



# Enrolment Policy

**Adopted By:** Principal

**Review Date:** 28/06/2022

**To Be Reviewed:** Annually

## The College offers:

- A safe, caring, positive and respectful environment.
- High quality professional teaching staff that have a deep commitment to excellence in education and the Christian faith.
- Innovative academic and pastoral care programs.
- A firm, fair and supportive behaviour management system.
- Neat and attractive school uniforms.
- Regular and clear communication about school procedures, policies, events and academic results.
- Opportunities for parents to be involved in the life of the school.
- A professional and experienced school board, dedicated to the establishment and growth of schools with a strong Christian ethos and excellence in education.

## The College aim is:

- A love for learning
- Initiative and personal discipline
- A deep sense of social responsibility
- Self esteem
- An awareness of the personal existence of God.

Within this framework we seek to be a community which ensures students have the best opportunities to achieve their full academic, emotional, physical and social potential, through the provision of a caring and educationally stimulating environment, within a Christian framework.

## Enrolment Policy

Enrolments are prioritized according to the date applications are received. Inclusion in a waiting list does not guarantee enrolment.

Students are required to be up to date with all immunisation.  
Students who are not immunised can be refused enrolment into the College.

Students cannot be enrolled into the Primary School (Kindy to Year 6) if they are not immunised.

### Step 1

Parents/guardians are sent an information pack and registration form. When the registration form and fee is returned the child is entered on the wait list. As a position becomes available the family is invited for an interview with a view to enrolment.

### Step 2

The interview is conducted with the parent/guardian and the student. The interview will take the form of four components:

- The gathering of information about the student – medical, identification of a student's needs, the capacity of the school to meet those needs and or make reasonable adjustments
- What the College offers
- Look around the College
- Non refundable confirmation fee ( however is deducted from the first terms fees)

### **Conditions Of Enrolment**

Admission to the College is dependent upon:

- The prompt payment of fees.
- A commitment by parents and the student to College behaviour and uniform standards as outlined in the College Handbook
- Meeting all attendance requirements
- Respect for and full participation in the Christian program of the College.
- Immunisation

### **Enrolment Priority**

For year groups other than Kindergarten and Year 7 an offer of a place will be made when the student's name reaches the top of the waiting list

Places are offered in the following order:

- to students entering Year 7 from Alkimos Baptist College Primary School.
- to new families in order of registration.
- Religious affiliation is not a factor.