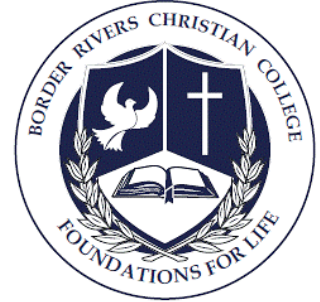


# BORDER RIVERS CHRISTIAN COLLEGE

P O Box 1201  
Cnr Gibson St and Lilly Drive  
Goondiwindi Qld 4390



## ENROLMENT POLICY SUITE

### CONTENTS

- Philosophy and Priorities, & College Policy on Enrolment Procedures
- Enrolment Contract including Joint Responsibilities and Understandings
- Fees Policy and Schedule
- Enrolment Application Form & Student Medical Form
- MCEETYA Data Collection Form

### Philosophy and Priorities

Border Rivers Christian College is a College where the Christian faith informs and directs the lives of its students. In 2017 Border Rivers Christian College will for students from Preparatory to Year 10. While the College's primary objective is to provide places for children of Evangelical Protestant families, families of other Christian denominations and others who support the Mission, Vision and Statement of Faith of the College may be considered for placement.

In a world where established values are often challenged, and where rapid change becomes the constant, the solid Christian teachings and underpinnings of the College prepare students to be active and productive citizens in their communities and nation, and to be good global citizens. More than this though, students are taught to honour their creator God and his creation.

As a Christian College we aim to assess what the College can offer each student as well as what each student and family may contribute to the College. The College considers the following when deciding whether to offer enrolments:

- ❖ Support of the College's philosophy by the parents and child
- ❖ Commitment to active Christian faith and regular attendance at a Christian church
- ❖ Current/previous enrolment of siblings in the College
- ❖ The character and attitude of the child
- ❖ The interests and aptitudes of the child
- ❖ Scholastic ability and effort toward scholastic achievement
- ❖ The ability of the child to fit into school life
- ❖ Special needs of the child, and whether the College can meet these needs.

Preference for enrolment, in the following order, will be given to:

1. Families with children already enrolled in the College.
2. Children of College Staff
3. Children of Pastors who are engaged in a Pastoral role at an Evangelical Protestant Church
4. Christian families with a strong Church affiliation but without a sibling currently at Border Rivers Christian College
5. Other families
6. Within each category above the date of receipt of applications may be applied by the principal

*Notwithstanding the above, in all matters relating to enrolment of students at Border Rivers Christian College, the Principal may exercise his/her discretion.*

The College values its Christian culture. Therefore, selection criteria are based upon ensuring that the Christian culture and values of the school are not likely to be violated by admitting students who actively oppose these values through their attitudes or actions.

Border Rivers Christian College is an independent school that acknowledges the Anti-Discrimination Act (Qld) 1991, which imposes obligations on the College in the context of applications for admission.

All documentation must be complete and in the hands of the College before an application for enrolment will be processed. This is followed by an enrolment interview with the Principal. Any enrolment offer must be accepted in writing, or by email, and a direct debit form completed and returned to administration.

Enrolment offers are based on the assumption of full and frank disclosure of all information which may be relevant to the education of your child, and in relation to your child's impact upon other students (such as bullying or disruptive behaviour at previous school/s). Withholding relevant information will entitle the College to cancel the enrolment, even after the student has commenced at the College.

## **College Policy on Enrolment Procedures**

Enrolment will be offered with reference to priorities and protocols outlined in the entirety of this document, and subject to place availability in the College.

### **Education Adjustment Program**

#### *At or Prior to Enrolment*

At the discretion of the Principal, an Education Adjustment Program (EAP) agreed between the parents and the College may be part of the enrolment process for Special Needs Students. Where a student has a severe medical condition, such as anaphylaxis, or a severe learning disability, the EAP will set out the basis upon which resources and general management strategies will be delivered. The EAP will be reviewed on at least an annual basis.

#### *Subsequent to Enrolment*

From time to time a student may be diagnosed with a learning disorder or disability which requires an EAP to be implemented after they have enrolled in the College. In these cases, the Principal will determine, in consultation with staff, whether an EAP is warranted. If so an agreement will be entered into in consultation with the parents of the child concerned. This agreement will then be monitored in the same way as those above. Students will not be enrolled if they have committed any violent act that the College Principal deems potentially poses an unacceptable risk to other students and staff.

### **Starting Age**

As a general rule, prospective students enrolling in Prep must turn 5 by 30 June in the year of commencement. Where parents would like consideration to enrol a child at a younger age these will be considered on a case by case basis and enrolment may be offered only at the discretion of the Principal.

### **Assessment**

All students enrolled will undertake various forms of assessment, especially in literacy and numeracy readiness. The College may also request, and/or administer testing as required to identify specific needs of students prior or subsequent to enrolment. This may include, but is not limited to, reports from speech therapists, occupational therapists, psychologists, and/or further academic testing, etc.

### **Enrolment Promotions**

From time to time the College may engage in promotional activities to attract enrolments. Waiting lists will be developed on the basis of the applications received and processed according to the parameters set in this document.

The school conducts Open Days and information evenings for students and their families wishing to enter the College. These events are primarily for providing information to prospective parents and students with regard to the general operations, expectations, available course options, and general administrative functions of the College. Local churches will have a high priority for targeting of marketing materials as will local Pre- Schools. Wider marketing of the College will be conducted with a view to raising community awareness of the College and the services provided.

From time to time the College may offer 'one off' special deals to promote enrolments. Although the principles of fairness and equity will apply to enrolment promotions, the College reserves the right to market special deals without the necessity to flow on these deals to existing families or those enrolling subsequent to the special deal/s.

### **Enrolment Prospectus**

The College will develop and maintain an appropriate prospectus for distribution in response to all enrolment enquiries. This prospectus will give a general outline of the aims and objectives of the College and a clear statement its values and Christian ethos. It will consist of:

1. Principal's Welcome
2. Vision and Mission
3. Rationale
4. Uniform Requirements
5. Fees and Charges Schedule
6. Application for Enrolment Form
7. Various other relevant documentation

To enable enquiries for enrolment to proceed to the formal interview stage, the College requires the following to be returned:

1. A completed Application for Enrolment Form
2. Immunisation Certificate
3. Payment of the Application Fee
4. Copies of Birth Certificate/Passport
5. Current School Reports and Records of Academic Achievements
6. Specialist Medical or Paramedical reports where necessary (Special Needs)
7. Family and/or Pastor's or Minister's details

## Enrolment

Once documentation has been completed and all application fees are paid the student/s and parents will attend a formal interview with the Principal with a view to determining whether the enrolment application will be successful. This will normally be aimed at filling a vacancy but may also be for the purpose of placing a student onto a waiting list if all places are taken in the particular year group for which they are applying.

Classes are considered full when they reach the levels specified by the Principal, however consideration will always be given to the number and needs of special needs students that may be in specific classes. It may be that some classes would be considered full at less than the indicated levels because of the demands placed upon staff by the students already in those classes. The final decision rests with the Principal.

## Interview Process

The Principal or a delegated person will conduct interviews for all prospective students in consultation, where necessary, with other team members. In the case of Prep students, the Prep Teacher and /or the Principal will be invited to meet with the parents and the child to ascertain any needs that the child may have. In the case of children with special needs, the Principal and/or an external consultant, will meet with the parents and the child to ascertain any needs that the child may have.

## Student Orientation

The College will provide a welcoming environment for its new families and students including:

- ❖ Alerting parents to the College newsletter
- ❖ Keeping parents informed of special events before their child/ren commence
- ❖ Providing appropriate orientation sessions to allow the children to meet their peers and engage in the life of the College

## Notice of Withdrawal

Where a parent wishes to withdraw a student from enrolment at the College (other than after the completion of Year 12), a full term's notice is required. If the term's notice is not given, the College will impose a charge of one term's tuition fee to the parent's fee account. Exceptions to this will be made only in extenuating circumstances, and will be at the Principal's discretion.

*In all cases pertaining to enrolment the Principal's decision will be final.*

\_\_\_\_\_

Principal

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

Board Chairperson

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

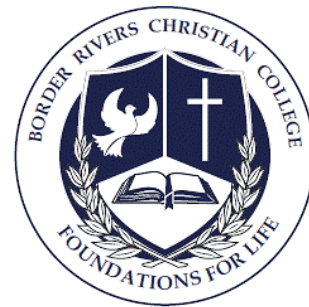
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## **Fees Policy and Schedule**



### **Enrolment Fee**

A one-off Enrolment Fee of \$100 per family is required on application to cover administration expenses, and costs of testing and assessing each student, regardless of age or class level.

### **Tuition Fees**

All Families are charged Tuition fees for the 1st (eldest) and 2nd child only, and ancillary fees for each student. Fees are charged annually or by term, in advance, between January and December. Fees are to be paid in advance, and may be paid annually, per term, monthly, fortnightly or weekly and via Direct Debit. Direct debit is the default and preferred option for payment. Fees will be adjusted annually to reflect changes in school operational and running costs.

First and second children are charged at the full fee rate, subsequent children are free of charge. The discount for annual payment is 5%.

### **Additional Charges**

Extra charges will be incurred if students are involved in special subject excursions, major sporting activities and school camps.

### **Ancillary Costs**

Additional costs are incurred due to excursions, camps, bus transport and sport training fees (e.g. swimming) and other activities. These costs are added to parental accounts as they arise.

### **Discounts**

Discounts are available for fees paid upfront, annually. Conditions apply.

### **Fee non-payment**

Non-payment of Fees ultimately results in termination of enrolment. Regular communication and demonstrated effort is required if difficulties occur. Some hardship is considered in special circumstances.

### **Donations and Bequests**

Members of the College community can support the ongoing mission of the College, and support current and future students through donations or bequests, including formal sponsorship of students.