



Plenty Valley Christian College Plenty Kids Early Learning Centre Enrolment Policy

1. COLLEGE IDENTITY

- 1.1 Plenty Valley Christian College (**the College**) is an independent, co-educational, Pre-Prep / Prep – Year 12 College located in a magnificent semi-rural setting.
- 1.2 Plenty Kids Early Learning Centre (**the ELC**) forms part of the College.
- 1.3 The College is a member of Christian Education National Ltd, a national partnership of Christian school associations whose core values may be summarised:
 - (a) The central positioning of Christian scripture, Christian thinking and a vibrant demonstration of Christian faith in school communities.
 - (b) Christian parents having a determinative and ongoing involvement in setting the educational direction of a school.
 - (c) School partnership in a national community of accountability and support.
 - (d) Sharing the vision of Christian education in the wider community.
 - (e) Education of children for competent and responsible membership of the international community.
 - (f) Training teachers to understand and to teach from a Christian perspective.
- 1.4 Therefore, at an operational level the College seeks to employ the principles, practices and values of a Christian theology and tradition to underpin and develop all relationships and learning.
- 1.5 Joining the College community means one is expected to actively participate in learning through curricular and co-curricular activities that involve a Christian understanding of the world. Parents and students should expect to commit themselves to this identity and purpose of the College and participate in ways that make the place better for others.

2. DEFINITIONS

- 2.1 “**Applicant/s**” means the person/s set out in the Enrolment Agreement being the legal Parent’s and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

- 2.2 “**Child**” or “**Student**” means the person named in the Enrolment Agreement.
- 2.3 “**Disability**”, in relation to a child, means:
- (a) total or partial loss of the student’s bodily or mental functions;
 - (b) total or partial loss of a part of the body;
 - (c) the presence in the body of organisms causing disease or illness;
 - (d) the presence in the body of organisms capable of causing disease or illness;
 - (e) the malfunction, malformation or disfigurement of a part of the student’s body;
 - (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.
- 2.4 “**Enrolment Agreement**” means the Agreement including the terms and conditions of enrolment by which the Applicant agrees to be bound.
- 2.5 “**The Principal**” means the Principal of the College, or the Principal’s authorised representative.
- 2.6 “**The College**” means Plenty Valley Christian College [ABN 87 670 414 115].
- 2.7 “**The ELC**” means Plenty Kids Early Learning Centre [part of “**The College**”]

3. GENERAL

- 3.1 Applicants are expected to support the ethos, identity and purpose, and policies of the College.
- 3.2 The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
- (a) the physical numbers of currently enrolled students;
 - (b) the resources available to cater for the educational needs of students;
 - (c) the willingness of the student and the student’s family (where applicable) to comply with the College’s policies and procedures.
- 3.3 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- (a) relevant information is withheld or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of a family and/or student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the family involved.

3.4 The College will not unlawfully discriminate against any person in considering whether to make an offer of enrolment.

4. PRIORITY ORDER OF ENROLMENT

4.1 The College has a limited number of places that can be offered for Three and Four Year Old Kinder each year. As such, due to the limited places available, applicants may not be offered a place.

4.2 All applicants must submit the Application for Student Admission form fully signed and completed with all information that may be relevant to the provision of an educational program for the student. Applications will only be recorded on the waiting list if the applicant has correctly submitted to the College the Application for Student Admission.

4.3 Enrolment in the Kinder program of the ELC, does not guarantee automatic enrolment into Prep and families that wish to enrol their children into Prep will need to apply, as per the College Enrolment Policy. However, attendance at the ELC will be considered in the prioritisation of enrolments for Prep.

4.4 From Prep onwards, a student's enrolment is continuous through to Year 12 unless the student is formally withdrawn. However, movement from Primary to Secondary is confirmed by way of interview with the student.

4.5 At the discretion of the ELC, some applications may be given preference on the waiting list on the basis of criteria such as:

- (a) Families that can demonstrate a positive and practical support for the Christian ethos of the College;
- (b) Siblings of current or past students of the College;
- (c) Children of full-time ministers or missionaries of recognised Christian churches;
- (d) Children of past students of the College;
- (e) Children of current employees of the College.

4.6 The ELC reserves the right to refuse an application or remove an application from the waiting list without providing a reason if there are reasonable grounds for doing so.

5. ENROLMENT PROCEDURE

5.1 The enrolment procedure is as follows:

- (a) Families interested in applying for enrolment can obtain an ELC prospectus and arrange to visit the College.
 - (b) Applicants wishing to enrol their child in the ELC will commence the application process by completing and submitting the Application for Student Admission form, together with necessary documents including, a passport sized photo of the child, birth certificate and records of up to date immunisations.
 - (c) Where there is more than one Applicant, both persons must sign the Enrolment Agreement unless a court order provides otherwise and a copy is given to the College.
 - (d) Upon receipt of an Application for Student Admission form:
 - (i) The College will send a letter to the applicant acknowledging their receipt of the application and advising them of the enrolment procedures.
 - (ii) Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College. Every effort will be made to give Applicants realistic advice on their child's likelihood of obtaining a place at the College.
 - (iii) An interview with the ELC Director (or their nominee) is arranged.
 - (iv) Any special needs are noted and discussed with Applicant/s at the interview. Applicants may be required to provide additional information before the process can continue.
 - (e) An application does not guarantee progress to the interview stage of processing by the College, nor does any interview guarantee an offer of enrolment.
 - (f) A formal offer of a place in the ELC may be made, once all required information has been provided.
 - (g) If the College offers enrolment, in order to confirm the enrolment place, the Applicants must:
 - (i) Sign and return the Letter of Acceptance provided by the date indicated in the letter;
 - (ii) Provide all the requested documentation;
 - (iii) Pay a non-refundable enrolment fee of \$500.00;
- 5.2 Applicants applying for Prep and therefore ongoing enrolment at the College will not need to pay the enrolment fee again.

6. DISCOUNTS

- 6.1 In some circumstances the College may exercise discretion in providing Applicants or current enrolled families with a discount on fees and charges.
- 6.2 Where a discount is given by the College, the College may, in its complete discretion, annually review the discount given, and is not obliged to offer future or further discounts to the Applicant or current enrolled family in question.

7. REASONABLE ADJUSTMENTS

- 7.1 Where information obtained by the College indicates that a child has a disability, the Principal will consult with the child, and his or her family or carers, to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 7.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the child's disability;
 - (b) the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
 - (c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to reasonably access and participate in education and training opportunities on the same basis as students without disabilities;
 - (d) information provided by, or on behalf of, the child about his or her preferred adjustments;
 - (e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
 - (f) the effect of the proposed adjustment on anyone else affected, including the College, staff and other students; and
 - (g) the costs and benefits of making the adjustment.
- 7.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 7.4 If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether

an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College, the College community, the child and the family of the child). This includes (without limitation):
 - (i) costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
 - (ii) benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers; and
 - (iii) the effect of the disability of the child;
- (b) the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- (c) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- (d) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- (e) the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

7.5 The Principal will discuss with the Applicants and the Student (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

7.6 If the Principal is satisfied that it has sufficiently consulted the Applicants and the Student (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

8. PRIVACY

8.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

9. REVIEW PROCEDURE

9.1 This Policy will be regularly reviewed by the College and may be amended from time to time.

9.2 This Policy was last reviewed, and amended, on 18th August 2017.