



**WAVERLEY
Christian College**



Admissions Policy

1.0 Purpose

Waverley Christian College exists as a Christ-centred school community to provide Christian education to a generation of young people that will encourage them to progress as confident, responsive, interdependent and inspired learners that will enable them to impact the community, our nation and the world for the Lord Jesus Christ.

We exist to support Christian families in the education and training of their children. Our curriculum is taught from a biblical perspective based on Christian values which provide the foundation for all aspects of our education program. The College is guided by the Statement of Faith of the CityLife Church and we acknowledge an ongoing relationship with the CityLife Church.

Families seeking to enrol their children in the College should do so with an understanding of the religious character of the College and an awareness that this is outworked in every aspect of the life of the College. The Statement of Religious Educational Philosophy, and the Code of Conduct describe the beliefs, values, and behaviors that guide the policies and practices of the College.

Waverley Christian College is committed to an Admissions Policy that is consistent with our vision, values and Christian ethos, and all applicable State and Commonwealth Laws, including anti-discrimination, equal opportunity, child safe, privacy and immunisation legislation.

2.0 Scope

This policy applies to all students and parents/guardians of the College.

3.0 Introduction

It is the intention of the College to work with Christian families by supporting them and reinforcing Biblical values and standards of conduct. The College aims to see students engaged in meaningful learning experiences that will enrich their lives and help them to know God and understand their place in the world. It is our desire to see each student discovering and developing their gifts and abilities, using these to bring honour to God and benefit to society in sacrificial service for others.

Accordingly, only those students who will enhance the fulfilment of the College's mission will be admitted to the College. The College will admit students of any race, gender, national or ethnic origin and will not refuse admission purely on the basis of financial hardship.

The College enters into a partnership with parents of our students and we believe we have a shared responsibility with parents to educate students in accordance with Christian values and beliefs. As such, it is the policy of the College to enrol only children from Christian homes who are themselves Christians; where the student and at least one parent is involved in regular fellowship in a local church; who accept the Bible as God's Word and who are willing to submit to its principles as final authority.

In practice, this will usually mean that each parent/carer and student that attends church will be committed to regular and active, in-person attendance, and involvement in a local church and will honestly endeavour to set a positive example with their actions, behaviour and speech as a worship response to God's grace in our lives and consistent with His expectations of Christian community. We recognise the "fallenness" of humanity and the resultant broken relationships that can occur because of our sinful nature and we encourage an openness to transformation in our lives by the Holy Spirit (through His grace) that restores ourselves to Him and to each other. The College expects all parents and students to support the College's Statement of Faith and affirm the College's values and beliefs within their household.

4.0 Policy Statement

Families seeking admission to the College should review information on the College's website, including the College Prospectus, Enrolment Agreement, Terms and Conditions of Enrolment, Parent Code of Conduct, Privacy Notice and Fee Schedules.

To start primary school your child will need to turn five years old by 30 April in the year that they start school. Children must turn four years of age by 30 April in the year they will attend kindergarten unless they are eligible for Early Start Kindergarten.

Kindergarten

The following children are eligible for attendance in the funded kindergarten program:

- children who turn four years of age by 30 April in the year they will attend kindergarten
- children who were eligible to attend in the previous year, but deferred
- children who have been granted approval to receive funding for a second year of kindergarten in accordance with the Victorian Kindergarten policy, procedures and funding criteria
- children who are Aboriginal and/or Torres Strait Islander, or known to Child Protection may be eligible for the Early Start Kindergarten program, where they can access two years of a funded Kindergarten program.

The Kindergarten program at the College is for students who will be continuing on to Prep at the College. We do not offer 'Kinder only' places.

When demand exceeds availability, the College will refer to the following criteria to determine the priority of access:

1. Children who are currently enrolled in kindergarten at Waverley Christian College and have received funding for a second year of kindergarten at this service
2. Children deemed eligible for one of the five 'Priority Access' places held aside each year. Families have priority access to these places by fulfilling one or more of the following criteria:
 - i. being identified as 'at risk of harm or abuse' by, or being known to Child Services
 - ii. identifying as being of Aboriginal or Torres Strait Islander descent
 - iii. being an asylum seeker or refugee
 - iv. being eligible for the Kindergarten Fee Subsidy (child or parent holds a Commonwealth Health Care Card, a Pensioner Concession Card, a Veteran's Affairs Card, or the child is registered as a multiple birth)
 - v. identified as a child with additional needs (child is declared eligible for a second year of kinder, holds a Child Disability Health Care Card, or has been approved for a Kindergarten Inclusion Support (KIS) package)
3. Siblings of students currently attending the College ("Current Family Priority")

4. Siblings of students who will commence at the College in the following year (“Current Family Next Year Priority”)
5. Children whose parents (a) are full-time or part-time employees of the College and (b) have parental responsibility for that child (“Staff Priority”)
6. Students who previously attended the campus for a period of at least two years, or whose sibling attended the campus for a period of at least two years (“Returning Student Priority” or “Returning Family Priority”)
7. Children whose parents (a) are past students of the College and (b) have parental responsibility for the child (“Alumni Priority”)

Children can only be funded for a kindergarten place at one service at any one time and only for one year (unless the child is assessed as being eligible for a second funded year by the child’s kindergarten teacher). The enrolment of a child who has not been granted approval to receive a second year of funding for a second year of kindergarten is at the discretion of the College. Additional fees are payable.

Fees collected or funds raised by the College may be used to support the operations of the kindergarten.

Enrolments in kindergarten are only confirmed upon receipt of an Immunisation History Statement from the Australian Immunisation Register evidencing up to date immunisations within two months prior to the child commencing in kindergarten.

Reasonable Educational Adjustments

The College will consider enrolment applications in accordance with equal opportunity legislation, including in circumstances where a child seeking enrolment has a disability.

A disability may include:

- total or partial loss of the child’s bodily or mental functions;
- total or partial loss of a part of the child’s body;
- the presence in the child’s body of organisms cause or capable of causing, disease or illness;
- the malfunction, malformation or disfigurement of a part of the child’s body;
- a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment.

Where relevant, the parents will be asked to provide information as to the disability of their child for the purpose of ascertaining whether the disability would affect the child’s ability to participate in or benefit from the program at the College. This may include medical reports and assessments.

The College will consider what, if any, adjustments are necessary to support the child to enrol in or participate at the College, and whether such adjustments are reasonable in the circumstances.

Prior to making a final decision as to the enrolment of the child, the College will consult with the parents regarding its assessment of the child’s ability to actively participate at the College in a manner that provides the child with substantial benefit and does not give rise to unreasonable adjustments by the College.

Where the College has made sufficient enquires and formed the view that the adjustments required

to support the child's enrolment and participation at the College are unreasonable or would cause unjustified hardship on the College, or where the child could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the College's program, even after adjustments were made, the College may decline to offer a place.

Admission Application Process

Applications for enrolment should be completed and submitted to the College with the required documentation as requested, together with the non-refundable \$100 Application Fee for local students (\$300 for Overseas students). Please ensure your application meets all requirements. The Application Fee is non-refundable for incomplete submissions.

There are two types of Applications:

- **Local Student Application** for Australian citizens; Permanent residents; or persons with appropriate resident status; and
- **Overseas Student Application** for a person who holds, or is included in a visa that permits the visa holder to travel to Australia for the purpose of undertaking a course provided by an educational establishment, or a bridging visa attached to a substantive visa with those provisions. Overseas Student visa subclasses include 500, 570, 571, 572, 573, 574, and 575.

The Application for Enrolment must be signed by both biological parents of the prospective student. If otherwise, copies of supporting documentation should be provided, for example, court order/s, documentation evidencing legal guardianship, etc.

The College only accepts complete applications, which include the relevant signatures and all supporting documentation requested and the relevant Application Fee. Applications can be submitted to both campuses, however, transfers are not permitted. Once a place is accepted at one campus, the application to the other campus will be automatically cancelled.

Overseas Students

Overseas students are required to demonstrate a satisfactory level of English language proficiency prior to enrolment and must live with a parent or blood relative for the entire duration of their enrolment at the College. Please refer to the Overseas Student Information Booklet for further information.

Waiting list

Due to the substantial demand for places, a waiting list is maintained when places are not immediately available. Applications are recorded on the waiting list according to the date that the application is received by the College. The child will automatically continue on to the waiting list for the next year and each subsequent year until a place arises, unless the College is advised that a place is no longer required. Where a family decides not to proceed, that application will be cancelled, and any subsequent application will be considered with a new application date. The College reserves the right to refuse an application or remove an application from the waiting list where it is inconsistent with the College's ethos, faith or values.

Priority Placement

Priority placement is given to the following:

- Siblings of students currently attending the College ("Current Family Priority")
- Siblings of students who will commence at the College in the following year ("Current Family

Next Year Priority”)

- Children whose parents (a) are full-time or part-time employees of the College and (b) have parental responsibility for that child (“Staff Priority”)
- Students who previously attended the campus for a period of at least two years, or whose sibling attended the campus for a period of at least two years (“Returning Student Priority” or “Returning Family Priority”)
- Children whose parents (a) are past students of the College and (b) have parental responsibility for the child (“Alumni Priority”)

Places offered as a result of the above priorities may be withdrawn by the College in the following circumstances:

- Where a sibling’s place was offered as a result of “Current Family Priority”, and that current student does not continue at the College in the year of the sibling’s entry
- Where a sibling’s place was offered as a result of “Current Family Next Year Priority”, and the student with the confirmed place does not commence at the College in that year
- Where the child’s place was offered as a result of “Staff Priority” and the parent is no longer a staff member in the year of the child’s entry

Interviews

Interviews will be offered in the order of priority on the waiting list. Interviews will be conducted by the Head of School or their representative. The interview process seeks to ensure prospective families and students are in harmony with the principles and vision of the College as a Christian school. The interview also provides the opportunity for an explanation of College policies. Families may be required to provide updated documentation prior to interview, for example a pastoral reference letter from the church that the family is currently attending, most recent school reports, medical reports, etc. During the interview process, the prospective families may be asked about their personal Christian faith journey to ascertain their alignment with the College’s values, vision and ethos. Prospective families may also be asked about any special needs to support the child and any further information it deems necessary.

Both parents are required to attend the enrolment interview, along with the prospective student. Where a sibling of the prospective student is already attending the College, an enrolment interview is typically only required where the prospective student is seeking admission in the Secondary school, or where advised by the College. Only one parent may be required to attend with the prospective student.

Outcome of Enrolment

All offers of enrolment are made at the absolute discretion of the College. Enrolment decisions are based on a range of information and factors, and determined on a case-by-case basis having regard to the family’s alignment with the College’s vision, values and Christian ethos. The College may obtain further information regarding the child, for example by conducting reference checks with the child’s previous/current school or church, in order to determine whether to make an offer of enrolment.

Parents will be notified of the outcome of the enrolment interview in writing. In order to accept the child’s place at the College, a signed Enrolment Agreement together with a non-refundable Acceptance of Enrolment fee and an Enrolment Bond (where applicable) must be received by the due date advised on the letter.

By law, an Immunisation History Statement from the Australian Immunisation Register must be provided to enrol in primary school.

All newly enrolled students are admitted on probation for their first semester. Their progress will be reviewed before their second semester with respect to the student meeting the expected culture, ethos and values of our faith community. Enrolments are subject to the Terms and Conditions of Enrolment.

The College reserves the right to refuse an application, withdraw an offer of enrolment or withdraw an application from the waiting list where there are reasonable grounds for doing so.

Continuing Enrolment Advice

Each year, parents are required to indicate their willingness or otherwise, to continue their children's education at the College, as well as complete church attendance information. This procedure assists in maintaining the spiritual focus of the school community, and in the management of Year Level waiting lists. It is the College's expectation that families maintain regular and ongoing church attendance as an expression of their Christian faith. In practice, this will mean that each parent/carer and student will be committed to regular and active, in-person, attendance and involvement in a local church.

5.0 Relevant Policies Procedures

- Enrolment Agreement and Terms & Conditions of Enrolment
- Enrolment Collection Notice
- Kindergarten: Enrolment and Orientation Policy
- Fees and Levies
- Prospectus
- Behaviour Management Policy
- Child Safety Policy
- Parent and Student Information Handbook
- Parent Code of Conduct
- Privacy Policy
- Overseas Student Information Booklet
- Student Code of Conduct
- Student Bullying and Harassment Policy
- Student Wellbeing Policy

6.0 Relevant External Resources

The College will collect, use and disclose 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 completion of the enrolment process and if successful, the purpose of administering and maintaining a continuing enrolment.

Please refer to the Privacy Policy on our website for more information.

Democratic Principals

The programs of, and teaching in Waverley Christian College support and promote the principles and practice of Australian democracy, including a commitment to:

- Elected government
- The rule of law
- Equal rights for all before the law
- Freedom of religion
- Freedom of speech and association
- The values of openness and tolerance

Waverley Christian College is committed to the principles of a liberal democracy.

- We believe in an accountable, democratically elected government.
- We respect and observe the rule of law and believe that no person is above the law.
- We believe in equal rights for all before the law, regardless of race, ethnicity, religion, sexuality, gender or other attributes.
- We believe not only in the freedom of religion, but also the need to practice tolerance and understanding of others' beliefs.
- We believe in the value of freedom of speech and freedom of association, but also acknowledge that we have the responsibility not to abuse this freedom.
- We believe in the values of openness and tolerance, and value and respect all members of the College community regardless of background.

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Release Information

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Policy Owner

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Approval

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