



**Emmaus  
Christian  
School**

# Enrolment Policy

Policy ENR1-0 V1.7

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# Policy ENR 1-0

## Enrolment Policy

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### Version History

Version	Date	Notes
1.0	March 2017	Purchased under License Agreement from Prolegis Pty Ltd
1.1	March 2017	Updated by Erik Hofsink with additional Emmaus content.
1.2	August 2017	Enrolment Task Group edited to create synergy with forms.
1.3	July 2018	Updated to new logo and templates by W.Morris
1.4	July 2019	Clarify Terminology for acceptance of enrolment
1.5	Nov 2020	Update File path, review, use of eforms,& remove part time Enrolment



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## 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 instil 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.

Emmaus families sent a weekly Bulletin about what's happening at Emmaus in the coming week. Once a month, a more elaborate Newsletter is sent out to staff and parents. Staff will be requested to supply items for these publications at various times. Bulletins and Newsletters are emailed to parents and loaded onto the school's website.



We will enrol 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.

## Our Enrolment Process

### Points at which we take in new students

Our normal entry points are Preschool, Kindergarten 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.

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<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 timeline

Our action	Parents' action	Comments
1.	Parents interested in enrolment contact the school for <i>Information &amp; Application eform</i>	
2. We send out an <i>Information &amp; an Application for Enrolment eform</i>	If parents wish to proceed with their application, they will complete the <b>Application for Enrolment eform</b> and return it along with the <b>Application Fee</b> .	The Application Fee (per child) is non-refundable and paying it does not guarantee a place.
3. We receive and process completed <i>Enrolment eform</i> .		
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.	Bring children for testing at the time notified.	We may test students and use results, along with other information, to help us select students to interview  We won't discuss test results with parents.
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.
6. Offer of Enrolment sent which includes a <i>New Enrolment Pack</i> .	Accept the Offer of Enrolment by signing the <b>Enrolment Confirmation</b> page contained in the <b>Enrolment Contract</b> and paying the non-refundable <b>Acceptance Fee</b> , or reject the offer.	The number of places offered reflects the number of positions available.  We will advise parents if: <ul style="list-style-type: none"> <li>– we are offering enrolment, or</li> <li>– we are placing their child on a waiting list, or</li> <li>– we are not able to consider their child for enrolment.</li> </ul> The Acceptance Fee is payable for each student for whom an enrolment place is accepted.



## Fees during the Enrolment Process

We will charge:

- An **Application Fee** to be paid by the parents and forwarded with the *Application for Enrolment* form. This amount is non-refundable and does not guarantee a place at the school.
- An **Acceptance Fee** to be paid by the parents when they return the signed *Enrolment Confirmation* page contained in the *Enrolment Contract*.
- Note:
  - This Fee will be credited to the first term's fees.
  - This amount is non-refundable if the parents should subsequently decide not to proceed with the enrolment offer.

## 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. In accordance with our Privacy Policy.

## Enrolment Contract

Parents may accept a place for their child by signing the *Enrolment Confirmation* page contained in the *Enrolment Contract* and paying the Acceptance 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 for Enrolment Form*, we will ask the Parents to declare that to the best of their knowledge they have:

1. disclosed any special needs of their child
2. disclosed any medical conditions of their child
3. provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
4. fully completed the *Enrolment eForm*.
5. 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, camps, 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

The commencing term's School Fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. Families are asked to pay by the due dates shown on their statement. The current School Fees will be set out in the Fee Schedule which will be included in the *Application & Information Pack*. All fees and charges are reviewed annually.

## Full name of the Child

Parents need to ensure that a child's full name as it appears on the birth certificate be entered on the enrolment application.

## When Guardians or Carers are enrolling children

In this Policy and our Enrolment documentation we have referred to 'parents or guardians/carers' 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.





