

Enrolment Policy

Vision Statement

The purpose of Pacific Hills Christian School is to provide a Christian Educational Community as a centre of teaching and learning excellence, founded on Biblically based beliefs, values and behaviour.

Rationale

This policy provides guidelines for enrolment into Pacific Hills Christian School. It seeks to acknowledge and continue the original vision of those who founded the School as a Christian educational community - a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour – able to support the learning needs of students who are enrolled.

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.

Values and Mission Goals

The policy is part of the School's life in order to help achieve the following Mission Goals:

In the process of Christian Education

To help each child achieve their God-given potential, by providing appropriate educational opportunities according to each one's abilities. This includes those with intellectual deficits, the learning disabled and the gifted and talented, and those from varying ethnicities.

In Christian Community Life

To be compassionate and merciful as God is to us. To encourage the involvement of those supportive of the School ethos who can assist in teaching and learning at PHCS. To maintain and promote Prep - 12 unity throughout the School.

Policy

The School seeks to enrol students whose families seek a Christian Education for their children and who support the ethos of the School as encapsulated in the Mission Goals.

Principles

- God has created all people in His image and has made it possible for them to be in relationship with Him through the death and resurrection of His Son, Jesus Christ. Therefore, the school will give equal consideration to each applicant.
- The Principal carries final responsibility for decisions regarding enrolment positions.

Related Information

Relevant Legislation

Disability Discrimination Act
Race Discrimination Act
Anti-Discrimination Act

These Acts make it unlawful to discriminate against a person on the grounds of their disability or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

Definitions

Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

disability, in relation to a student, means:

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

Procedures - Enrolment

Enquiries

The Registrar places all enquiries on an enquiry record sheet. The Registrar will also forward the following documentation to enquirers, to be completed :

- A Prospectus;
- An information letter directing them to the website for further details of fees, Uniform and Discipline policies for each of the sub-schools.
- An Enrolment Application form.

Applications

Upon receipt of applications the Registrar will:

- Check all relevant documentation is completed
- Forward non- refundable application fee to Front Office for receipting
- Check current class vacancies
- Place student's name on waitlist

Requirements for Entry

It is a requirement of entering the school that all students undertake an academic assessment and all families be interviewed.

As part of the assessment and interview process the school may ask the parents to provide more information about the student.

Where a student has a declared education support need or a disability or other information has come to light indicating a possible need for education support services, the School will make an initial assessment of the student's needs. In addition, the Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the School;
- obtain an independent assessment of the student.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or his delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;

- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Assessment/Interview Organisation

Should a vacancy exist or be pending, the Registrar will organise a suitable time for students to attend an educational assessment with the relevant staff and the family to attend interviews with Registrar, the Principal, and the Head of School (HOS) with other relevant staff (or delegates). The Principal may exercise full discretion in varying the procedures relating to the interview process.

Interview Process

Registrar

The Registrar will conduct an initial interview to gather relevant family information and details as per the Enrolment Interview Form and to outline the assessment and interview process. Under normal circumstances the subsequent interview will be with the Principal.

Principal

The Principal will conduct an interview in which he explores the issues of Faith with the family and explains the distinctives of PHCS, including

- Christian education in all KLA's, policies and procedures
- Entirely staff by Christians
- Transdenominational nature
- Faith, Critical Awareness and Character Development as primary goals.
- Service and Mission
- Partnership with Parents
- Inclusion of students with Special Needs
- Vision and proposed Future Development
- Other ministries of Pacific Hills

Head of School

- The Head of School (or delegate) and relevant staff will meet with parents and discuss the student/s application/s as per the Enrolment Interview Form.

. The following is to be completed and/or discussed in the interview:

- Student's academic, social, emotional, physical needs.
- The outworking of the School's Christian ethos through staffing, daily devotions, Biblical Studies, Worship Services, Pastoral Care system etc.
- Discipline Policy and Procedures
- School's academic curriculum, cultural, sporting, competitions, missions, co-curriculum activities etc.
- Explain the practical implications on the School-Parent partnership
- Seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.
- Clearly state what support the school offers in regard to students with special needs.

Parents with children with learning/physical disabilities, Gifted and Talented may also meet with relevant staff to discuss the available program.

Enrolment Offer

At the satisfactory conclusion of the assessment/ interview process, the School may make an offer to the parents to enrol the student. The Principal authorises enrolment of all students into the school after considering recommendations by the Head of School and consideration of available resources.

Notes regarding Offers of Enrolment

- Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the School is likely to be detrimental to other students, the staff or the School, notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.
- Where information obtained by the School 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 services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the School. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:
 - the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the student, the family of the student, and the School community); and
 - the effect of the disability of the student; and
 - the School's financial circumstances and the estimated amount of expenditure required to be made by the School.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

The School reserves the right not to offer any student a place at the School 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 School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their student's needs.

Acceptance of Enrolment

To accept the offer, the parents must within fourteen days of receiving it (or fourteen days in the case of kindergarten enrolment) deliver to the School:

- the Acceptance of Offer of Enrolment Form;
- the Enrolment Fee as specified in the letter of offer.

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