



**Emmaus
Christian
School**

Enrolment Policy

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Growing together in faith, love and wisdom

Enrolment Policy

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1. SCHOOL VISION

1.1 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. As an open-enrolment school, we welcome families from a range of backgrounds and beliefs who are seeking an education shaped by our Christian ethos. While we warmly welcome families into our community, we do not seek to affirm or promote every belief or worldview represented within it. Enrolment at Emmaus does not require families to share our faith or personal convictions, but it does involve a willingness to engage respectfully with the school's Christian ethos and to support your child's participation in learning shaped by that framework. We believe that respectful relationships, characterised by faith, love and wisdom are essential to a healthy school community, and we work intentionally to foster an environment where all community members are respected.

1.2 The School is committed to:

- a) fostering the spiritual, academic, social and emotional development of each Student;
- b) partnering with Parents/Carers in the education and formation of Students; and
- c) providing a safe, inclusive and respectful learning environment consistent with its Christian ethos.



2. DETAILS OF THE ENROLMENT POLICY

2.1 This Policy sets out the principles and procedures governing Applications for Enrolment at School, including the basis on which the School will assess Applications, and the circumstances in which Enrolment may be offered, deferred, declined or cancelled.

2.2 This Policy is intended to:

- a) provide clear and accurate information to families seeking Enrolment at the School;
- b) ensure that Enrolment decisions are made consistently, fairly and in a manner that reflects the ethos, mission and educational objectives of the School;
- c) enable the School to obtain sufficient information to determine whether it can offer an appropriate educational program to a prospective Student;
- d) support compliance with the School's legal obligations, including in relation to privacy, discrimination, Disability and Compulsory Education Age requirements; and
- e) set clear expectations for Parents/Carers regarding the Enrolment process, disclosure obligations and ongoing Enrolment responsibilities.

2.3 This Policy forms part of the broader contractual and policy framework governing Enrolment at the School and must be read together with the Enrolment Contract and other applicable School policies. To the extent of any inconsistency, the Enrolment Contract prevails.

3. GENERAL PRINCIPLES AND OBJECTS

3.1 Enrolment at the School is not automatic and is subject to an Application process and assessment by the School in accordance with this Policy.

3.2 In determining whether to offer Enrolment, the School will have regard to all relevant circumstances, including (without limitation):

- a) the extent to which the Student and their Parents/Carers understand, support, and are willing to participate in the ethos, mission and values of the School;
- b) the capacity of the School to provide an appropriate educational program for the Student, having regard to the Student's academic, behavioural, pastoral and wellbeing needs;
- c) the availability of places and the composition, educational needs and dynamics of the relevant year group;
- d) information provided to the School during the Enrolment process, including any disclosures made (or not made) by Parents/Carers; and
- e) any other matter the School considers relevant to the interests of the Student, the School community, or the proper functioning of the School.

3.3 The School's Enrolment decisions are made having regard to the School's:

- a) educational philosophy;
- b) available resources; and
- c) responsibility to maintain a safe, supportive and effective learning environment for all Students.

3.4 The School is committed to ensuring that its Enrolment processes and decisions are conducted in a manner that is:



- a) fair;
- b) reasonable; and
- c) consistent with applicable laws, including those relating to discrimination, Disability, privacy and compulsory education requirements.

3.5 Where a prospective Student has, or is reasonably suspected of having, a Disability or additional needs, the School will consider whether reasonable adjustments can be made to enable the Student to participate in the School's educational programs, having regard to the circumstances of the Student and the School. In undertaking this assessment, the School is not required to make adjustments that would impose an unjustifiable hardship on the School.

3.6 Nothing in this Policy limits the School's discretion to determine, subject to the Enrolment Contract and applicable law, whether to offer, defer, or decline Enrolment.

4. ENROLMENT INTO YEAR LEVELS

4.1 The School may enrol Students at any year level from 3 year old preschool to Year 10, which reflect the structure of the School's educational programs and the availability of places.

4.2 The School may offer enrolments at any point throughout a school year.:

4.3 An offer of Enrolment is made for a specific entry point and Commencement Date. An offer does not confer an entitlement to enrol at a different entry point or at a later time.

4.4 Where Parents/Carers seek to defer a Student's commencement after an offer has been made, the School is not obliged to hold the place. In such circumstances:

- a) the original offer may lapse; and
- b) the Student may be required to reapply for Enrolment and will be considered in accordance with the Enrolment Policy at the relevant intake point.

4.5 All Enrolments are subject to the School's capacity at the relevant year level and to the Student's meeting the School's Enrolment criteria at the time of entry.

5. ENROLMENT PROCESS

5.1 Enrolment Eligibility

- a) Domestic Student
 - i. A Domestic Student may include:
 - A. an Australian citizen;
 - B. permanent resident; or
 - C. a Student who holds another form of visa or residency status that permits Enrolment other than as an Overseas Student.
 - ii. Where a prospective Student's first language is not English, the School requires, as a condition of Enrolment or continued Enrolment, that, at the cost of the Parents/Carers, the Student participate in such English language support; or additional tuition as the School considers appropriate.
- b) Overseas Student



- i. The School requires an Overseas Student, as a condition of being considered for Enrolment, to provide information and evidence in relation to:
 - A. the Student's visa status;
 - B. the Parents'/Carers' visa status
 - C. the Student's English language proficiency;
 - D. the Student's educational history; and
 - E. any other regulatory or operational requirement relevant to the Student's Enrolment.
- ii. Where the School considers it necessary, an offer made to an Overseas Student may be conditional upon the Student achieving, within a specified timeframe, an English language standard that the School considers sufficient for participation in the relevant year level or educational program.
- iii. Once enrolled, an Overseas Student may be required to participate in additional English language support external to the School, including English as a second language classes, support programs, or other tuition determined by the School from time to time.

5.2 Enrolment Process

- a) The Enrolment process is administered by the School under the direction of the Principal or the Principal's delegate.
- b) The School determines the order, timing and manner in which the Enrolment process is conducted and may vary, omit or repeat any stage of that process where it considers it appropriate to do so.
- c) Without limitation, the Enrolment process includes the following stages:
 - i. an enquiry or expression of interest by the Parents/Carers;
 - ii. provision by the School of information regarding Enrolment, fees, policies and procedures;
 - iii. submission of an Application and supporting documentation, together with payment of the applicable Enrolment Administration Fee;
 - iv. processing of the Application and placement on the relevant Enrolment Register or waiting list, where appropriate;
 - v. assessment of the Application, including pre-Enrolment assessment, further enquiries, and requests for updated information or specialist reports;
 - vi. attendance by the Student and Parents/Carers at an interview,;
 - vii. determination of the Application by the School;
 - viii. notification by the School of the outcome of the Application; and
 - ix. where Enrolment is offered, acceptance of that offer in the manner required by the School.
- d) An enquiry or expression of interest does not constitute an Application and does not create any entitlement to progress to interview, to be placed on an Enrolment Register, or to be offered Enrolment.

5.3 Enrolment Registers

- a) The School will establish, maintain and update its:
 - i. Enrolment Register/s; and
 - ii. other records, as are necessary or desirable for the administration of the Enrolment process.
- b) A Student will only be placed on an Enrolment Register once the School has received a completed Application, together with such information, documentation and payment as the School requires.
- c) Without limitation, the School requires the following before placing a Student on an Enrolment Register:



- i. a completed Application signed by the Parents/Carers or such other persons as the School requires, together with verification of identity for those persons;
 - ii. verification of identity of the Student;
 - iii. school reports, educational records, specialist reports or other supporting information relevant to the Student's education or wellbeing;
 - iv. copies of any court orders, parenting orders, care arrangements or other orders relevant to the Student;
 - v. visa documentation, where applicable; and
 - vi. payment of the non-refundable Enrolment Administration Fee.
- d) The School will maintain Enrolment Registers or waiting lists by entry point, year level, intake year, or such other category as the School determines.
- e) Placement on an Enrolment Register or waiting list does not guarantee an interview, an offer of Enrolment, or future Enrolment.
- f) The School is not required to offer places in chronological order of Application and will prioritise or assess Applications having regard to:
 - i. its selection criteria;
 - ii. intake priorities;
 - iii. staff priority;
 - iv. sibling priority;
 - v. cohort composition;
 - vi. the School's educational priorities; and
 - vii. any other matter the School considers relevant.
- g) Where an Application is unsuccessful because a place is not available at that time, with the consent of the Parents/Carers, the School may retain the Application on the Enrolment Register or records, in case a place becomes available at a later time.
- h) The Enrolment Administration Fee:
 - i. is required before the School is obliged to process or assess an Application;
 - ii. is non-refundable in all circumstances, including where the Application is unsuccessful, withdrawn, deferred or does not proceed for any reason; and
 - iii. is not transferable to another Student, Application, year level or intake unless the School agrees otherwise in writing.

5.4 Enquiries

- a) The School will provide information to persons enquiring about Enrolment, including information regarding:
 - i. the School's Enrolment process;
 - ii. fees and charges payable during the Enrolment process and after Enrolment;
 - iii. the School's educational programs, policies and expectations; and
 - iv. any other information the School considers appropriate.
- b) The School will provide such information by correspondence, through Enrolment materials, on its website, through the Enrolments Officer, or by any other communication process ordinarily used by the School.
- c) An enquiry does not oblige the School to progress an Application or to provide an interview or place.

5.5 Assessment Review

- a) The School will assess each Application having regard to all information available to it and all matters the School considers relevant, including the matters identified elsewhere in this Policy.



- b) Without limitation, the School will take into account:
 - i. the information contained in the Application;
 - ii. any information obtained from school reports, specialist reports, interviews, testing, assessments or further enquiries;
 - iii. the Student's academic, behavioural, pastoral, wellbeing and support needs;
 - iv. the Parents'/Carers' understanding of, and willingness to support, the School's ethos, mission and educational objectives;
 - v. the availability of places in the requested year level or intake;
 - vi. the composition and needs of the relevant cohort;
 - vii. the School's staffing, resources, facilities and operational requirements; and
 - viii. any other matter the School considers relevant to the interests of the Student, the School community, or the proper functioning of the School.
- c) The School requires a Student applying for Enrolment in such year levels as the School determines to undertake any pre-Enrolment assessment that the School considers appropriate.
- d) The School also requires the Parents/Carers to provide updated school reports, updated medical or psychological reports, or any other information the School reasonably requires prior to interview or determination of the Application.
- e) Where the School considers it appropriate, the School will require authority from the Parents/Carers to contact:
 - i. the Principal or delegate of a previous school;
 - ii. learning support staff;
 - iii. educational specialists;
 - iv. medical or allied health practitioners; or
 - v. any other person who may assist the School to assess the Student's educational, behavioural, pastoral or support needs.
- f) Where information obtained by the School suggests:
 - i. a pattern of misconduct, illegal activity, unsafe behaviour or significant anti-social behaviour that indicates the Student's Enrolment is likely to be detrimental to other Students, staff or the School;
 - ii. that the Parents/Carers may not be able to meet the financial commitment required by having a child enrolled at the School; or
 - iii. that the Student's level of English language proficiency is not adequate for the educational program proposed by the School,

the Principal may decline to proceed further with the Enrolment process or may defer determination of the Application.
- g) The Parents/Carers must ensure that the Student's full name, as recorded on the Student's birth certificate or official identification document, is provided in the Application and all Enrolment documentation and that it is the same as the verification of identity of the Student.

5.6 Disability

- a) Where a prospective Student has disclosed a Disability, additional needs, or other circumstances indicating that educational support services, adjustments, measures or actions are required in order for the Student to participate in the School's educational programs or to use the School's facilities or services, the School will make an initial assessment of the Student's needs.



- b) That assessment will include consultation with the Student and the Student's Parents/Carers and will require the Parents/Carers to:
 - i. provide medical, psychological, educational or other specialist reports;
 - ii. consent to the School contacting previous schools, relevant professionals or service providers;
 - iii. consent to an independent assessment where the School reasonably considers that such an assessment is necessary; and
 - iv. participate in further meetings or consultations with the School.
- c) If the Parents/Carers do not provide information reasonably required by the School, the School will be entitled to decline to proceed with the Enrolment process, or to defer or decline Enrolment.
- d) Where information obtained by the School indicates that the Student has a Disability or additional need, the School will consider the nature and extent of the Student's needs and whether reasonable adjustments can be made in the circumstances.
- e) In determining whether a particular step, measure or adjustment is reasonable, the School will have regard to all relevant circumstances, including:
 - i. the nature of the Student's Disability or needs;
 - ii. the views of the Student and the Parents/Carers;
 - iii. the effect of the adjustment on the Student, including the Student's ability to participate in the School's educational programs and achieve learning outcomes;
 - iv. the effect of the adjustment on staff, other Students and the broader School community;
 - v. the School's resources, staffing, facilities and operational requirements; and
 - vi. the costs and benefits of taking the step.
- f) The School will take those steps that it considers reasonable but is not required to take steps that are unreasonable or that would impose unjustifiable hardship on the School.
- g) The Principal may decline to offer Enrolment, defer commencement, or review whether Enrolment should proceed where the School determines that:
 - i. it cannot reasonably provide an appropriate educational program for the Student; or
 - ii. the steps required to support the Student would be unreasonable or would impose unjustifiable hardship on the School.
- h) As part of the assessment process, the School may require, with the consent of the Parents/Carers:
 - i. observation of the Student in their current educational setting; or
 - ii. a meeting or assessment involving the Student in another appropriate environment,

where the School considers that such steps are necessary to assess the Student's needs and the School's capacity to provide an appropriate educational program.

5.7 Interview Determination

- a) The School will determine whether an applicant is invited to interview.
- b) Where the School determines that an interview is required, the Student and Parents/Carers will be invited to attend an interview with the Principal, the Principal's delegate, or such other members of staff as the School considers appropriate.
- c) The School will use the interview process to consider, among other matters:
 - i. the Student's suitability for the School's educational, pastoral and co-curricular programs;
 - ii. the expectations of the Parents/Carers and whether those expectations are consistent with the School's vision, values, goals, policies and resources;
 - iii. the Student's academic progress, attitude, behaviour and effort;



- iv. the Student's social development, leadership, character and contribution to activities within and beyond school; and
 - v. the extent to which the Student and family are likely to support and participate in the life of the School.
- d) An invitation to interview, or attendance at interview, does not guarantee that the School will offer Enrolment.

5.8 Offer

- a) At the conclusion of the School's assessment of the Application, the School will:
 - i. make an offer of Enrolment;
 - ii. place the applicant on a waiting list;
 - iii. defer determination of the Application pending further information or assessment; or
 - iv. advise that the Application has been unsuccessful.
- b) Where the School decides to offer Enrolment, it will provide the Parents/Carers with a written offer and such accompanying documentation as the School requires, which may include:
 - i. the Enrolment Contract;
 - ii. any acceptance or confirmation documentation required by the School;
 - iii. data collection or government-required forms;
 - iv. policies relevant to Enrolment, privacy, fees, withdrawal or deferral; and
 - v. any other information or conditions the School considers relevant.
- c) An offer of Enrolment:
 - i. is made for a specific Student, year level, entry point and Commencement Date;
 - ii. may be subject to conditions;
 - iii. does not confer any entitlement to defer commencement or transfer to another year level or entry point; and
 - iv. will lapse or may be withdrawn if not accepted within the time specified by the School, or if relevant information comes to light which, had it been known earlier, may have affected the School's decision to make the offer.

5.9 Acceptance of Place

- a) A place is accepted only when the Parents/Carers:
 - i. sign and return the Enrolment Contract and any other acceptance documentation required by the School within the timeframe specified by the School;
 - ii. pay the applicable Acceptance Fee; and
 - iii. comply with any conditions specified in the offer.
- b) The Acceptance Fee is non-refundable in all circumstances, including where the Parents/Carers later decide:
 - i. not to proceed with Enrolment;
 - ii. defer commencement; or
 - iii. withdraw the Student before or after the Commencement Date.
- c) Until the requirements in this clause have been satisfied, the School is not obliged to hold the place for the Student and may offer that place to another applicant.
- d) Acceptance of a place establishes the Parents'/Carers' agreement to:
 - i. support the School's ethos, educational approach, policies and procedures;
 - ii. comply with the School's procedures, codes of conduct and Enrolment requirements;
 - iii. pay all fees and charges when due;



- iv. provide accurate and updated information relevant to the Student's Enrolment, education and wellbeing; and
 - v. accept the terms upon which Enrolment is offered.
- e) Where the School considers it appropriate, it may offer conditional or provisional Enrolment for a specified period and on specified written conditions.
- f) If conditional or provisional Enrolment is offered, the School may provide that either the Parents/Carers or the School may terminate the Enrolment on written notice during that period and on the terms specified in the conditional or provisional Enrolment offer.
- g) By accepting an offer of Enrolment, the Parents/Carers warrant and confirm that:
 - i. all information provided to the School is complete, accurate and not misleading;
 - ii. all relevant matters affecting the Student have been disclosed, including:
 - A. medical conditions;
 - B. disabilities or additional needs;
 - C. learning support requirements;
 - D. behavioural or disciplinary history; and
 - E. any court orders or parenting arrangements; and
 - iii. no material information has been withheld that may affect the School's decision to enrol the Student.
- h) A failure to comply with clause g) constitutes grounds for:
 - i. withdrawal of an offer; or
 - ii. suspension or cancellation of Enrolment

5.10 Deferral, Withdrawal and Continued Enrolment

- a) Where Parents/Carers seek to defer a Student's commencement after an offer has been made, the School is not obliged to hold the place. In such circumstances:
 - i. the original offer may lapse; and
 - ii. the Student may be required to reapply or be reconsidered at the relevant future intake point.
- b) If the Parents/Carers wish to withdraw or unenroll a Student from the School, the Parents/Carers must give the School not less than one (1) full school term's written notice of the withdrawal or unenrolment in accordance with the Enrolment Contract.
- c) If the required notice under clause b) is not given, the Parents/Carers must pay to the School one full term's tuition fees in lieu of notice, together with any other fees, levies or charges that have fallen due or will fall due during the notice period under the Enrolment Contract or Fee Policy.
- d) If the Parents/Carers accept a place and subsequently withdraw the Student, or otherwise fail to proceed with Enrolment, the Parents/Carers remain liable in accordance with the Enrolment Contract, including for:
 - i. the Acceptance Fee;
 - ii. any tuition fees, levies or charges that have already fallen due; and
 - iii. one full term's tuition fees in lieu of notice.
- e) In exceptional circumstances, the School may reduce the notice requirement or any amount payable in lieu of notice at its absolute discretion and in writing.
- f) Once a Student has commenced at the School, Enrolment is intended to continue subject to compliance with the Enrolment Contract, this Policy, the School's other applicable policies, and the ongoing suitability of the Enrolment arrangement.



6. COMPULSORY EDUCATION REQUIREMENTS UNDER THE ACT

6.1 Enrolment Requirement under the Act

Where a child is of Compulsory Education Age, the child's parents must:

- a) enrol the child at an Education Provider for the purpose of the provider's education course not later than fourteen (14) days after the day the course starts; or
- b) apply to register the child for home education not later than 10 school term days after the first of the following happens:
 - i. the start of the school year;
 - ii. the day the child begins to live in the ACT.

6.2 Timing of Enrolment

Without limiting clause 0, the child's parents must enrol the child under clause a) not later than 10 school term days after:

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

6.3 When Enrolment Starts

If the School accepts an Application for the Enrolment of a child who is of Compulsory Education Age, the child's Enrolment at the School starts on:

- a) the day the education course starts for the child; or
- b) if the education course starts for the child before the Application is made – the day agreed between the child's parents and the School for the child to start the course.

6.4 Attendance Requirement

Where a child is of Compulsory Education Age and is enrolled at the School, the child's parents must ensure that the child:

- a) attends in the way, and during the times, the School requires the child to attend to complete the education course for which the child is enrolled; and
- b) attends every activity of the School (including attendance at an approved educational course) that the School requires the child to attend,

unless the child's parents provide an explanation for the child's absence or non-attendance that the Principal, acting reasonably, accepts as a valid and reasonable excuse.

6.5 Student Movement Register

The School will record information in the Student movement register for each Student movement event, including Enrolment and cessation of Enrolment, in accordance with section 10AA of the Act.



7. SCHOOL AGE AND PLACEMENT

7.1 School Starting Age

The School applies the following general age requirements for entry into its educational programs:

- a) Preschool: a child must have turned 3 years of age prior to commencement and is expected to be toilet trained or at the time of entry;
- b) Pre-Kindergarten (where applicable): a child must turn 4 years of age on or before 30 April of the year of entry; and
- c) Kindergarten: a child must turn 5 years of age on or before 30 April in the year of entry.

7.2 Readiness and Placement

- a) In addition to meeting the applicable age requirements, Enrolment at a particular year level or program remains subject to the School's assessment of the Student's readiness.
- b) The School may determine the appropriate year level or program for a Student having regard to the Student's:
 - i. age;
 - ii. previous schooling;
 - iii. academic progress;
 - iv. developmental needs; and
 - v. any other relevant circumstance.

8. PARTICIPATION

8.1 Enrolment at the School carries with it an expectation that the Student will actively participate in the School's educational program. This includes participation in:

- a) all scheduled classes and learning activities;
- b) co-curricular and extra-curricular activities that form part of the School's program; and
- c) such other activities as the School reasonably requires from time to time.

8.2 Participation requires not only attendance, but appropriate engagement in the School's educational program. Students are expected to:

- a) attend punctually and regularly;
- b) participate in learning activities to the best of their ability; and
- c) comply with the School's behavioural, academic and pastoral expectations.

8.3 A Student must not be absent from the School except where the absence is:

- a) approved in advance by the School; or
- b) otherwise authorised or accepted by the School in accordance with its policies.

8.4 Where a Student is absent for an extended period, or demonstrates a pattern of non-attendance or disengagement, the School may:

- a) require the Parents/Carers to provide further information or supporting documentation;
- b) implement appropriate support or intervention measures; and
- c) take such action as the School considers appropriate, including in accordance with its disciplinary policies.



8.5 Without limiting clause 0, Students are required to attend and participate in activities of the School that the School requires them to attend, including:

- a) camps, excursions and outdoor education programs;
- b) sporting activities and events;
- c) assemblies, chapel services and other School functions;
- d) concerts, performances and inter-school activities; and
- e) any approved educational course forming part of the School's program.

8.6 Parents/Carers are responsible for supporting the Student's participation in the School's educational program. This includes ensuring that the Student:

- a) attends the School as required;
- b) complies with the School's expectations; and
- c) participates in required School activities, unless otherwise approved.

8.7 Failure by a Student or Parent/Carer to comply with the participation requirements set out in this Policy may result in the School taking action in accordance with the Enrolment Contract and the School's policies, including disciplinary action or review of the Student's ongoing Enrolment.

9. EXEMPTION CERTIFICATES UNDER THE ACT

9.1 Under Part 2.3 of the Act, a child of Compulsory Education Age may be exempt from the requirement to be enrolled in or attend, an education course if an exemption certificate is in force for the child.

9.2 Where an exemption certificate is in force for a Student:

- a) the Student is not required to comply with the Enrolment and attendance requirements that would otherwise apply under the Act; and
- b) the School will recognise the exemption for the duration and subject to the conditions specified in the certificate.

9.3 Parents/Carers are responsible for:

- a) applying for any exemption certificate in accordance with the Act;
- b) providing the School with a copy of any exemption certificate granted in respect of the Student; and
- c) ensuring that the Student complies with any conditions imposed under the exemption certificate.

9.4 Where a Student enrolled at the School is the subject of an exemption certificate, the School may:

- a) in consultation with the Parents/Carers, determine, the extent to which the Student will continue to engage with the School's educational program (if at all); and
- b) impose reasonable requirements in relation to communication, academic progress, or re-entry to the School following the exemption period.

9.5 Upon the expiry or revocation of an exemption certificate, the Parents/Carers must ensure that the Student resumes Enrolment and attendance in accordance with the Act and the requirements of the School.



10. SUSPENSION, EXPULSION AND EXCLUSION OF STUDENTS

10.1 Meaning of Unsafe or Noncompliant Behaviour

- a) For the purposes of this Policy, a Student's behaviour is unsafe or noncompliant if the behaviour reduces the safety or effectiveness of the learning environment because it:
 - i. is persistently or disruptively noncompliant; or
 - ii. poses an unacceptable risk to the safety or wellbeing of:
 - A. another Student;
 - B. a member of staff; or
 - C. another person involved in the School's operations.
- b) The behaviour described in clause 0 may occur on or off School premises and during or outside school hours.
- c) Any decision to suspend or expel a Student is made for the purpose of ensuring a safe and effective learning environment at the School.

10.2 Suspension

- a) The Principal may suspend a Student if satisfied that:
 - i. the Student has engaged in Unsafe or Noncompliant Behaviour;
 - ii. the School has exhausted all reasonable alternatives to suspending the Student; and
 - iii. it is reasonable to suspend the Student having regard to all the circumstances, including any views of the Student and their Parents/Carers.
- b) Before suspending a Student, the School must be satisfied that no reasonable alternative is likely to be suitable or successful for managing the Student's Unsafe or Noncompliant Behaviour, including that suspension would be more appropriate than any lesser response.
- c) Before suspending a Student, the Principal must take reasonable steps to:
 - i. inform the Student, and give their Parents/Carers written notice, of the proposed suspension, including:
 - A. the grounds for the suspension;
 - B. details of the Student's Unsafe or Noncompliant Behaviour;
 - C. how reasonable alternatives have been considered or exhausted;
 - D. the proposed length of the suspension; and
 - E. how the School intends to support the Student to continue their education during the suspension; and
 - ii. provide the Student and their Parents/Carers with an opportunity to take part in the decision-making process and have their views heard.
- d) The Principal may suspend a Student before completing the process in subclause c) above where the Student's behaviour presents an immediate or imminent risk of harm to a person. In such circumstances:
 - i. the Student and Parents/Carers may be informed orally of the suspension and the reasons for it; and
 - ii. written notice must be provided as soon as practicable.
- e) If a Student is suspended, the Principal must tell the Student, and give their Parents/Carers written notice of:
 - i. the grounds for the suspension;
 - ii. the length of the suspension; and
 - iii. how the School will support the Student to continue their education during the period of suspension.



- f) A suspension must not exceed twenty (20) school days and must be for a period the Principal considers necessary to ensure a safe and effective learning environment.
- g) Where a Student is suspended, the School will:
 - i. provide materials and support to enable the Student to continue their education; and
 - ii. where the suspension is for seven (7) or more school days in a term, provide the Student with a reasonable opportunity to access counselling.
- h) Following a suspension, the School will review the Student's circumstances, including any reasonable adjustments in place for the Student, and may implement or vary such adjustments to support the Student's ongoing participation in the School's educational program.

10.3 Expulsion

- a) The Principal may expel a Student if satisfied that:
 - i. the Student has engaged in Unsafe or Noncompliant Behaviour;
 - ii. the School has exhausted all reasonable alternatives to expelling the Student;
 - iii. it is not in the best interests of one or more of the following for the Student to remain at the School:
 - A. the Student;
 - B. another Student;
 - C. a member of staff; and
 - iv. it is reasonable to expel the Student having regard to all the circumstances, including any views of the Student and their Parents/Carers.
- b) Before expelling a Student, the Principal must:
 - i. inform the Student, and give their Parents/Carers written notice, of the proposed expulsion, including:
 - A. the grounds for the proposed expulsion;
 - B. details of the Student's Unsafe or Noncompliant Behaviour;
 - C. how reasonable alternatives have been considered or exhausted;
 - D. the proposed date of effect; and
 - ii. provide the Student and their Parents/Carers with an opportunity to take part in the decision-making process and have their views heard.
- c) If a Student is expelled, the Principal must tell the Student, and give their Parents/Carers written notice of:
 - i. the grounds for the expulsion; and
 - ii. the day the expulsion takes effect.
- d) Where a Student is expelled, the School will ensure the Student is provided with a reasonable opportunity to access counselling.

11. NOTICES

11.1 The School may provide notices or communications to Parents/Carers in relation to Enrolment, attendance, or this Policy by any reasonable means, including:

- a) email;
- b) communication via the School's parent portal or other electronic system;
- c) communication through the School's usual parent communication channels;
- d) publication on the School's website; or



e) such other method as the School considers appropriate in the circumstances.

11.2 Parents/Carers must provide notices to the School in relation to matters affecting a Student's Enrolment, attendance, or participation in accordance with the School's published procedures or as otherwise directed by the School.

11.3 Where the School requires written notice, that notice must be provided in writing and delivered to the School using the contact details specified by the School from time to time.

11.4 Parents/Carers are responsible for ensuring that the School has current and accurate contact details for the Parents/Carers, including email addresses and telephone numbers, and for monitoring communications sent by the School.

11.5 A notice or communication will be taken to have been received by a Parent/Carer if it is sent using the contact details most recently provided to the School.

11.6 In circumstances requiring urgent communication relating to a Student's wellbeing, attendance, or safety, the School may use any available contact method to notify Parents/Carers.

12. CONFIDENTIALITY

12.1 The School collects, uses, stores and discloses personal information in accordance with the *Privacy Act 1988* (Cth) and the School's Privacy Policy.

12.2 Information relating to a Student, prospective Student, or their Parents/Carers is confidential and must be handled in a manner that protects the privacy, dignity and interests of those persons.

12.3 The School restricts access to personal information to those members of staff who require that information for the purpose of:

- a) assessing an Application;
- b) administering Enrolment;
- c) delivering educational, pastoral or administrative services; or
- d) complying with legal or regulatory obligations.

12.4 Staff must only access, use or disclose personal information to the extent necessary to perform their duties.

12.5 All staff must:

- a) maintain the confidentiality of personal information obtained in the course of their duties;
- b) ensure that personal information is not disclosed to any person who does not have a legitimate need to know that information; and
- c) take reasonable steps to protect personal information from misuse, interference, loss, unauthorised access, modification or disclosure.

12.6 The School may disclose personal information to third parties where such disclosure is reasonably required for the purposes of the Enrolment process, including to:

- a) previous schools or educational institutions;
- b) educational, medical or allied health professionals;
- c) regulatory or government authorities; or
- d) any other person where required or authorised by law.



12.7 Parents/Carers must ensure that all information provided to the School is accurate, complete and up to date. The School relies on the accuracy of that information in administering Enrolment and supporting the Student.

13. RECORD KEEPING

13.1 The School maintains records relating to Applications, Enrolment and Student information for the purpose of administering Enrolment, supporting Students, and complying with legal and regulatory obligations.

13.2 Records relating to Applications that do not result in Enrolment are retained for a period of five (5) years from the date of the Application.

13.3 At the expiry of that period, those records are securely destroyed in accordance with the School's record management practices.

13.4 Records relating to Applications that result in Enrolment form part of the Student's official record.

13.5 Those records are:

- a) retained by the School for the duration of the Student's Enrolment;
- b) held on-site for a period of one (1) year following cessation of Enrolment; and
- c) archived off-site for a further period of seven (7) years, or such longer period as required by law or the School's record retention policies.

13.6 The School stores records in a manner that:

- a) protects the confidentiality and integrity of the information;
- b) restricts access to authorised personnel; and
- c) complies with applicable privacy and record-keeping requirements.

13.7 Parents/Carers may request access to, or correction of, personal information held by the School in accordance with the School's Privacy Policy and applicable law.

13.8 Where records are no longer required to be retained, the School ensures that those records are securely destroyed or de-identified in accordance with applicable legal requirements and the School's policies.

14. GENERAL

14.1 Relationship with Other School Documents

This Policy forms part of the broader framework governing Enrolment at the School and must be read together with:

- a) the Enrolment Contract;
- b) the Fee Policy;
- c) the Privacy Policy;
- d) the Student Behaviour and Discipline policies; and
- e) any other policy or procedure the School identifies as relevant from time to time.

14.2 Scope and Application

This Policy applies to:

- a) prospective Students and their Parents/Carers applying for Enrolment at the School; and



- b) current Students and their Parents/Carers to the extent this Policy deals with attendance, participation, suspension, expulsion, or matters affecting ongoing Enrolment.

14.3 Amendments to the Policy

- a) The School may amend this Policy from time to time.
- b) The School will notify Parents/Carers of any material or significant amendment by the means set out under clause 0.

14.4 Parent/Carer Obligations

Parents/Carers must:

- a) provide complete, accurate and up-to-date information to the School in connection with an Application and throughout the Student's Enrolment;
- b) promptly notify the School of any change in circumstances relevant to the Student's Enrolment, wellbeing, education, health, living arrangements, court orders, visa status, or contact details; and
- c) comply with this Policy, the Enrolment Contract, and the School's other applicable policies and procedures.

14.5 No Entitlement to Enrolment

The making of an Application, participation in an interview, placement on a waiting list, or engagement in the Enrolment process does not create any entitlement to an offer of Enrolment or continued Enrolment at the School.

14.6 School Discretion

Subject to the Enrolment Contract and applicable law, the School retains discretion in relation to Enrolment decisions, including decisions to offer, defer, decline, suspend, cancel or otherwise review Enrolment.

14.7 Governing Law and Jurisdiction

- a) The Policy is governed by the law applying in the Australian Capital Territory, Australia.
- b) Each party irrevocably submits to the exclusive jurisdiction of the courts of the Australian Capital Territory and any courts competent to hear appeals from those courts in respect of any proceedings arising out of or in connection with this Policy.
- c) Each party irrevocably waives any objection to the venue of any legal proceedings on the basis that they have been brought in an inconvenient forum.

14.8 Amendments and Variation of Arrangements

To the extent that any arrangement between the School and Parents/Carers is governed by an Enrolment Contract or other written agreement, that arrangement may only be varied in accordance with the terms of that agreement.

14.9 Waiver

- a) A failure or delay by a party to exercise a right under this Policy or the Enrolment Contract does not constitute a waiver of that right.
- b) A waiver is only effective if it is in writing and signed by the party granting the waiver.

14.10 Severance

If any provision of this Policy is found to be wholly or partially void, invalid or unenforceable, that provision will be severed to the extent necessary, and the remaining provisions will continue in full force and effect.



14.11 Joint and Several Liability

If an obligation or a liability is assumed by, or a right conferred on, two or more persons under the Enrolment Contract or this Policy, that obligation or liability binds or benefits them jointly and severally.

14.12 Assignment

A party cannot assign, novate or otherwise transfer any of its rights or obligations under the Policy without the prior written consent of the other party.

14.13 Costs

Except as otherwise provided in this Policy, each party must bear its own costs and expenses in connection with the Enrolment process, unless otherwise expressly agreed.

14.14 Inconsistency

This Policy forms part of the broader framework governing Enrolment at the School and must be read together with the Enrolment Contract and related policies. To the extent of any inconsistency, the terms of the Enrolment Contract prevail.

15. DEFINITIONS AND INTERPRETATION

15.1 Definitions

In addition to capitalised terms defined elsewhere in this Policy, capitalised terms used in the Policy will have the following meanings:

Term	Meaning
Acceptance Fee	the non-refundable fee of \$500 (or such other amount as notified in the Letter of Offer) payable by Parents/Carers as a condition of accepting an offer of Enrolment, which is payable secure and will reserve the Student's place and is not transferable or creditable towards any other fees or charges.
Act	the <i>Education Act 2004</i> (ACT).
Application	an application for enrolment submitted to the School in the form required, and accompanied by the information, documentation and payment, required by the School from time to time.
Carer	a person, other than a Parent or guardian, who has responsibility for the care of a child and who is authorised to act in relation to the child's enrolment, attendance or welfare at the School.
Commencement Date	the date on which a Student is to commence at the School, as specified by the School in an offer of enrolment, the Enrolment Contract, or otherwise agreed in writing.



Compulsory Education Age	that a child is at least 6 years old and under the age that the first of the following happens: the child is 17 years old; or the child completes year 12.
Disability	in relation to a person, means: total or partial loss of the person's bodily or mental functions; or total or partial loss of a part of the body; or the presence in the body of organisms causing disease or illness; or the presence in the body of organisms capable of causing disease or illness; or the malfunction, malformation or disfigurement of a part of the person's body; or a disorder or malfunction that results in the person learning differently from a person without the disorder or malfunction; or 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: presently exists; or previously existed but no longer exists; or may exist in the future (including because of a genetic predisposition to that disability); or 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.
Domestic Student	a prospective Student who is not required to be enrolled as an Overseas Student.
Education Provider	has the meaning given in section 9A of the Act and includes a government or non-government school, or any other provider of an education course recognised under the Act.
Enrolment	the acceptance by the School of a Student into a place at the School, subject to the terms of: 1. the Enrolment Contract; this Policy; and



	the School's other applicable policies and procedures.
Enrolment Administration Fee	the non-refundable fee payable by the Parents/Carers when submitting an Application, as notified by the School from time to time, which is payable in consideration of the School reviewing, recording, processing and assessing the Application.
Enrolment Contract	the written agreement between the School and the Parent(s)/Carer(s) governing the Student's Enrolment at the School, as amended from time to time, and includes any written offer of Enrolment accepted by the Parents/Carers and any document incorporated into that agreement by reference.
Enrolment Register	a register, waiting list, assessment list or other record maintained by the School for the purpose of administering Applications and enrolment.
Fee Policy	the School's policy, schedule or other document published or issued by the School from time to time setting out tuition fees, levies, charges, payment obligations, withdrawal requirements and any other financial terms relating to Enrolment.
Overseas Student	a prospective Student who is: 1. not an Australian citizen or permanent resident; and 2. required to be enrolled on the basis applicable to international Students.
Parent	a parent, guardian or other person having parental responsibility for a child.
Policy	this Enrolment Policy, as amended from time to time.
Principal	the principal of the School and includes the Principal's delegate where the context permits.
School	Emmaus Christian School Canberra Limited ABN 26 483 932 179 of 73 Davenport Street, Dickson ACT 2602.
Student	a person who is enrolled, or who has applied to be enrolled, at the School.
Unsafe or Noncompliant Behaviour	as set out in clause 0.



15.2 Interpretation

In this Policy, unless the context otherwise requires:

- a) words in the singular include the plural (and vice versa);
- b) words indicating a gender include the corresponding words of any other gender;
- c) if a word or phrase is given a defined meaning, any other part of speech or grammatical form of that word or phrase has a corresponding meaning;
- d) a reference to "person" or "you" includes an individual, the estate of an individual, a corporation, an authority, an association, consortium or joint venture (whether incorporated or unincorporated), a partnership, a trust and any other entity;
- e) a reference to a party includes that party's executors, administrators, successors and permitted assigns, including persons taking by way of novation and, in the case of a trustee, includes any substituted or additional trustee;
- f) a reference to a party, clause, paragraph, schedule, exhibit, attachment or annexure is a reference to a party, clause, paragraph, schedule, exhibit, attachment or annexure to or of this Policy, and a reference to this Policy includes all schedules, exhibits, attachments and annexures to it;
- g) a reference to a document (including this Policy) is to that document as varied, novated, ratified or replaced from time to time;
- h) headings and words in bold type are for convenience only and do not affect interpretation;
- i) the word "includes" and similar words in any form is not a word of limitation;
- j) no provision of this Policy will be interpreted adversely to a party because that party was responsible for the preparation of this Policy or that provision; and
- k) a reference to \$, or "dollar", is to Australian currency, unless otherwise agreed in writing.



SCHEDULE 1 ENROLMENT PROCESS OVERVIEW

Stage	School's Action	Parents'/Carers' Actions	For Noting
1. Expression of interest	The School receives and records expressions of interest submitted via the Enquiry Tracker link available on the School's website.	Parents/Carers submit an expression of interest via Inquiry Tracker.	There is no charge for submitting an expression of interest. Submission of an expression of interest does not create any entitlement to progress to the next stage of the Enrolment process.
2. Invitation to Apply	The School acknowledges the expression of interest and, where appropriate, invites Parents/Carers to submit a formal Application for enrolment.	Parents/Carers complete and submit the Application for enrolment via Inquiry Tracker, including all required supporting documentation, and pay the Enrolment Administration Fee.	The Enrolment Administration Fee is non-refundable, and payment does not guarantee an interview or an offer of enrolment. Applications may not be assessed until all required information and payment have been received.
3. Information and Disclosure Requirements	The School reviews the information provided and may request further information, documentation, or clarification where necessary to assess the application.	Parents/Carers must provide complete, accurate and current information and must disclose all relevant matters affecting the Student, including (without limitation): 1. visa or residency status 2. Aboriginal or Torres Strait Islander status 3. allergies and medical conditions 4. diagnosed or imputed disabilities 5. learning support needs 6. behavioural, wellbeing or disciplinary history 7. any court orders or parenting	The School relies on the accuracy and completeness of information provided. Failure to disclose relevant information, or provision of misleading or incomplete information, may: 8. result in an application being declined; or 9. constitute a breach of the Enrolment Contract once executed; and 10. result in suspension or cancellation of enrolment.



Stage	School's Action	Parents'/Carers' Actions	For Noting
		arrangements relevant to the Student.	
4. Application Processing and Waitlist	The School processes applications and, where appropriate, places applicants on a waitlist pending availability of places. Applications are recorded and managed having regard to intake years, sibling priority, and other relevant factors.		Placement on a waitlist does not guarantee an interview, priority, or an offer of enrolment. The length of time on a waitlist may vary and the School is not required to make offers in order of application date.
5. Assessment Against Selection Criteria	When places become available, the School assesses applications against its enrolment criteria, including alignment with the School's ethos, the needs of the Student, and the School's capacity and resources.		The School may prioritise applications having regard to matters such as siblings of existing Students, alignment with the School's values, and the composition and needs of the relevant cohort.
6. Interview Invitation	The School invites selected applicants to attend an enrolment interview with the Principal (or delegate) and/or relevant Heads of School (or delegates).	Parents/Carers accept the invitation and attend the interview with the Student at the scheduled time and provide any additional information requested.	An invitation to attend an interview does not guarantee an offer of enrolment. Failure to attend an interview or provide requested information may result in the application not progressing.
7. Interview and Further Enquiries	The School conducts interviews and may make further enquiries, including (where appropriate) requesting reports, contacting previous schools or early learning providers, and obtaining specialist advice.	Parents/Carers must cooperate with reasonable requests for further information, including authorising the School to obtain information from third parties where required.	The School may rely on information obtained from third parties in assessing an application. Any such enquiries will be conducted in accordance with applicable privacy obligations.



Stage	School's Action	Parents'/Carers' Actions	For Noting
8. Decision-Making	The School evaluates each application holistically, having regard to all relevant information, including the Student's needs, the School's capacity to provide an appropriate educational program, and the interests of the School community.		Enrolment decisions are made at the School's discretion, subject to this Policy and applicable law. The School is not required to provide detailed reasons for its decision.
9. Outcome Notification	The School notifies Parents/Carers of the outcome of the Application.		The outcome may be that: 11. an offer of enrolment is made; 12. the applicant remains on a waitlist; or 13. the application is unsuccessful.
10. Offer of Enrolment	Where enrolment is offered, the School issues an Enrolment Contract and associated documentation setting out the terms and conditions of enrolment.	Parents/Carers review the Enrolment Contract and associated documents.	An offer of enrolment is conditional upon acceptance in accordance with the terms specified by the School and may be withdrawn if not accepted within the specified timeframe.
11. Acceptance of Offer	The School processes accepted offers and confirms enrolment once all requirements have been satisfied.	Parents/Carers accept the offer by: 14. signing the Enrolment Contract; 15. paying the Acceptance Fee; and 16. complying with any additional conditions specified in the offer.	The Acceptance Fee is payable per Student and is non-refundable. Acceptance of an offer creates binding contractual obligations. If the Parents/Carers accept a place and later withdraw the Student or do not proceed with Enrolment, the School



Stage	School's Action	Parents'/Carers' Actions	For Noting
			may retain the Acceptance Fee and require payment of additional fees in accordance with the Enrolment Contract and Fee Policy, including tuition fees payable in lieu of notice.
12. Commencement and Ongoing Enrolment	The School prepares for the Student's commencement and may require updated information prior to the commencement date.	Parents/Carers must provide any updated or additional information requested by the School prior to commencement and comply with all ongoing obligations under the Enrolment Contract and School policies.	The School may reassess enrolment prior to commencement if circumstances change or relevant information comes to light. Enrolment remains subject to ongoing compliance with School policies and contractual obligations.



