



KING'S BAPTIST
Grammar School

Enrolment Policy

Audience: Staff and Parents

Rationale: The School seeks to provide a clear and transparent process to meet the needs of families seeking enrolment for their child/ren.

Policy Position: Our Vision of Faith provides excellence in teaching and learning that empowers individuals in partnership with families.

Operational Aspects:

1. Application for Enrolment

All parents/guardians of prospective students of King's are required to complete an online Application for Enrolment Form for each child they wish to enrol.

The Enrolments Office will advise of the status of the child's application. Completing this application form is a prerequisite for entry but not a guarantee of admission.

When a position is available (R-12), parents will be notified in writing and a non-refundable, once only Enrolment Fee of \$600 per family is payable to secure this place, \$500 of which will be deducted from the first year's fees of the first child. The position is offered on the basis of the information that is provided at the time of application. This offer remains valid for a limited time only, as indicated in the letter of offer. Prior to a child's commencement at King's, parents will be invited to attend an interview with the appropriate Head of School.

Enrolment is subject to confirmation the year prior to commencement. This confirmation allows for additional information to be shared that will ensure the child is given the best possible education from the outset. Undisclosed information is of course not in the child's best interest. Enrolments are accepted in cases where the School can provide any reasonable adjustments. Should circumstances change and King's is unable to cater for specific needs, your Enrolment Fee would be refunded.

Enrolments for the ELC attract a \$300 non-refundable Enrolment Fee that is payable at the time of the Enrolment Offer. Students commencing at the ELC should have celebrated their 3rd birthday. Where a child turns 3 years of age after 30 April, the start date will be the following year.

Children commencing at King's in Reception will be 5 years of age by 30th April of the year they commence.

Students can commence at any year level [dependent on availability] however, our key intake years are ELC, Reception, Year 6 and Year 10.

The School operates in partnership with King's Baptist Church and more widely with other Christian Churches. As a member of Christian Schools Australia, we are committed to the delivery of excellence in Christian Education in all areas of our community.

Where we have waiting lists, priority will be allocated according to the requirements of the School and the Principal's discretion.

It is essential that King's be advised of any changes to information on the Application Form. Failure to do this could affect the child's enrolment.

Cancellation of an enrolment prior to commencement at King's or during the child's enrolment, must be made in writing to the Enrolments Office.

2. Conditions of Enrolment

- 2.1 All members of the King's Community are expected, in their interactions with the School, to demonstrate the ethical principles upon which our Code of Conduct is based – Fairness, Integrity, Service, Humility, Excellence, Respect / Responsibility (FISHER). Therefore, parents will abide by the Parent Code of Conduct.
- 2.2 Parents will agree to allow the child to share fully in the life and program of the School.
- 2.3 Parents will support the aims and culture of the School and will also support the School through participation in its wider programs.
- 2.4 Parents undertake to provide the child with all necessary text books and other equipment of a personal nature that may be required to enable the child to participate in the education offered.
- 2.5 Parents undertake to provide the child with the correct uniform, approved by the School and to ensure that the child is always sent to School neatly dressed in the required uniform.
- 2.6 Parents will supply the School with copies of any parenting orders (including residence orders, contact orders, specific issues orders and child maintenance orders) and any parenting plans (whether registered in the Family Court or not) relating to the child and will promptly notify the School of any changes to such orders or plans.
- 2.7 Parents accept the right of the School to apply appropriate interventions as it deems wise and expedient for the child and agree to support, in every way possible, the policies of the School.
- 2.8 Parents agree to supply the School with an up to date Medical Action Plan signed by their child's physician if their child has any medical issues.
- 2.9 Parents agree that in the event of illness or injury to the child, necessitating urgent hospital or other medical treatment, and if the parents are not readily available to authorise such treatment, the parents authorise the school to make the necessary arrangements for such treatment.
- 2.10 Parents agree to keep personal information up to date on the School's database via the Synergetic Portal.

- 2.11 Parents will give at least one term's notice of termination of enrolment and failure to do so will mean payment of a term's fees in lieu of notice, irrespective of the date the child leaves during the term. *Notification of Enrolment Termination needs to be in writing to either the Principal or the Enrolments Manager.*
- 2.12 Parents will pay all fees via the School's tuition management system. Failure to do so may result in termination of enrolment. If more than one party enters into the contract of enrolment, each of them shall be jointly and severally liable for the payment of fees.
- 2.13 Parents accept that the School offers full-time schooling and fee reductions will not be provided where students choose a part-time load unless negotiated.
- 2.14 With regard to the enrolment of students with mild, moderate, or severe disabilities: The nature and degree of the disability will be made known to the Principal. In conjunction with Student Diversity staff, the School's ability to make reasonable adjustments to cater for the students' needs will be made and consideration given to the anticipated impact of such an enrolment on the School. Should it be determined that such an enrolment would impose unreasonable and undue hardship on the School, the Principal has the power to deny such an enrolment, within the provisions of Section 22 of the Commonwealth Disability Discrimination Act 1992.
Enrolment into the King's Learning Support Centre caters for Years 6-12 students with mild to moderate intellectual disability or severe language disorder. Parents seeking to enrol their child in the KLSC will need to complete a supplementary enrolment package for consideration.
- 2.15 The School may suspend or terminate enrolment at its discretion for failure to comply with the Conditions of Enrolment or other serious breaches of the School's rules and regulations.

Definitions:

In these conditions, "parents" means the person/s who sign the Application for Enrolment form and includes a guardian/s.

References:

Commonwealth Disability Discrimination Act 1992 - Section 22

Related Documents:

Application for Enrolment Form
Privacy Policy
Child Protection Policy
Volunteer Policy
Student Diversity Policy
Social Media Policy

Review: every 3 years

Policy approved by the Principal on: 28 June 2021

Communication: Enrolment Office to enrolling families, King's Website, SEQTA, Leader of Student Diversity R-12.

Version Control: The Executive Leadership Team