



# HUNTER CHRISTIAN SCHOOL

## ENROLMENT POLICY

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Date authorised	01/11/2019
Authorised by	Malcolm East, Principal with HCS Board
Monitored by	Malcolm East, Heather Malone
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Reference documents / legislation	3.62 NESAs Compliance; AIS template
Publicly posted	Yes, on School website
Policy Framework Category	4.3 Social Stewardship - Establishing a Safe & Supportive Environment

Version	Date	Amended by	Notes
1.0	May 2011	Boyd Allen, Principal	Initial Draft
1.2	June 2012	Boyd Allen, Principal	Revision (reprint of enrolment application)
1.3	April 2013	Boyd Allen, Principal	Revision after AIS integration in-service
1.1	July 2019	Malcolm East, Principal	Review and launching Online Enrolment Process

# HCS ENROLMENT POLICY

## Introduction and Purpose

### Vision Statement

The vision of Hunter Christian School is to stand with families and the Church in equipping and empowering children to attain their full potential in Christ, within a loving, serving, caring school community.

We aim to be a school renowned for a uniquely astute, entrepreneurial and practical approach to education, excelling in raising generations that innovate to build a better world as the hands of Christ. We will do this by providing opportunities, inspiring possibilities and nurturing every child.

As a community we value actions that;

1. Honour Christ
2. Learn without limits
3. Unite in community
4. Serve selflessly &
5. Live courageously

### Rationale

Hunter Christian School (HCS) was established by the members of Mayfield Baptist Church to assist Christian parents and guardians in the education of their students by providing a school committed to excellence, based on Christian understanding and values (in accordance with the School's Statement of Faith).

Whilst serving the need of the Christian Community, the School maintains a welcoming, inclusive and open enrolment policy. In addition to mandated curriculum, mainstream views are taught alongside Biblical world and life views and students are taught to appreciate the rights of others to hold different views.

Our school believes that the most effective out-working of this Christ-centred education occurs when there is a strong partnership between home, School and the Church to work together to "*train up a child in the way he should go.*" (Proverbs 22:6).

### Purpose and Scope

The Enrolment Policy is formed to guide parents, carers and School staff to facilitate an educational community that works together to provide for the best interests of the child.

The enrolment policy applies to Parents and Carers, who are enrolling students to Hunter Christian School.

### General Expectations

HCS expects that parents who wish to enrol their students in the school will accept that the Biblical values and beliefs on which the school is based, will be taught and modelled to the students.

HCS would normally expect the enrolling parents, if living with the student, would be committed to the ethos of the school and give their consent to their child being given a Christian education.

# HCS ENROLMENT POLICY

## Key Principles

1. Applications for enrolment may be made at any time by the parent/carer(s) of students.
  2. Students enrolling at school must be:
    - 2.1. 4yrs old before 31 May to enrol in Pre-Kinder, or
    - 2.2. 5yrs before 31 May to enrol in Kindergarten,
- NB: Under Dept of Education and Training (DET) Guidelines children must be enrolled in an accredited, registered school by the time they turn 6yrs of age.*
3. The School will base any decision about offering a place to a student on:
    - 3.1. Order of receipt - when the application to enrol is received by the school
    - 3.2. The student:
      - 3.2.1. the contribution that the student may make to the school, including the co-curricular activities
      - 3.2.2. The student's reports from previous schools or daycare/preschool
    - 3.3. The school:
      - 3.3.1. ability to meet the special needs or abilities of the student
    - 3.4. Family relationship with the school:
      - 3.4.1. sibling of a current or ex-student;
      - 3.4.2. either of the parents attended the school
      - 3.4.3. Child of a staff member
      - 3.4.4. they hold attitudes, values and priorities that are compatible with the School's ethos
    - 3.5. Other considerations
      - 3.5.1. The family have assessed their capacity to pay the school fees and that it won't cause undue hardship
  4. The School will meet with parent/carer(s) and the student before offering a place.
  5. The School has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
  6. Continued enrolment at the School is dependent upon
    - 6.1. the student
      - 6.1.1. making satisfactory effort towards academic progress,
      - 6.1.2. attending consistently,
    - 6.2. the student and the parent/carer(s)
      - 6.2.1. observing all behavioural codes of conduct,
    - 6.3. the parent/carer
      - 6.3.1. providing all relevant and accurate information necessary to allow the School to support the student including, but not limited to; custody arrangements, citizenship / visa status, mental health, gender and special needs;
      - 6.3.2. providing up-to-date communications with any relevant health/allied health providers to the student;
      - 6.3.3. maintaining good communications with the School;
      - 6.3.4. maintaining a payment plan in regards to fees
      - 6.3.5. and other requirements of the School which are applicable from time to time.