



Enrolment Policy

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Enrolment Policy

1. Policy Statement

Heritage College Lake Macquarie (HCLM) is a co-educational K-12 Christadelphian school providing an education underpinned by Christian values and operating within the policies and requirements of the NSW Education Standards Authority.

Enrolment is available to students from a wide range of backgrounds, including language backgrounds other than English, Aboriginal or Torres Strait Islanders, and students with special needs.

The policy outlines criteria and procedures that need to be addressed and followed when processing enrolments; including criteria for families that already have siblings enrolled. This policy is on the school's publicly accessible website, not behind a firewall or login, and will be provided in hardcopy upon request.

2. Procedures

- 2.1. Applications for enrolment may be initiated at any time by the child's parent(s)/carer(s).
- 2.2. Tours of HCLM can be arranged by reception upon request during the enrolment process.
- 2.3. The application process includes the following steps:
 1. The office provides prospective parent(s) with a prospectus (Enrolment Information Pack).
 2. Parent(s) submit a completed Enrolment Application Form.
 3. The applicant makes payment of the non-refundable Enrolment Administration Fee.
 4. The office confirms receipt of all required supporting documentation.
 5. The office receives additional information from applicant if requested.
 6. The school conducts a pre-enrolment interview with the parent(s), the child/(ren), and the Deputy Principal or delegate.
 7. An offer of an enrolment placement is sent to successful applicants.
 8. The applicant completes the Enrolment Contract.
 9. The applicant makes payment of the Enrolment Contract fee (required to secure the placement).

Students enrolling to enter kindergarten will generally need to be turning five by 30 June of their Kindergarten year.

Families with a child(ren) currently enrolled who are seeking enrolment for a sibling should complete an Enrolment Application Form and submit this as soon as possible but no later than 30 January, two years before the year of entry, otherwise a place may not be available.

The Principal will maintain an enrolment register that is retained for at least 5 years before archiving and includes specific information for each student, such as name, date of birth, address, parent/guardian contact, enrolment date, leaving date, and destination. For students older than six, it also contains pre-enrolment situation or previous school information.

3. Pre-Enrolment Interview

- 3.1. The school will invite the parents of a child to attend an interview at the school. Additional documentation may be requested prior to conducting the interview.
- 3.2. At the interview, among other things, the school's representative will:
 - a) Seek to establish that the expectations of the parents are consistent with the vision, values, goals, and policies of HCLM.
 - b) Seek to establish that HCLM has the resources to meet any individual needs of the student.
 - c) Outline the commitment required for students to support the school's ethos and comply with the school rules to maintain the enrolment.
 - d) Inform the parents of their responsibility to the school in relation to fees.
 - e) Inform parents of their responsibility for communication with the school.
- 3.3. Consideration will be given to:
 - a) the applicant's support for the ethos of the school;
 - b) any other criteria determined by the school from time to time; and
 - c) any additional needs the applicant may have.
- 3.4. Where the applicant has special educational needs, the school will seek to gather relevant information and consult with the parents/family and other relevant persons as necessary in considering the application. The applicant may be requested to submit additional documentation to support their application.
 - a) The Principal, or delegate, will identify any strategies which need to be put into place to accommodate the applicant before a decision regarding the enrolment is made.
 - b) The Principal, or delegate, will make the final decision about whether an offer of an enrolment place will be made to a particular student.
- 3.5. Priority is given to enrolments if members of the immediate family are currently and consistently attending a Christadelphian Ecclesia and involved in Christadelphian activities or the child/(ren) are currently and consistently attending a Christadelphian Sunday School. A letter from the Christadelphian Ecclesia they attend may be requested to support their application.

- 3.6. Successful applicants will be contacted by the school and an offer of placement made along with an enrolment pack consisting of, but not limited to: Enrolment Contract Form, Fee Schedule, and an invoice for the Enrolment Fee.
- 3.7. To accept the offer, parents must, within seven (7) days of receiving it, return to the school:
 - a) A completed and signed Enrolment Contract Form, which includes acceptance by the parents/guardians of the current enrolment terms and conditions.
 - b) The non-refundable Enrolment Fee.
- 3.8. Failure to reply within the required time may result in the offer of placement lapsing and the placement being offered to another applicant.
- 3.9. While this policy sets out the enrolment criteria and procedures there will be some situations which are not specifically covered; it is the Principal's right and responsibility to apply reasonable discretion in decisions related to enrolments.

4. School Rights

- 4.1. The school reserves the right to deny or defer admission to any child at its discretion, especially if the parents, despite being aware of their child's specific educational needs, choose not to disclose or withhold relevant information about those needs.
- 4.2. Continued enrolment at the school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/guardian(s) observing all behavioural codes of conduct and other requirements of the school which are applicable from time to time.
- 4.3. The school also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

5. Students Leaving the School

- 5.1. When a student who is of compulsory school age (below seventeen (17) years of age) leaves the school, the school must request the parents to provide the name of the student's new school.
- 5.2. If this information is not provided and the student's destination is unknown, the Enrolment Officer must inform the Department of Education within seven (7) days. The date of notification is recorded in the enrolment register.
- 5.3. The school must retain on file evidence that the Department of Education has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student.

6. Key Legislation

- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Anti Discrimination Act 1997 (NSW)

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