry to Kindergarten for a 4-year-old, whose 5th birthday falls after 30 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 children, who will have attained the age of 5 years before 30 April, have been offered places.
- c) the School's assessment of the child concerned confirming that he or she is ready for admission to Kindergarten.

Related Documents

Learning Support Policy

Student Code of Conduct

School Code of Respect

Disability Standards for Education 2005