Penrith Christian School

Strive for the Highest

Enrolment Policy

Policy and Procedures Management

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Compliance	New South Wales Education Standards Authority (NESA)
Legislative Requirements	Education Act 1990 (NSW) Section 22 as amended Registered and Accredited Individual Non-Government Schools (NSW) Manual (see section 3.8) December 2017 version
Other Policy Relationships	Whistleblower Policy Child Protection Policy Anti-Bullying and Harassment Policy
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Policy Review	This policy will be reviewed annually, or as needed, in line with legislative changes.
Applies to	Penrith Christian School

Version History

Version	Date	Notes
2.1	March	Updated from v1.2
3.0	26/06/2023	Reformat and updated to include Enrolment Process
3.1.	21/03/2024	Reformatting numbering convention
3.2	March-25	Reformat to reflect correct personnel

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1. Preamble

Penrith Christian School was established and exists primarily to provide education to Christian families and those who desire an education based on Christian values.

The School's primary objective is to provide places for children of families in the following categories:

i. Where both Parents/Caregivers are committed Christians active in their faith and local church
ii. Where only one Parent/Caregiver is a committed Christian but where both agree to a Christian education for their child/ren
iii. In some cases, neither Parent/Caregiver is a Christian, but the child is a Christian, cognisant of their faith and active in their profession of that faith
iv. Situations where neither of the Parents/Caregivers are actively practising Christians but are seeking a Christian education for their child/ren.

In all of the above, the School would conclude that in enrolling the child/ren, we are providing a service for these families and committing ourselves to the task of providing an education that is Christ-focused and academically relevant to our culture and society, whilst complying with the regulations of government and statutory authorities as we are instructed in Scripture.

As such, all families acknowledge the School's Statement of Faith as part of the enrolment process. The Principal will discuss any issues associated with this at the enrolment interview.

The School may receive requests from non-Christian families to enrol their children, as they recognise the value of what the School is offering. For whatever reason, the enrolment of families from other faith backgrounds must be undertaken prayerfully and with discernment.

It is a prerequisite that the Parent(s)/Caregiver(s) and the student(s) agree with the ethos of the School and do not oppose the principles being taught, nor the worldview being espoused in our curricula. A clear understanding of these issues is vital for effective partnership in the education of the child and it is; therefore, imperative that the School's Statement of Faith is accepted as the basis for the ethos of the School. Christian families from other churches are encouraged to attend Imagine Nations Church on occasion to ascertain the ministry position and emphasis of the governing body of the School.

A waiting list will be established which includes children from existing families having first priority (ordered by date of application) and then other children being placed solely in order of date of application.

At all times, it is imperative upon the Principal that the Christian Ethos of the School is not placed in jeopardy by the enrolment of children, where the children or family may directly oppose or subvert the objectives of the School. The discretion to refuse or annul an enrolment remains with the Board or its delegate.

Should the parent(s)/caregiver(s) or student(s) cease to uphold the terms of the School's Statement of Faith, or exhibit behaviour or conduct which is inconsistent with the School's Statement of Faith, or become a member of a group whose beliefs are inconsistent with the School's Statement of Faith, then the School reserves its right to terminate the enrolment of that child.

2. Policy Guidelines

i. PCS will seek enrolment from families who desire a Christian education for their children, who actively support the ethos of the School, and acknowledge the School's Statement of Faith.
ii. As an Early Childhood to Year 12 School, priority of enrolment in the first instance will be given to siblings of current families, to ensure that where possible, all children in the family can be enrolled at PCS and in the second instance to new families committed to completing their child's education from Early Childhood to Year 12 at PCS.

3. Enrolment Process

Enrolment enquiries can be made to the School via EnrolHQ or by phone call to Reception. These enquiries are followed up by the Enrolments & Student Administration Officer.

The Enrolments & Student Administration Officer makes contact with the family to initiate and organise a tour of the relevant area of the School.

Tours can happen on an ad hoc basis, or at scheduled times of the week and may be led by:

- Early Learning – Director of Early Learning
- Primary – Head of Primary Years
- Secondary – Head of Secondary Years

If a family wishes to proceed with enrolment, they are directed to submit their application online via EnrolHQ. Documentation requested includes:

i. Two copies of the latest school reports
ii. One copy of the latest NAPLAN report
iii. Medical diagnosis report (if any)
iv. Court Orders (if any)
v. Individual Learning Plan (if any)
vi. Copy of birth certificate

vii. Copy of immunisation history.

The Director of Learning Enrichment/Principal/Head of Primary Years or Head of Secondary Years, will assess the application and reports if it is identified that education support is needed. Additional reports may be requested from the family.

In all instances, an Enrolment Background Information request is forwarded to the student(s) previous school.

3.1. Enrolment Interview

The family is invited to attend an interview with:

- Secondary – Principal (Dean of Students and/or Head of Secondary Years may attend)
- Primary – Principal & Head of Primary Years
- Early Learning – Director of Early Learning and Head of Primary Years where possible

An Offer of Enrolment may be presented at interview and includes:

- Letter of Offer (with special conditions included, if applicable)
- Acceptance of Offer form
- Volunteer Booklet
- Parent Code of Conduct
- Uniform Policy
- Attendance Policy
- Enrolment Conditions
- What We Believe
- Privacy Collection
- Direct Debit forms
- School Fees Agreement
- Paracetamol permission
- Laptop Agreement (Year 7)
- Early Learning offers also include booklets and forms pertaining to the Early Learning Centre only.

Offer Accepted

i. Acceptance (within 14 days of interview)
ii. Acceptance paperwork returned.
iii. Bond paid.

Offer Declined

i. Reason why declined.
ii. Advice of where student is going, if possible.

4. School Entry

i. Principal and Dean of Students allocate classes and loads on to School database.
ii. Teachers and staff advised date of student joining Penrith Christian School and:
    a. IT access is given
    b. Add to events
    c. Add to mailing list
    d. Parent portal access provided.
iii. Update records in School database
iv. Prepare stationery pack, diary and print timetable for student.
v. Dean of Student/Year Advisor meets student first day of attendance at Front Reception with student buddies.

5. Enrolment Offers

Enrolment will be offered with reference to:

i. the date order of application received
ii. whether or not the child is a sibling
iii. the availability of a suitable place in the School.
iv. Some concessions and Scholarships may be offered to families / students who meet eligibility criteria.

5.1. Enrolment Agreement – Special Conditions

At the discretion of the Principal, some students will be enrolled on the basis of an Agreement with Special Conditions between the parent(s)/caregiver(s) and the School. This will be negotiated during the enrolment process. Where the student has a severe medical condition, such as anaphylaxis, or requires an Individual Learning Plan, the Agreement will form the basis of the agreed Enrolment with Special Conditions offered by the School in relation to resources and general management strategies for students.

6. Early Childhood and Kindergarten Starting Age

Before, or on 30 April in the year of commencement, prospective students, enrolling in:

- the Toddler Program must turn two (2)*
- the Preschool program must turn three (3)
- Prep School must ideally turn four (4)

** The PCS Toddlers program is for children who have turned 2-years-old. Children who turn 2-years before 30 April can be enrolled in Toddlers but cannot commence until they turn 2-years-old.*

6.1. Testing

Generally, all students enrolling in Prep School or Kindergarten will undertake Readiness Assessment. The School reserves the right to recommend deferral of enrolment for students where testing indicates they are not ready for School.

The School may request and/or administer testing as required to identify specific needs of students prior to enrolment. This may include, but is not limited to, reports from speech therapists, occupational therapists, psychologists, and/or further academic testing, etc.