



Bethel Christian School

Enrolment Policy

School Vision Statement

To see young men and women and their families brought into a full relationship with the Lord Jesus Christ.

School Mission Statement

To educate young men and women, within a Christian environment, so that they can realise their God-given academic, social, physical and spiritual potential.

Policy Statement

Bethel Christian School endeavours to provide quality Christian education. The school has an open education policy as this is seen as an opportunity for evangelism. As a school we endeavour to reach out to families in need by offering love and support and by providing a witness to non-Christian students and their families. Parents will need to agree to the conditions of enrolment to enrol their child/ren in the school. Bethel Christian School attempts to encourage families in seeking a Christian education for their children. As outlined in Proverbs 22:6 we are encouraged to 'train up a child in the way he should go and when he is old he will not depart from it.' As a Christian school this responsibility is passed from the parents to the school as partners in the cause. Jesus himself demonstrated for us the significance of each small child. Matthew 19:13-14 illustrates this: 'Then little children were brought to him that he might put his hands on them and pray, but the disciples rebuked them but Jesus said "let the little children come to me, and do not forbid them for of such is the kingdom of heaven."'

Outworking of Biblical Principles into School Policy:

The school's *Enrolment Policy* implements the biblical principles, in that:

1. Parents are primarily responsible for their children's education.
2. Education at Bethel Christian School is primarily, but not exclusively, for students from Christian homes.
3. The school does not discriminate on the grounds of race, sex or scholastic aptitude.

Links to National Quality Standards and Relevant Legislation (OSHC)

Links to National Quality Standards and Relevant Legislation for Out of School Hours Care:

- 6.1.1 There is an effective enrolment and orientation process for families.
- 7.3.5 Service practices are based on effectively documented policies and procedures that are available at the service and reviewed regularly.
- Education and Care Services National Regulations 2023: 177

Enrolment Process

Enrolment is open to students who want to attend the school to learn about the Lord Jesus Christ, and who are prepared to participate in all relevant facets of school life, and work to the best of their ability and obey the rules of the school, and whose parents:

1. Accept the school's Statement of faith as the basis for their child's education;
2. Support the school's overall vision and mission as outlined in the school's policy and procedures documents as developed from time to time; and
3. Agree to regular payment of school fees as determined by the school.

Special consideration is given to students who:

1. The Principal believes would benefit from receiving a Christian education at the school.

Enrolment of full fee paying overseas students is available in both Primary and High School classes.

Unless there are mitigating circumstances, parents who do not take up an enrolment position when one becomes available by the closing date of the offer will lose their enrolment priority for that offer.

Documentation to be Supplied with Applications.

All students must pay an application fee and an enrolment fee, and supply the following documentation:

1. Completed Application Form which has been signed by both parent(s)/ guardian(s).

2. A character reference from church Pastor or from someone, excluding relative, who has known the prospective student and family for at least twelve months.
3. Copies of school reports for the previous twelve months. Students entering Kindergarten should provide a copy of Pre-School or equivalent report.
4. Proof of birth date and residential status.
5. A current record of immunisation.

Procedure for the Enrolment of Students (Kindergarten to Year Twelve)

Process for enrolment:

1. Parents/guardians wishing to enrol their child/ren at Bethel Christian School need to initially complete the application for enrolment, which is available from the Front Office and the school website.
2. Once they have submitted the application form, with all the required supporting documentation, an interview with the Principal (or the nominated representative) can be made.
3. At the time of the interview, (or at the point of submission of paperwork) the applicants pay a \$40 application fee to the Front Office. This fee is charged per family when enrolling in one admission.
4. An interview with the student and parents/guardians to be undertaken by the Principal or nominee. The interview will be specifically concerned with:
 - 4.1. Establishing that the student meets the enrolment criteria.
 - 4.2. Ensuring the family understands that Bethel Christian School is a Christian school.
 - 4.3. Asking parents what they expect their child to achieve whilst at the school.
 - 4.4. Ensuring that parents and students are aware of the aims and ethos of the school, and the school's Statement of Faith; ascertaining whether the family are willing to accept this as the basis of their child's education at the school.
 - 4.5. Encouraging active parental involvement in the life of the school.
 - 4.6. Reminding parents of their responsibility as parents to their son/daughter to monitor their child's output and progress, to be good role models for their child, and so on.
 - 4.7. Establishing a full understanding of any medical conditions that may affect the child's development, safety or well-being in the school.
 - 4.8. Ensuring that the Enrolment Form has been fully completed.
 - 4.9. Raising any issues with the family which may arise out of the Enrolment Form.
 - 4.10. Discussing fee structure and fee payment procedures.
 - 4.11. Answering questions which the family may raise.
 - 4.12. Inviting the family to Bethel Christian School, especially if they live locally and appear to be interested in finding out more about the Lord Jesus Christ.
5. If the application has been approved, the Principal's decision relating to the enrolment application should be forwarded in writing as early as possible to the parent(s)/guardian(s).
6. At the conclusion of the interview process the Business Manager should notify the parents in writing of the decision of acceptance and inform the parents of the process to accept the offer of a position.
7. If the application has not been approved, or the student has been placed on a waiting list, the Business Manager should also notify the parents in writing of the decision.
8. Should the enrolling parent(s)/guardian(s) agree to the terms of enrolment, a position can be secured by paying the enrolment acceptance fee.

Procedure for the Enrolment of Students (OHSC)

Process of enrolment

1. Parents/guardians wishing to enrol their child/ren at Bethel Christian School OSHC need to initially complete the application for enrolment, which is available from the Front Office and the school website.
2. Once they have submitted the application form, with all the required supporting documentation, the application is reviewed and acceptance or rejection of the student is determined by the Principal.
3. If the application has been approved, the Principal's decision relating to the enrolment application should be communicated as early as possible to the parent(s)/guardian(s).
4. At the conclusion of the interview process, the Business Manager should notify the parents of the decision regarding acceptance and inform the parents of the process to accept the offer of a position.
5. If the application has not been approved, or the student has been placed on a waiting list, the Business Manager should also notify the parents in writing of the decision.

Conditions of Enrolment

Conditions of enrolment at the school are as follows:

- That the parents/guardians agree to allow the student to share fully in the life and program of the school, including Devotions and Prayer, and Christian Studies/Ethics lessons.
- That the parents/guardians will support the policies of the school and will encourage their children to work to the best of their ability at all times.
- That the parents/guardians maintain a positive attitude to the school in the hearing of their children. If there are issues which need to be discussed with the school, parents are to undertake to deal with the issues according to biblical principles outlined in Matthew 18:15-17.
- That the parents/guardians undertake to provide the student with the correct uniform as approved by the school, and to ensure that the student always travels to and from school neatly and modestly dressed in the required uniform.
- That the parents/guardians undertake to provide their son/daughter with all necessary textbooks and other equipment of a personal nature that may be required to enable the student to benefit from the education offered by the school.
- That the parents/guardians accept the right of the school to employ such discipline as it deems wise and expedient for the student, and agree to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
- That all fees are payable within seven days of commencement of term, and where payment is not made within seven days of receipt of an account, a late payment charge may be levied. (Note: In cases where this requirement would cause hardship, alternative arrangements may be discussed with the Business Manager).
- That the parents/guardians acknowledge that they will be responsible for the legal and debt collection fees incurred by the school in pursuing any overdue invoice, and will indemnify the school from and against all costs and disbursements incurred by the school in pursuing the unpaid invoice, including legal costs and all of the school's debt collection costs.
- That the parents/guardians will provide at least one term's notice of termination of enrolment in writing, and failure to do so will render them liable for one term's fees, unless there are mitigating circumstances that are acceptable to the school.
- That a refund of unutilised fees on termination of enrolment for any reason whatsoever will be solely at the discretion of the Principal and Business Manager.
- That, whilst enrolled at the school, the student will behave in a manner that does not bring dishonour to the name of Christ, or bring disgrace upon themselves, their family or the school; that the student undertakes not to use alcohol, tobacco or other harmful substances; that the student refrains from communicating in a public forum in a manner which brings the school into disrepute; in short, the student's conduct must uphold the good name of the school.
- That the student will obey the rules of the school and conditions of enrolment, as applicable.
- That the school may suspend, or, indefinitely suspend enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school rules.
- I acknowledge that Bethel Christian School may from time to time collect personal information about parents and students which may be necessary for the school's function or activities and authorise the school to use and disclose information in such a manner as the principal may deem appropriate for the purposes of the student's education, health, care welfare or development.

Rebates

The school offers comprehensive rebates on school fees for parents with genuine needs. Rebates are not given automatically, but, are subject to a new application by parents, each year. All rebate applications must be accompanied by evidentiary documentation, as requested. Rebate applications are treated confidentially, with the Business Manager being responsible for their processing and approval.

Termination of Enrolment

The documentation required for termination of enrolment:

1. A full term's notice of withdrawal is required in writing from parents/guardians who enrolled the child. This advice must furnish the date of termination of enrolment, the reason for the withdrawal, and the name of the school where the student will be attending after leaving Bethel Christian School.

2. In warranted circumstances, where both legally custodial parents/guardians are not together in the same family unit with the child, yet have conjointly enrolled the child, a *School Leaver's Form* may be required to be signed by both parents. This is to obviate the possibility of a parent withdrawing a child without the knowledge and consent of the other parents.
3. Students graduating from Bethel Christian School at Year 10 and Year 11 must provide the school with a statement in writing outlining their future educational or occupational plans i.e. school/TAFE in which enrolled or, place of employment or apprenticeship/traineeship.

Role of the School Board in Enrolment of Students

The School Board is the final avenue of appeal in matters relating to enrolment.