



**Emmaus  
Christian  
School**

# Enrolment Policy

Policy ENR1-0 V1.8

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Growing together in faith, love and wisdom

# Policy ENR 1-0 Enrolment Policy

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| Prepared by                 | Content used under licence from Prolegis Pty Limited; Erik Hofsink; Updated by Jefferson and Shea Legal (Feb 2023) |
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## Version History

| Version | Date        | Notes  |
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| 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          |
| 1.6     | July 2021   | Updates by Jefferson & Shea Legal. Approved by Board 27 July. E. Hofsink       |
| 1.7     | March 2022  | Updated wording in Discrimination section                                      |
| 1.8     | Feb 2023    | Updated in response to review by Jefferson & Shea Legal and Legislation Change |
| 1.9     | March 2024  | Update to reflect legislative requirement and entry point                      |
| 2.0     | Sept 2024   | Reviewed by Sneddon, Hall & Gallop Lawyers, enrolment team and Board           |



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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.



Emmaus will enrol students according to the Policy described below.

## 1. 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 seek to partner with us in the Christian aims and objectives of the School.

### Emmaus Christian School Canberra offers:

- a Christian education where the Australian Curriculum is delivered within the context of a biblical view of the world;
- a close, supportive Christian community that focuses on the needs of each student;
- a firm, caring discipline taking student welfare and concerns seriously;
- a strong focus on building a community where parents and teachers work together to develop the whole child. The school strongly encourages partnerships between home and school and requires parent involvement;
- a co-educational day school for students from Preschool to Year 10 on a single campus.

Applications for enrolment will further be considered in light of the following:

- We seek partnerships 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.
- 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>1</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.

While the School is not suitable for all children, children with disabilities are eligible to enrol and the School has enrolled many students with disabilities. The School follows this policy to avoid unlawful discrimination in the enrolment process. Please refer to the Section 9 for further information.

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<sup>1</sup> School Starting Age

**Pre-school:**

A child must be three years old before they can commence learning in the preschool. 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:**

While it is the school's preference that a child turns five in their pre-kinder year, to enter the pre-kinder class, a child must be turning four before 30 April.

**Kindergarten:**

While it is the school's preference that a child turns five before the end of February in their Kindergarten year, in the ACT a child must be turning five on or before 30 April, before they can start Kindergarten. If a child turns five after 30 April, they can start Kindergarten the first day of Term 1 the following year.

Parents should note that under the ACT Education Act (2004), parents must enrol the child in Kindergarten not later than 10 school term days after—

- the day the child turns 6 years old; or
- for a child who has not completed year 10—the day the child begins to live in the ACT.

During the enrolment process, the School may request parents to:

- a) provide verification of identify which the school will store on file;
- b) information in relation to the child's visa status (if applicable) to determine fees;
- c) information in relation to a parents financial situation, to ensure the financial commitment can be met;
- d) consent to the School contacting the Principal of a school the child previously attended to obtain or confirm information about the child;
- e) complete the enrolment form in Enquiry Tracker and provide requested documentation;
- f) provide acceptance (or decline) the offer of enrolment within two weeks;
- g) consent to the School contacting any educational specialist/former school learning support staff or other specialist who may be able to provide information regarding the educational need(s) of the child.

The Principal may decline to proceed any further with the enrolment process if the School receives any information that suggests:

- a) that the child has engaged in wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the School is likely to be detrimental to other students, the staff or the School; or
- b) the parents may not be able to meet the financial commitment required by having a child at the School.

## 2. Our Enrolment Process

### Points at which we take in new students

Our main entry points is our 3-year-old Preschool Program. 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 withdraws 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.

## 3. 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.

## 4. Notification of Policy Changes

The school amends its policies from time to time, including but not limited to those referred to in the terms of enrolment. The school will notify parents of changes to public facing policies using the school's School Stream app and/or by placing these on our website.

## 5. Fees during the Enrolment Process

We will charge:

- An Enrolment Administration Fee is 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 upon return of the Enrolment Contract. This amount is non-refundable if the parents should subsequently decide not to proceed with the enrolment offer.

## 6. 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 or as required when the child commences schooling. 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. Information is held in accordance with our Privacy Policy.

## 7. Our Enrolment Timeline

| Our Action   | Parents' Action   | Comments   |
|--|---|--|
|  | Parents interested in enrolment contact the school for Information & Application e-form   |  |
| We send out an Information & an Application for Enrolment e-form   | If parents wish to proceed with their application, they will complete the Application for Enrolment e-form and return it along with the Enrolment Administration Fee. | The Enrolment Administration Fee (per child) is non-refundable and paying it does not guarantee a place.   |
| We receive and process completed Enrolment e-form.   |   |  |
| We will assess applications against our selection criteria.<br><br>We will notify parents if their child has met the 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<br>We won't discuss test results with parents. |

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| 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.<br><br>An interview doesn't guarantee an offer of a place.  |
| Offer of Enrolment sent which includes a New Enrolment Pack. | Accept the Offer of Enrolment by signing the Enrolment Confirmation page contained in the Enrolment Contract and paying the non-refundable Acceptance Fee or reject the offer. | The number of places offered reflects the number of positions available.<br>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. |

## 8. 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:

- disclosed any special needs of their child
- disclosed any medical conditions of their child
- provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
- fully completed the Enrolment eForm.

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.

Information about a child's commencement at our school will be lodged in the Student Movement Register.

### 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

To allow Emmaus Christian School to provide the on-going high standard of education expected from our parents, families have the responsibility to pay their school fees in a timely manner. Enrolment of students at Emmaus carries with it the undertaking of parents/guardian to accept the obligation to pay all school fees, failure to do this may result in termination of enrolment. The Fee Policy details the guidelines for all families in the school community concerning their responsibility for paying school fees.

Adherence to our school fees policy will assist us to keep to our Vision to assist parents in the nurture of their children, providing a Christ-centred, biblically grounded, culturally engaging and academically rigorous education.

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 are available on our website. 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.

## 9. Discrimination and the Enrolment Process

Emmaus Christian School aims to ensure that its practices and procedures for enrolling are free from direct or indirect discrimination.

The school is committed to a policy of providing equitable, dignified access to its premises and services; for example, determining reasonable adjustments to support a student with a disability to access the school and enrolling students of different faiths and cultures.

## Relevant Legislation

- Disability Discrimination Act 1992 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Discrimination Act 1991 (ACT)

## Definition of Disability

**Disability**, in relation to a person, means:

- (a) total or partial loss of the person's bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the person's body; or
- (f) a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or

- (g) a disorder, illness or disease that affects a person's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;
- and includes a disability that:
- (h) presently exists; or
  - (i) previously existed but no longer exists; or
  - (j) may exist in the future (including because of a genetic predisposition to that disability); or
  - (k) is imputed to a person.

To avoid doubt, a **disability** that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

### Disability in the Enrolment Process

When the School believes it is possible that a child may require educational support services or for steps to be taken to assist the child to participate in the School's courses and programs or to use the School's facilities or services, the School will make an initial assessment of the child's needs and the steps required by the School to meet those needs. The School will consult with the child or the child's parents as part of this assessment.

The Principal may also request the parents to:

- (a) provide a medical, psychological or other relevant report from a medical practitioner or other specialist outside the School; and/or
- (b) consent to the School obtaining an independent assessment of the child.

If the parents refuse the School's request, the School may not be able to proceed with the enrolment process for the child.

In the event that the School's assessment of the child, or the other information obtained by the School, indicates that the child has a disability, the Principal, or their delegate, will undertake a further assessment to identify, to the extent that it is possible, the exact nature of the child's needs and what steps the School would be required to take to address them. The Principal is to determine whether the required steps are reasonable for the School to take. In determining whether a particular step for a particular child is reasonable, the Principal is to have regard to all the relevant circumstances and interests of any party affected, including:

- (a) the disability of the child;
- (b) the views of the child or the child's parents with respect to:
  - (i) the reasonableness of the required step;
  - (ii) the extent to which the particular step would ensure that the child was able to participate in the School's courses or programs or to use the School's facilities or services on the same basis as a child without the disability;
- (c) the effect of the step on the child, including the effect on the child's:
  - (i) ability to achieve learning outcomes; and
  - (ii) ability to participate in courses or programs; and
  - (iii) independence;
- (d) the effect of the particular step on anyone else affected, including the School, its staff and other students;
- (e) the costs and benefits of taking the particular step to the child and anyone else affected.

The School will take the steps that are reasonable but will not necessarily take steps that are unreasonable or that would impose unjustifiable hardship on the School. In determining whether a particular step would impose unjustifiable hardship on the School, the Principal will consider all relevant circumstances, including:

- (a) the benefit or detriment to anyone affected (including other students, staff, the School, the child, the family of the child, and the School community); and
- (b) the effect of the disability of the child; and
- (c) the School's financial circumstances and the estimated amount of expenditure required to be made by the School; and
- (d) the availability of financial and other assistance to the School.

The Principal may decline the offer of a position if enrolling the child would require the School to take an unreasonable step or incur an unjustifiable hardship.

