 <b>King's Baptist Grammar School</b>	SUBJECT:	Enrolment Policy	
	CATEGORY:	Enrolment	
EFFECTIVE DATE: 08/02/2024		REVIEW DATE: 01/01/2027	VERSION: 4.0

**Audience:** Staff and Parents

**Rationale:** King's Baptist Grammar School (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:**

This policy articulates the process for enrolment at King's Baptist Grammar School - Wynn Vale Campus and Adelaide Hills Campus.

Applications can only be made for students who hold Australian citizenship or Australian permanent residency, or whose Parent/s hold a valid visa.


King's major entry points are:

- Early Learning Centre (3-5 years old)
- Reception
- Year 6
- Year 10

Opportunities for entry in other year levels occur from time to time.

**Enrolment Process**

1. To apply for a place at either Campus, an online Application for Enrolment [including evidence of the child's full name and date of birth, current visa information, passport (where appropriate)] will be required together with a non-refundable, non-transferable Application Fee. This may be waived under certain circumstances and at the Principal's discretion.
2. Enrolment applications are accepted at any time, however early application is highly recommended. Applications will be accepted following a child's birth and where a birth certificate can be provided.
3. An Application for Enrolment requires that the Parent selects a Campus - either Wynn Vale or Adelaide Hills. An Acceptance of Enrolment is Campus specific and is not transferrable between Campuses.
4. Where all information and documentation is complete, applications are normally processed within two weeks of receipt. The Enrolments Office will advise of the status of the child's application via email.
5. Where the School is not able to accommodate an applicant, the student will be placed on a waiting list [according to date of application] for the Campus, year level and entry year nominated. Families on the Waiting List will be contacted annually to determine their desire to remain on the Waiting List.
6. Preference will be given for enrolment of siblings of existing students, children of Old Scholars, Staff children, Pastor's children and families associated with a faith community and may address specific needs of the School.

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7. When a position becomes available, Parents will be notified of the offer via email.
8. To accept an enrolment offer, Parents will complete the Enrolment Agreement and provide a non-refundable, one-off Enrolment Fee per family (ELC-12) to secure the place. A portion the Enrolment Fee will be deducted from the first year's fees of the first child.
9. All positions are offered based on the information provided at the time of application and the enrolment offer is valid for the period indicated in the Letter of Offer.
10. Prior to commencement, Parents will be invited to attend an interview with the relevant Head of School.
11. The Enrolment Agreement outlines the term and conditions of a child's enrolment including the Parent's acceptance for liability for all fees and charges. This agreement must be signed by the enrolling Parent/s.
12. All enrolment decisions are made within the framework of this policy and at the discretion of the Principal.
13. Each enrolment is confirmed the year prior to commencement allowing for additional information to be shared to ensure the child is given the best opportunity for success.

### **Students with Additional Needs**

Enrolments of students with additional needs are welcomed and consultation should commence at the earliest possible point in the enrolment process. The School will undertake to make reasonable adjustments to its programs and facilities to accommodate students with additional needs.

Where it is determined that adjustments required impose unjustifiable hardship on the School, the Enrolment Fee will be refunded.

### **Age at commencement**

Students commencing at the ELC should have celebrated their 3rd birthday and be fully immunised according to the Government schedule unless an approved exemption exists. Where a child turns 3 years of age after 30 April, the start date will be the following year.

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

### **King's Baptist Church**


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.

### **Terms and Conditions**

Enrolment is subject to the terms and conditions in the Enrolment Agreement. Please read the Enrolment Agreement carefully and refer any questions to the Enrolments Office.

### **Definitions**

- **Campus** means a reference to any of the physical campuses of King's Baptist Grammar School at Wynn Vale or Adelaide Hills.
- **Education Services** means the education programs, teaching programs, curriculum, co-

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curricular programs and activities (including sport and camps), pastoral care programs and all ancillary programs offered by King's to its students enrolled at any campus.

- **King's** means King's Baptist Grammar School Inc. ABN 85 693 637 001.
- **Parent/s** means the person or persons who have legal parental responsibility for the Student, including legal guardianship.
- **Policies and Procedures** means all policies and procedures, guidelines, codes of conduct, rules and regulations of King's as may be amended by King's from time to time.
- **School** means King's Baptist Grammar School .
- **Student** means the student nominated in the Application for Enrolment and enrolled at King's.
- **Tuition Fees and Charges** means Tuition Fees and all other fees and charges as outlined in the Fee Schedule published by King's from time to time.

#### Related Documents:

Application for Enrolment Form  
Enrolment Agreement

**Review:** every 3 years

**Policy approved by the Principal on:** 8<sup>th</sup> February 2024

**Communication:** Enrolment Office to enrolling families, King's Website, SEQTA

**Version Control:** The Executive Leadership Team

Signed: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_  
Principal