

# Enrolment Policy

**Policy No. 45**

Reviewed 2018

## **Introduction**

Creek Street Christian College is a co-educational, Kinder to year 10 college which seeks to provide a well balanced and innovative curriculum, that is presented in a considerate and caring environment.

All children will be considered for enrolment regardless of ethnic origin, gender, denomination or disability provided that:

- A) Through the enrolment procedures, parents seeking enrolment for their child/children undertake to willingly and freely support the distinctively Christian basis of the College and the College Statement of Faith and College policies.
- B) Adequate space and resources are available.

Enrolment at Creek Street Christian College is non-selective, in that there are no tests of ability or aptitude which make final judgements of an applicant. Not everyone has outstanding academic ability and as such, it is understood that the enrolled student community of Creek Street Christian College will cover a wide ability range. It is therefore important that we are a community in which the students may develop to the maximum extent of their God given gifts, talents and abilities.

The college is open to families of all denominations provided they agree with the College's Statement of Faith as outlined on our Parent Handbook and are prepared to be supportive of such.

## **Statement of Faith**

We believe:

- A) In the divine inspiration and supreme authority of the Bible, both Old and New Testaments
- B) In the existence of One God in three persons, the Father, the Son and the Holy Ghost.
- C) In the Deity and Incarnation of the Lord Jesus Christ who is the Son of God, the second person in the God head.
- D) In the salvation of mankind from the power of sin through the perfect obedience of the Lord Jesus, Christ, His atoning death, His resurrection from the dead, His ascension to the right hand of the Father, and His unchanging Priesthood.
- E) In the necessity in order to gain salvation, of repentance towards God and of faith in the Lord Jesus Christ.
- F) In the ordinances a recorded in the New Testament.

We believe that families who will support this Statement of Faith will be ones whereby we can work together in harmony to educate their children in a Christian environment. Harmony between faith at home and school is very important to the college so that all children can be respectful of their parents and teachers understanding of God and the Word of God.

## **Purpose**

The purpose of this policy is to give clear instruction in the way that the enrolment process is to take place and the way in which the college's faith can be protected by having a community that is in agreement on the Statement of Faith and Philosophy of the college. It is our aim to maintain a culture that is safe and promotes the development of Christian faith and values in line with our Purpose Statement: 'Helping students discover all God made them to be.'

## **College Philosophy**

The school believes that education is based on the following premises:

- The world is God's creation (Col 1:16)
- God gave man responsibilities (Deut 10:12)
- Man requires preparation to meet those responsibilities (2 Tim 3:14,15)
- Christian education is learning how to live according to the knowledge, understanding and wisdom which comes from God.
- Knowledge is possession of all the facts
- Understanding is proper interpretation of all the facts
- Wisdom is proper application of all the facts.

We believe the Bible is God's revelation to man and that it contain the principles and values that show us how to live.

The pupil's characteristics include many aspects: mental, spiritual, social, physical, moral and emotional, which are all integral to their development and therefore education will involve growth in all these aspects.

## **Policy**

The Principal will determine the eligibility of an applicant on the basis of the following criteria/ minimum requirements:

### Eligibility for enrolment

Parents must:

- A) Accept the Statement of Faith
- B) Support the Christian Ethos and Mission/Vision of the college
- C) Either identify themselves as Christians, or be prepared to express an unambiguous desire for Christian schooling which includes an overt Christian spirituality and teaching from a biblical Christian worldview aligned with the College's Statement of Faith.
- D) Agree to comply with the College policies and requirements

Members and friends of the local Church community are encouraged to enrol their children and to take advantage of the benefits offered by our College. Other members of the community, who are Bible believing people are invited to enrol their children, provided they accept the Statement of Faith and the College's Christian basis as outlined in the Parent Handbook.

It is our expectation that families who wish to be part of our community will give their full support to the Christian ethos of the college and that this support will be ongoing for the duration of the time their children are with us. We expect that we will have their support and understanding of the importance of our faith and our belief in the love that God has for each one of our students. Our desire is that all students will hear the gospel message that Jesus died for them and that He rose again and wants to be part of their daily lives. To this end we believe that Jesus is the only way to salvation and eternal life.

Students who will best enhance the school community will be admitted to the College. This will be determined by carefully considering whether the student is able to comply with the school programs and the behaviour standards that are set. Most importantly it also requires that a positive attitude is possessed towards the spiritual essence of the College.

Our College will endeavour not to exclude anyone because of financial hardship.

The College requires that all students accepted for enrolment should fully participate in all subject areas being provided by the College, including all Chapel sessions, Devotions and Christian Living classes. They must also have a clear understanding of and conform to the College's expected standards of behaviour and discipline procedures.

As both the home and the College are involved in the transmission of values and attitudes, it is essential that they work in harmony with each other.

#### Priority of positions

Priority of enrolment will be given to Christian families. The establishment of this priority facilitates the achievement of a clear majority of Christian families in the student body.

The following additional criteria may also be used in consideration of placements at CSCC.

- A) A sibling of a current school family
- B) A child of a member of the Creek Street Church family
- C) A child of a staff member
- D) A child of an ex-student
- E) Children of families/carers where one or more parent actively/regularly attends church
- F) A child transferring from another Christian School
- G) Children of any other families/carers where the Principal believes that the family actively support the distinctively Christian basis of the College and the College Statement of Faith and College policies.
- H) Special circumstances as approved by the Principal or College Council.

## Procedures

Parents who are willing to support the Christian philosophy of our College and who agree to their children fully participating in the programs of the College, are free to apply for enrolment. The College embraces the principles of equal opportunity and expects families to be supportive of the College's objectives.

Prospective parents should:

1. Obtain an Information Pack or visit [www.creekstreet.vic.edu.au](http://www.creekstreet.vic.edu.au) and read a copy of the College's Parent Handbook.
2. Contact the College office to arrange a tour of the College and an appointment time to see the Principal.
3. If possible, both parents and the student(s) to be enrolled, should attend the interview with the Principal. A copy of the student's most recent report should be brought to the interview.
4. Submit an Enrolment Application Form
5. The College will notify parents of the success or otherwise of their enrolment application. This may be done by letter, personally or by phone.
6. Payment of a non-refundable enrolment fee (\$200) is then required to secure the placement. If parents fail to respond to the placement offer within two weeks, the place will be offered to another family. The \$200 placement fee may be altered in the case of families enrolling at the discretion of the Principal and Business Manager.
7. At this point parents are to complete additional college documentation to ensure the college is able to care appropriately for their child and to confirm that parent's are in agreement with all principles and procedures of the college.
8. At this time parents will be required to make clear how they will cover the college tuition fees and which parent/s will be responsible for fee payment. The College may ask parents to attend a meeting to discuss the preferred method of payment which for the college is a direct debit arrangement.
9. As these documents are completed parents should provide the college with a copy of the students immunisation certificate and birth certificate. Any parents enrolling children born overseas or moving to Australia themselves will need to supply the correct Visa to enable us to legally enrol their children.
10. The college will assist parents with information regarding the purchase of uniform and booklist requirements as applicable to the year level and time of year of enrolment. Once these materials are obtained and organised the student will be permitted to commence classes at Creek Street Christian College.

NOTE: Students can be enrolled at the commencement of the school year or term or at any time during the year provided positions are available and that all expectations as outlined in this policy and the College Parent Handbook are met.

### Termination of enrolment

Parents are required to give one term's notice of withdrawal or pay one term's fees in lieu of notice as a reasonable pre-estimate of the costs to the College. Library books and other outstanding items issued to a student and not returned will be billed to the family account.

The Principal is entitled to decline the continued enrolment of a student if the conditions of the enrolment are deemed to have been breached in any way. Such circumstances include, but are not limited to:

A) persistent failure of the family/student to meet conditions of enrolment.

Such condition might be:

- Non-compliance to College Policies and Procedures
- Failure to pay College fees or meet financial agreements
- Persistent failure of the student to respond to disciplinary procedures
- Gross misconduct on the part of the student and/or parents in relation to the College (including students, staff, community and reputation of our College).

B) The inability of the College to meet the student's needs without seriously disadvantaging other students.

Termination of enrolment will be at the discretion of the Principal and will only take place after consultation with the parents has occurred in an attempt to resolve the situation.

### Minimum age for enrolment

Students enrolling at our school as part of a 3 year old Pre-Kinder program must be 3 by January of the year that they commence.

Students enrolling at our school as part of our 4 year old Kinder program must be 4 by the end of April, however, students at this level of the college are accepted from the eldest to the youngest providing there are places available. Students who are taking up a second year of kindergarten, unfunded, must make way for students in their first year or second year funded.

Students enrolling at our school as part of our Prep class will be required to provide proof of age (indicating that they have turned 5 years of age by the 30th of April of that year) and an immunisation certificate.

### Special circumstances

In some cases, students will be put on a one-term trial. This will be implemented at the Principal's discretion.

It is the role of the Principal and Senior Management Team to monitor and regulate school enrolments to ensure that the distinctives of Christian Education are maintained.

**Acknowledgements:** St Andrews Christian College, Wantirna South and Shepparton Christian College.

**Responsibilities**

The College Council will be responsible for the setting of the enrolment policy in regard to guidelines for admittance to the college. The Principal will be responsible for putting procedures in place which will action the admittance of families so that the faith base of the college as a Christian College will be maintained and that the Vision and Mission of the college will be protected.

**Review**

The Enrolment policy will be reviewed by the College Council as part of our Strategic Planning review cycle.

**Further Information**

Further details can be obtained from the College Principal or a member of the Senior Management Team.