



**EMMAUS**

CHRISTIAN SCHOOL CANBERRA

ENR1-0

# Enrolment Policy

Updated  
March 2017

## Vision/Purpose

Emmaus exists to partner with parents, in providing a Christ-centred, Biblically-grounded and academically-rigorous education, which enables students to grow in wisdom and character, to the glory of God.

## Values

### 1. Caring for Others

At Emmaus, we value, care for and respect each other because we are all made in the image of God. We partner with parents to care for and develop the whole person- body, soul and spirit. We foster a sense of belonging, celebrate one another's achievements and choose to be grateful for our school and each other. We are a community that learns in a fun, creative, encouraging and generous environment.

### 2. Striving for Mastery

At Emmaus, we encourage students to strive for excellence in all aspects of life: in study, work, and in relationships with God and with people. We believe God equips every person with gifts and abilities. We seek to instill in our students a strong desire to apply their utmost to what they do, an attribute that will long outlive their school years. Students are encouraged to master and apply academic and life skills in order to make the most of their opportunities in later life. Our goal is to equip students with the necessary skills and understanding to make wise and Godly choices, and to live resilient, fulfilled, and productive lives.

### 3. Equipping for Service

At Emmaus, our motivation for service is the love that Christ has shown us: his life of servant leadership is the example we seek to follow. Staff at Emmaus model integrity, accountability and the value of excellence in our work. We strive to equip students with both the desire and the skills to make a difference in the lives of others. We aim to grow students who are rich in Godly wisdom and noble character, and find their security in the love of Christ.

# ENR 1-0

## Enrolment Policy

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### Version History

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1.0	March 2017	Purchased under License Agreement from Prolegis Pty Ltd
1.1	March 2017	Updated by Erik Hofsink with additional Emmaus content.

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# Enrolment Policy

We will enroll students according to the Policy described below.

## Our Selection Criteria and Ethos

Our selection criteria are established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrates a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the Christian aims and objectives of the School.

*Applications for enrolment will further be considered in light of the following<sup>1</sup>:*

- *The availability of a vacancy at a year level commensurate with a child's educational standard and chronological age. Minimum age for school entry is outlined below<sup>2</sup>.*
- *The preparedness of parents to sign the Emmaus Enrolment Contract. It must be understood that a child cannot start classes unless the parents/carers have signed and returned the Enrolment Contract to the Enrolment Officer.*
- *The ability and preparedness of parents to pay all fees and levies when due.*
- *All parents/carers are required to attend an Emmaus New Parent Induction Course within the first 18 months of signing and Enrolment Contract.*

<sup>1</sup> Added by Emmaus Christian School

<sup>2</sup> School Starting Age

- **Pre-school:** A child must be turning 4 during the school calendar year for Preschool (3 Year Old Program) Note: Due to limited nappy changing facilities we expect that children at this age are either toilet trained or that parents are already working toward their child being toilet trained on preschool entry.
- **Pre-Kinder:** A child must be turning 5 during the school calendar year for Pre-Kinder (4 Year Old Program)
- **Kindergarten:** Students enrolling in Kindergarten should be 5 by the 1<sup>st</sup> of January in the year they are starting Kinder.

## Our Enrolment Process

### Points at which we take in new students

Our normal entry points are Preschool, Kinder and Year 7. We will consider applications for entry to other years, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry.

We have limited places to offer. After we offer places we will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept their offers, or if students already enrolled withdraw from the School.

### You cannot defer an offer

If we offer a student a place for a particular entry point, that offer only applies to that point of entry: it does not apply for a later entry point. For example, if we offer a child a place at the School starting in Year 7, but the parents then decide that they wish to defer the child's entry until Year 10 they cannot defer the original offer to take it up at the later entry point. In these circumstances we will put the child on the normal application list and will reconsider their application at the next entry point.

### Our enrolment timetable

Our action	Parents' action	Comments
1 We develop a list of prospective students from completed <i>Application to Register</i> forms	Parents may have their child placed on the list of prospective students by completing an <i>Application to Register</i> form and paying the Registration Fee.	<ul style="list-style-type: none"> <li>As we receive each form we add the child's name and contact details to our list of prospective students for the relevant year.</li> <li>The Registration Fee is non-refundable and paying it does not guarantee a place.</li> </ul>
2 We send <i>Application to Enrol</i> forms all students on the list	If parents wish to proceed with their application they will complete the <i>Application to Enrol</i> form and return it along with the Administration Fee.	<ul style="list-style-type: none"> <li>We will send all children on the list <i>Application to Enrol</i> forms early in the year before their desired entry.</li> <li>The Administration Fee is non-refundable and paying it does not guarantee a place.</li> </ul>
3 We receive and process completed <i>Applications to Enrol</i> .		<ul style="list-style-type: none"> <li>We must receive all completed applications to enrol before &lt;&lt;insert day and month&gt;&gt; in the year before the prospective students' desired entry time. We will not consider applications received after this date.</li> </ul>
4 We will assess applications against our selection criteria. We will notify parents if their child has met our selection criteria and is required to sit a test. Or we may notify them that we have decided not to consider their child for a place at the school.	Bring children for testing at the time notified.	<p>We may test prospective students</p> <ul style="list-style-type: none"> <li>We may test students and use results, along with other information, to help us select students to interview</li> <li>We won't discuss test results with parents.</li> </ul>
5 We will select students to interview and notify parents.	Attend interview with their child at the time arranged.	Parents must bring copies of the two most recent school reports. An interview doesn't guarantee an offer of a place.

Our action	Parents' action	Comments
6 Offer of a place which includes mailing an enrolment pack.	Accept the offer of a place by signing the Enrolment Confirmation and paying the non-refundable Enrolment Fee, or reject the offer.	<p>We will send offers of places by &lt;&lt;insert day and month&gt;&gt;.</p> <ul style="list-style-type: none"> <li>The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, if we're placing their child on a waiting list, or if we are not able to consider their child for a place.</li> <li>The Enrolment Fee is payable for each student for whom a place is accepted.</li> </ul>

## Fees during the Enrolment Process

We will charge <<Delete the fees from the list that do not apply>>:

- A Registration Fee to be paid by the parents and forwarded with the *Application to Register* form. This amount is non-refundable and does not guarantee a place at the school.
- An Administration Fee to be paid by the parents and forwarded with the *Application to Enrol* form. This amount is non-refundable and does not guarantee a place at the school.
- An Enrolment Fee to be paid by the parents when they accept an offer of a place. This amount is non-refundable even if the parents should subsequently decide not to proceed with the enrolment offer.

## Part-Time Enrolment <sup>3</sup>

*Emmaus/Home-school partnerships are welcomed but only to support parents in transitioning their children from home-schooling to the School.*

*We believe that whilst it is the parents' privilege and responsibility to educate their child through a school of their choice and at an arrangement suitable to them, we also consider Emmaus Christian School to provide a service to Christian parents designed with the best interest of the student at heart and subject to conditions that will make it viable and sustainable for the School.*

*In order to assist parents with the transition from part-time to full-time schooling at Emmaus, the School may partner with parents based on the following conditions:*

- Part-time schooling will generally only be considered for Primary School students*
- Starting in 2017, all new part-time enrolments' attendance days will be set at:*
  - 2-3 days per week in the first year*
  - 3-4 days in the second year*
  - 5 days in the third year*
- Attendance days are set by the class teacher*

*Please note that each part-time enrolment and the conditions as above will be considered at its own merit and at the discretion of the Principal.*

<sup>3</sup> Part Time Enrolment Section added by Emmaus Christian School Canberra

## Privacy of Information Supplied

All enrolment information parents supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

## Enrolment Contract

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the Enrolment Fee. This will establish the parents' agreement to support the school rules and policies, to pay the School Fees, to accept the Enrolment Terms and the consequences of suspension or termination.

### *Parents' Declaration*

In completing the *Application to Enrol* form we will ask the Parents to declare that to the best of their knowledge they have:

- disclosed any special needs of their child
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- completed fully the *Application to Enrol* form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse, or terminate the enrolment process on these grounds.

### *Obligation to Attend all School Activities*

When a place at the school is accepted the student will be expected to attend all the activities of the school, including classes, sports training and matches on weekdays and weekends, extra curricular activities and special school functions (such as Chapel services, concerts and inter-school sporting events.)

### *School Fees*

Term 1 School Fees must be paid in the January of the year the student is to start at the School. Term 1 School Fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current School Fees will be set out in the *Fee Schedule* which will be included in the enrolment pack. All fees and charges are reviewed annually.

## When Guardians or Carers are enrolling children

In this Policy we have referred to 'parents' to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child's application.

## Our Enrolment Policy May Change

The School reserves the right to alter its Enrolment Policy. Parents are encouraged to contact the School to find out if there have been any changes.