



Deniliquin Christian School

Enrolment Policy

Prepared by Head of School

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Deniliquin Christian School
“Learning and Growing With God”

ENROLMENT POLICY & PROCEDURES

Introduction:

Deniliquin Christian School was established by a group of Christian parents who desired a Christ-centred, God-honouring education for their children, which upheld the Bible as the inerrant and inspired Word of God. They held to the Biblical mandate of parents being ultimately responsible for the education of their children, and they desired an education that complemented and supported the teachings and values of the Christian Church by teaching from a distinctive Christian Worldview.

*“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children”
Deuteronomy 6:5-6*

On the basis of this original vision, the following seeks to outline the Enrolment Policy of Deniliquin Christian School.

Abbreviations:

<i>Association:</i>	The governing body of Deniliquin Christian School
<i>Board of Directors/ Board</i>	The Board of the Association
<i>Christian:</i>	One who unconditionally accepts the saving work of God’s Son, Jesus Christ, and follows Him as their Saviour and Lord through the Holy Spirit’s guidance
<i>Christian Worldview:</i>	Taking the Word of God and Lordship of Christ and applying it to all of life
<i>DCS / the school</i>	Deniliquin Christian School

ENROLMENT CATEGORIES:

1. Deniliquin Christian School will seek and give priority enrolment to children of parents who are committed Christians. These parents would normally evidence their faith by regular attendance at a Christian Church.
2. Priority of enrolment will also be given to siblings of current School families, so that all children of the family can be enrolled at Deniliquin Christian School where possible.
3. Enrolment enquiries and applications are welcome for any child not covered by the above 2 categories, whose parents / guardians are willing for them to come under the Christian ethos and teaching program of the school. Deniliquin Christian School

recognises this ‘ministry’ aspect of enrolment, and may admit students who do not have a Christian background but are willing to participate fully in the programs and life of the school.

NOTE:

- In considering Enrolment Applications from non-Christian families, the School would seek to maintain a majority of enrolments from committed Christian families, as this supports the original vision for the establishment of the school.
- The ability or inability of the parents to commit to the full payment of the required School Fees will not play a determinative role in acceptance of Enrolment. The Board requires that all families contribute to Fee payment, but parents may request Fee reduction if their circumstances necessitate this.

Enrolments and Special Needs Students:

1. All Enrolment Applications will be dealt with on an individual basis, with the Head of School and Board giving regard to the above points, and also the ability of the school to meet the educational, social, physical and psychological needs of the student. Consideration will also be given to the teaching loads already being undertaken by staff and the needs of existing students.
2. Deniliquin Christian School does not at this stage have the necessary resources (staff, finances and equipment) to run separate programmes for students with additional needs. Some students with minimal difficulties in learning may be able to be integrated into existing classes with minimal assistance and meet required educational outcomes for the appropriate learning stages.
3. In the event of the school being in a position to enrol students who would qualify for Special Needs Funding, separate agreements may need to be made to ensure the school can meet the needs of those students.

ENROLMENT PROCEDURE:

1. Upon request, parents will be sent/given an Enrolment Pack consisting of but not limited to: Application Form(s), Christian Education National brochure, DCS Uniform Policy, DCS Nurture & Discipline Policy, DCS Brochure and Nurture Magazine. A Deniliquin Brochure and map may be included if the enquiry is from out of town.
2. Upon the School receiving the completed Application Form an interview with the parent(s) and the Head of School and/or other staff/Board member will be arranged. The prospective student should attend where possible, although this may take place separately. A tour of the school will be included. The Application Interview Form will be used as a guide for this interview.
3. The school requires the following documentation before an application can proceed: Immunisation Certificates, Birth Certificate, copies of the last 2 school reports if transferring schools, Pre-School report for Kinder enrolments (if attended) and any relevant information (eg medical reports) for enrolments for children with medical/special needs.

4. An Orientation Half-Day or Day is recommended for all students changing schools. This will be arranged prior to the enrolment being confirmed. For Kinder Enrolments, Kinder Orientation will be offered during 4th term of the previous year, and all prospective Kinder children are encouraged to participate in this program. The School recommends school attendance age to be where a child has their fifth birthday on or before the 31 March in year of Kindergarten.
5. For other students, orientation will be arranged at a mutually convenient time.
6. For students applying for enrolment part way through Years 9 or 10, the school will need documentation of hours studied in each subject area, to ensure Board of Studies mandatory hours can still be met.
7. Upon completion of the Application Interview and Student Orientation, the Head of School will meet to discuss the enrolment. They may confer with the classroom teacher, and the School Board, especially for enrolments that do not come under the first 2 enrolment categories, or where the child has any documented special/medical needs. Their recommendation will be communicated to the School Board and the parents of the prospective student.
8. Once an application is accepted, parents will be contacted regarding a starting date and any other requirements necessary.
 - It will be usual practice for all enrolments to begin on a one term Trial basis, to allow the school to more fully assess the educational, social, spiritual and behavioural needs of the child and the impact of the enrolment on the existing school students and school community.
 - At the end of this Trial period, Deniliquin Christian School reserves the right to terminate the enrolment.
 - Parents will be contacted *during* the Trial period if staff have any concerns regarding the child's enrolment, with the view to resolving any issues if possible.
 - During the Trial period, the wearing of full school uniform will not be strictly enforced, but students are expected to dress as close as possible in colour and style to the uniform as set out in the DCS Uniform policy.
9. Once a student has been accepted for full enrolment, parents will be notified.

Appeals Process:

Where the family/carer is not in agreement with an enrolment decision they may write to the Board outlining their reasons and provide any further supporting documentation. The Board will appoint a panel from its members to review the case and report back. The subsequent decision of the Board will be final. The family/carer will be notified of the decision.

Confidentiality:

All enrolment information is to be kept confidential and only viewed by the Administrator, staff involved in the enrolment process, the Head of School and the Board.

OTHER ENROLMENT GUIDELINES:

1. **Uniform:** Each fully-enrolled student is expected to wear full uniform as per the DCS Uniform Policy. A note is required from the parent if the child is out of uniform. The school may make available second hand uniforms and uniform material to decrease the cost of uniform purchase.
2. **School Community:** Enrolment at Deniliquin Christian School assumes commitment by parents to the life of the school. This commitment includes but is not limited to:
 - Attendance at Parent/Teacher nights
 - Attendance at special events held by the school, especially those involving their children
 - Involvement in Working Bees where able and in other ways.
 - Attendance at Parent Meetings
 - Abiding by the school Communication Policy, that is, dealing with complaints or grievances in the appropriate manner
3. **Parental Access Restrictions:** Some students have custody orders concerning access by a parent. It is the responsibility of the parent to inform the School in writing of these arrangements and to provide evidence of these if required.
4. **Other Access Restrictions:** It is the responsibility of the parent to inform the school in writing if any persons are prohibited from having access to their children. Appropriate Documentation (eg Apprehended Violence Orders) will be required.
5. **Medical Insurance for Students:** the School holds Ambulance cover for all students. A limited Medical Insurance Policy for Students is also maintained. The school holds Public Liability Insurance in the case of injury involving negligence by the school.
6. **Enrolment Register:** A register of enrolments must be maintained in accordance with the NSW Board of Studies requirements. The following information must be kept for all students:
 - name, age and address
 - the name and contact telephone number of parent(s)/guardian(s)
 - date of enrolment and where appropriate, the date of leaving school and the student's destination
 - for students older than 6 years, previous school or enrolment situation
 - where the destination of a student below 15 years is unknown, the local Home School Liaison Officer is to be notified of the student's name, age and last known address

7. **Attendance:** A roll of attendance must be maintained in accordance with the NSW Board of Studies requirements. Staff are responsible to maintain rolls that provide the following information:

- daily attendance, which may be recorded by noting daily absences
- absences
- reason for absence
- documentation to substantiate reason for absence

Staff will follow-up unexplained absences and request the necessary documentation from parents.

A tally of student absences is included in their half-yearly and yearly reports.