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## Enrolment Policy

Level: 1

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### 1. Preamble

- 1.1 Chairo is a non-denominational Christian school conducted in accordance with the doctrines, tenets, beliefs, and teachings consistent with the Christian faith. The school's foundational statements regarding Christian beliefs and Christian education are contained in the *Statement of Faith* within the *Constitution*.
- 1.1. Chairo seeks to support Christian parents/guardians (Galatians 6:10) in their task of nurturing and training their children in God's ways (Ephesians 6:4). The school also seeks to support non-Christian parents/guardians who are supportive of the Christian commitment and ethos of the school and desire a Christian education for their children.
- 1.2. Chairo's mission is to "provide excellence in Christ-centred education, in partnership with families, within a caring Christian community". As such, the school seeks to provide an environment in which the beliefs and values of Christian families are supported in the context of a thoroughly and distinctively Christian education.
- 1.3. The purpose of this policy is to establish clear objectives and parameters in relation to the enrolment of students and therefore facilitate informed and consistent decisions and procedures.
- 1.4. The school is committed to observing relevant legislation, including the *Education and Training Reform Act (2006)*, the *Disability Discrimination Act (1992)* and the *Disability Standards for Education (2005)*.

### 2. Definitions

- 2.1. *The Company* refers to the Chairo Parent Governed Christian Education Limited.
- 2.2. For enrolment purposes, a *Christian family* is defined as a family where at least one parent/guardian:
  - is able to make a credible personal profession of faith as a Bible-believing Christian;
  - agrees with and adheres to (i.e. in belief and practice) the *Statement of Faith* as contained in the *Constitution* of the Company;
  - regularly attends a church/fellowship that has doctrinal beliefs which are assessed by the Board or delegate to be not inconsistent with the *Statement of Faith* as contained in the *Constitution* of the Company; and
  - is willing and able to provide upon request a reference from the pastor/minister of a regularly attended church/fellowship, or relevant contact details for referee check purposes.
- 2.3. For enrolment purposes, a *Christian student* is defined as one who, having regard to their age and maturity,
  - is able to make a credible personal profession of faith as a Bible-believing Christian, and
  - participates in fellowship with other Christians to the extent that their circumstances and level of independence allows.



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## 3. Details

- 3.1. All families are expected to support the ethos of the school, as reflected in the *Constitution* and in various policy and procedure documents. This includes an acknowledgement that all students will be taught according to a biblical worldview in all subject areas, which will include participation in practices including, but not limited to, Bible reading and prayer.
- 3.2. All parents and students are expected to act and speak as partners of the school and its ethos, identity, purposes, practices, documents, and policies.
- 3.3. In order to fulfil its stated mission and objectives, and to maintain a predominantly Christian community, the school desires to achieve and maintain a minimum level of 75% of students who are from Christian families and/or who are Christian students enrolled across the school in each year level.
- 3.4. Where a campus has not established the desired minimum level of 75% of students who are from Christian families and/or who are Christian students, the Board may establish an individual campus strategy (taking into account factors such as area demographics, culture, viability and stages of campus development) in order to work towards such a goal over a period of time.
- 3.5. While Chairo seeks to have enrolment open to all, the ability to enrol new students in particular classes and/or year levels may be limited by:
  - the desire to achieve and maintain a minimum level of 75% of students who are from Christian families and/or who are Christian students;
  - the physical numbers of currently enrolled students; or
  - the resources available to cater for the educational needs of students.
- 3.6. Enrolments may be withheld, withdrawn or cancelled by the school, regardless of the availability of places and the relevant classes and/or year levels, in situations where:
  - reports from a previous school indicate student behaviour that is clearly incompatible with Chairo's expectations;
  - it is apparent that an enrolment is not likely to be in the best interests of the student, other students, staff members or the school community;
  - there are indications that the parents are not committed to partnering with the school by supporting Chairo's purposes, ethos, values, principles and Christian foundations;
  - it is apparent that the applicant will be unable to meet the financial commitment of the enrolment;
  - relevant information is withheld or information provided is found to be inaccurate or insufficient; or
  - it is determined that the school is unable to provide, initially and/or for the duration of the proposed enrolment, for the educational needs of the student.
- 3.7. Further to item 3.6 above, the school reserves the right to discuss alternative options that may be in the best interests of the child for whom enrolment has been sought.
- 3.8. In considering enrolment applications in relation to a prospective student with a disability or specific need, the Principal shall have regard to:
  - the prospective student's needs and abilities;
  - any reports or assessments required or requested by the school;
  - whether reasonable adjustments can be made and the effect of the proposed adjustment/s on the prospective student, other students, and on the staff;



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- whether the proposed adjustment/s might pose an unjustifiable hardship to the school, including the financial expenditure required to implement the proposed adjustment/s; and
  - any expert information that the Principal may deem beneficial in making a determination.
- 3.9. Before making a final decision in relation to the enrolment of a prospective student with a disability or specific need, the Executive Principal or their delegate shall consult with the parents or guardians, and with other relevant whole-school and campus staff. After consideration of the points outlined in item 3.8 above and following consultation with the parents or guardians of the child and school staff, the decision whether or not to accept such enrolment application shall be at the sole discretion of the Executive Principal or their delegate.
- 3.10. Where places or resources are limited and/or waiting lists are established, applications for enrolment may be prioritised at the discretion of the Executive Principal or their delegate, with preference for enrolment being given where the application meets one or more of the following criteria:
- From a family where at least one parent or guardian is a Company Member
  - From a Christian family (see 2.2)
  - For a student who is able to give a credible testimony of his or her personal Christian faith
  - For a student seeking to re-enrol after being given priority when departing
  - For a sibling of a current student
  - For a whole family enrolment (i.e. all school-aged children)
  - For a sibling or a child of a past student
  - From a family that is expected to be able to meet all fees and charges as they fall due
- 3.11. There are five typical entry points for students into the school, being Kindergarten, Prep, Year 5, Year 7 and Year 9. When assessing whether a place can be offered at other levels, the need to accommodate future enrolments meeting enrolment criteria at the next main entry point will be a consideration.
- 3.12. A proportion of Prep to Year 12 fees collected (and other non-government funds raised by the school) may be used to support the operation of our kindergartens.
- 3.13. Generally, students are best to be enrolled from the start of a year. To minimise disruption to current classes and allow for the change of class structures, if necessary, the school may elect to defer students seeking enrolment during a term to a start date at the beginning of a semester or year.
- 3.14. The enrolment application process shall follow established practices and procedures designed to ensure that applications are processed as quickly and efficiently as possible.
- 3.15. The school does not expect that all families that commence the enrolment application process will complete it and families should not assume that an enrolment application will be successful.
- 3.16. Enrolment decisions shall be based on a range of information and factors, and each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account.
- 3.17. Kindergarten enrolment does not guarantee enrolment into Prep but will be taken into account when prioritising enrolments, as a secondary consideration to criteria outlined elsewhere in this policy.
- 3.18. Families are required to notify the school in writing of their intention to cease the enrolment of a student other than at the completion of Year 12. Where such notice is not provided, families may



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be invoiced one term's fees in lieu of notice, other than with the approval of the Executive Principal or Business Manager in exceptional circumstances.

- 3.19. The school collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the school to complete the enrolment process and, during the course of enrolment (if the application is successful) at the school, to provide for the best interests of students.
- 3.20. The school maintains an accurate and up-to-date enrolment register that records the total number of students enrolled in the school.