ENROLMENT POLICY

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1 COLLEGE IDENTITY

1.1 Plenty Valley Christian College (**the College**) is an independent, co- educational, ELC – Year 12 College located in a magnificent semi-rural setting.

1.2 The College is a member of Christian Education National Ltd, a national partnership of Christian school associations whose core values may be summarised:

(b) 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.

(b) School partnership in a national community of accountability and support.

(b) Sharing the vision of Christian education in the wider community.

(b) Education of children for competent and responsible membership of the international community.

(b) Training teachers to understand and to teach from a Christian perspective.

1.3 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.

1.4 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 Primary or Secondary section of The College, or the Principal's authorised representative.

2.6 "**The Executive Principal**" means the executive principal of the College.

2.7 "**The College**" means Plenty Valley Christian College [ABN 87 670 414 115].

3 GENERAL

3.1 Applicants are expected to support aims, objectives, ethos, rules and policies and discipline of the College and they acknowledge that a student's ongoing enrolment depends on their adherence to the Student Code of Conduct Policy and their parents' or guardians' adherence to the Parent Code of Conduct Policy.

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 particular needs and composition of students in the class where the enrolling child may enter.

(c) the resources available to cater for the educational needs of students.

(d) the desire/ability of the family to be supportive of the mission and vision of the College and its expectations for its students and parents/guardians.

(e) 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.

3.5 Part-time student enrolment and the terms and conditions of a part-time enrolment are at the discretion of the Principal.

3.6 To ensure that the College can strive to meet the educational needs of students, Applicants must disclose and provide all relevant information to the College relating to the Student as requested in the Enrolment Application.

4 PRIORITY ORDER OF ENROLMENT

4.1 The College has a limited number of places that can be offered per year level 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 From Prep onwards, once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the student is formally withdrawn. However, movement from Primary to Secondary may be confirmed by way of interview of the student in either Year 5 or Year 6.

4.4 At the discretion of the College, 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) Students who have completed Kinder at Plenty Kids Early Learning Centre and are recommended as ready for enrolment in a Prep program by the Director of Plenty Kids and the Head of Early Years Sub-school.

(d) Children of past students of the College.

(e) Children of current employees of the College.

(f) Families that articulate a deep hope for their child that strongly aligns with the Vision and Mission of the College

4.5 The College 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.

4.6 The College will also take the following into consideration:

(a) A student's demonstrated engagement in their learning.

(b) A student's willingness and ability to contribute to the wider life of the College.

(c) Evidence of positive leadership and positive character.

(d) The date of lodgement of the Application for Student Admission form providing the family have not been offered previously and deferred to a later entry point.

5 ENROLMENT PROCEDURE

5.1 The enrolment procedure is as follows:

(a) Families interested in applying for enrolment can obtain a College prospectus and arrange to visit the College.

(b) Applicants wishing to enrol their child at the College will commence the application process by completing and submitting the Application for Student Admission form, together with necessary documents including copies of the child's two most recent school reports, passport sized photo of the child, copy of the child's most recent NAPLAN results (if available) and any visa documentation if not an Australian citizen.

(c) Where there is more than one Applicant, both persons must sign the Enrolment Agreement unless a court order provides otherwise. A copy of the court order will be supplied 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 Principal's delegate is arranged.

(iv) The child may be required to complete any assessments deemed necessary by the Principal.

(v) Any special needs or conditions that may affect the education of the student must be disclosed by the Applicant and be noted and discussed with Applicant/s at the interview. Applicants may be required to provide additional information before the process can continue.

(vi) An application does not guarantee progress to the interview stage of processing by the College, nor does any interview guarantee an offer of enrolment.

(e) A formal offer of a place in the College may be made once all required information has been provided.

(f) 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 certificates of immunization (Primary School and Kindergarten), and a copy of the student's Birth Certificate, Passport or Extract of Entry.

(iii) Pay a non-refundable enrolment fee of $500.00.

(iv) Pay a holding fee of $1000.00 (per student). This $1000.00 fee will be credited to your account in Term 4 of the student's first or second year, on the condition that the child is still enrolled at the College in that term. Otherwise, this fee is not refundable. (Fees and charges for Arrowsmith Applications are listed on a separate document). If enrolment commences after the start of Term 3, this fee will be credited in Term 4 of the following year.

5.2 It is assumed that students graduating from Year 6 students will automatically continue to the Secondary School. No re-enrolment is required.

5.3 In assisting the Principal in making a determination regarding enrolment, the College may request:

(a) a reference on the Applicant's general character and maturity, engagement in their studies and/or other matters that would be relevant to the consideration of the application; and

(b) evidence to show that the prospective Student and the family would be supportive of the mission and values of the College, its expectations for its students and parents/guardians, and capable of paying the applicable fees when they fall due.

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. For instance, discounts may be provided to:

(a) Students of full-time ministers or missionaries of recognised Protestant Christian churches.

(b) Siblings of a student currently enrolled at the College.

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/guardians 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 to affect the substantial benefit, 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 in the college activities;

(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 and reasonably access and participate in education 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, or where the Student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made, the College may decline to offer the child a position or may defer the offer.

8 ARROWSMITH PROGRAM

8.1 The Arrowsmith Program at the College targets students with cognitive learning difficulties. By strengthening student cognitive capacities through the Arrowsmith Program in a compassionate and supportive learning environment, students will be enabled to return to a mainstream academic program with little or no need for additional assistance.

8.2 In addition to the requirements set out in this Policy, except to the extent of any inconsistency, Applicants wishing to enrol their child in the Arrowsmith Program must comply with additional requirements to determine whether a child will benefit from participation in the Arrowsmith Cognitive Training Program.

8.3 Enrolment of any student in the program is at the discretion of the Principal in consultation with the Arrowsmith Program teaching staff and there are a limited number of spaces available for the Program.

8.4 Prior to submitting an application, applicants are required to read and understand the Arrowsmith Program, visit the Arrowsmith.org website, and read the detailed descriptions of the 19 Learning Dysfunctions identified by Barbara Arrowsmith-Young and answered all questions in the Cognitive Profile Questionnaire truthfully and to the best of their knowledge.

8.5 Applicants must complete the Application for Student Admission and the Arrowsmith Program Enrolment Form, submit necessary documents, and complete relevant assessments.

8.6 Suitable applicants (as decided by the selection panel) will be invited to attend an interview with Head of Sub-School and Head of Learning Support.

8.7 If an application is successful (as determined by the selection panel), the Registrar will contact the Applicant with an offer of enrolment to the College and the Arrowsmith Program.

8.8 New enrolments to the College will only be possible where there is a vacancy in the age-appropriate classroom.

8.9 As this is a highly tailored and specialised program, above and beyond the normal service provided by the College, additional fees are charged for those participating as detailed in the fee

schedule available on the College website.

9 PRIVACY

9.1 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.

10 REVIEW PROCEDURE

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

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DOCUMENT HISTORY AND VERSION CONTROL RECORD

Name of document: Enrolment Policy

Responsible officer: Executive Principal

Approved by: Executive Principal

Assigned review period: Biennial

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Version number	Version date	Responsible officer	Amendment details
2.1	01/11/2019	Principal/M Duke	Updated from previous document
2.2	01/11/2019	Business Manager	Revised issued as a controlled document
2.3	30/11/2019	Principal	Approved
2.4	14/05/2020	Principal	Minor reviewed and approved.
2.5	05/04/2021	Principal	Clarification of priority and considerations in offering places, formatting
2.6	05/04/2021	S Taggert	Changed to the new style guide
2.7	16/06/2021	M Anderson	Minor change to section 4.4
2.8	23/06/2021	Principal	Change to 4.4 and 5.1 g iii and approved
2.9	20/11/2023	Principal	Minor change to 4.4c and 8.6 and approved
2.10	27/03/2024	Principal	Addition to 3.1 to include acknowledgement of ongoing enrolment requires adherence to codes of conduct.
2.11	27/06/2025	Executive Principal	Updated to include new executive structure

Approved by:

John Metcalfe
Executive Principal