



# **Enrolment Policy**

## Policy Document Information

<b>Policy Name:</b>	Enrolment Policy
<b>Author/Supervisor:</b>	Ian Shaw
<b>Compliance</b>	
Board of Studies	Registered and Accredited Individual Non-government Schools (NSW) Manual May 2012 (incorporating changes from 2004 to 2012)
Department of Education, Employment and Workplace Relations	Commonwealth Schools Assistance Act 2008
Legislative requirements	NSW Education Act 1990
<b>Other Policy/Procedures Relationships</b>	
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# Enrolment Policy

## 1. GENERAL:

- 1.1. Kuyper Christian School is open to all children whose parents are seeking to give them an education which is consistent with the basis and aims of the school, provided the school has the resources to meet the child's particular needs, and subject to the availability of places.
- 1.2. Rules of eligibility shall be determined by the Board of Directors from time to time.
- 1.3. Priority of enrolment is on the basis of commitment to the basis and aims of the school, existing attendance of siblings, and date of application.
- 1.4. Initial priority will be determined on the basis of answers to questions on the enrolment application and a letter of reference from the pastor of the church currently attended. This will be later confirmed through an interview with the parents.
- 1.5. Order of priority for enrolments in Prep and Kindergarten is as follows:
  - 1.5.1. Sibling of current family;
  - 1.5.2. Child of a member of the School Association of at least 12 months standing;
  - 1.5.3. First child in a Christian family OR a child from Christian family who have applied to transfer all children into Kuyper;
  - 1.5.4. Prep or Kindergarten child in a Christian family with all children waiting for places at Kuyper;
  - 1.5.5. Christian family where some children attend another school;
  - 1.5.6. Non-Christian family, supportive of the ethos of the school
- 1.6. Order of priority for enrolments in Years 1 – 12 is as follows:
  - 1.6.1. Sibling of current family;
  - 1.6.2. Child of a member of the School Association of at least 12 months standing;
  - 1.6.3. Family transferring from another Christian school;
  - 1.6.4. Christian family who have applied to enroll all children at Kuyper;
  - 1.6.5. Christian family where some children attend another school;
  - 1.6.6. Non-Christian family, supportive of ethos of the school.
- 1.7. Within each category, priority will be on the basis of time order of application.
- 1.8. A Christian family is defined as one which regularly attends and is involved in a local church.
- 1.9. The aim of the school is that no more than  $\frac{2}{3}$  of any Grade shall be made up of any one gender.
- 1.10. The number of children to be accepted into any Class is a maximum of 30. Any increase will be at the Board's discretion and temporary.
- 1.11. Normally children will be accepted into Kindergarten only if they have turned five before the 31<sup>st</sup> April that year. However, in exceptional circumstances, after careful testing, the Principal may admit younger children if they are considered socially, physically and intellectually mature enough to benefit from full time schooling.
- 1.12. Application for enrolment must be made on the appropriate form and accompanied by copies of the last two academic reports and most recent Naplan Results for the child/ren.
- 1.13. Interviews are generally conducted by the Principal, the appropriate co-ordinator and a Board Member. When these are not available, the Principal will nominate interviewers. Before offering a place to a student, the parents and student(s) will be asked to attend an enrolment interview to determine or confirm:
  - 1.13.1. Their commitment to or support for the Christian ethos of the school;
  - 1.13.2. Their support for the policies and practices of the school;
  - 1.13.3. Any special educational or other needs of the student and how these will be met.
- 1.14. If it is clear that the parents do not support the ethos and/or policies of the school the school will not offer a place.

- 1.15. If the readiness testing for Kindergarten indicates that a child does not meet the school's readiness criteria the school will consult with the parents and determine whether to offer a place in the following Year. If a child is not offered a place for that year a place will be offered for the following year provided the family meets other enrolment criteria.
- 1.16. Whenever the documentation from the parents or the school's testing indicates that a student has special needs these are to be discussed with the parents to determine whether the school is able to meet the student's needs. Where the school could not provide the resources needed to meet the needs of the student without causing unjustifiable hardship the school will not offer a place.
- 1.17. The final decision about any offer of a place rests with the interviewing committee.

## Appendix 1: Enrolment Application Form

### **ENROLMENT APPLICATION FORM**

This application form will cover the parent(s) and/or guardian(s) and the first child.  
For any additional children please complete the extra forms enclosed.

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#### **Please return this form together with:**

- A copy of the birth certificate for each child
- Copies of each child's latest 2 school reports and Basic Skills Test results or equivalent (e.g. Naplan)

## **ENROLMENT APPLICATION FORM**

### **Details of children in the family:**

#### **Child 1**

Given names: .....

Last name: .....

Gender:     Male     Female                      **Date of birth:** .....

Country of birth: .....

Nationality: .....

Child's position in family: *(please circle as appropriate)*      1    2    3    4    5    6

Languages spoken at home: .....

Religious denomination: .....

Which church does your child regularly attend (if any): .....

Is the child of Aboriginal or Torres Strait Islander origin

No                                       Yes Aboriginal                                       Yes Torres Strait Islander

Present school: .....                      **Present class:** .....

**Anticipated class on entry to Kuyper:** *(please tick as appropriate)*

Prep             Kindergarten     Year 1     Year 2     Year 3     Year 4     Year 5     Year 6  
 Year 7     Year 8     Year 9     Year 10     Year 11     Year 12

**Anticipated calendar year of entry to Kuyper:** *(please tick as appropriate)*

2016     2017     2018     2019     2020     2021     2022

Is there any further information about your child's needs or aptitudes which we should know? *(e.g. sporting interests, creative talents, learning difficulties, academic strengths, physical/medical needs, special interests)*  
Please attach any information that will assist us.

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.....  
.....

### **PREP CLASS applications only:**

**Number of days per week requested:**     1 Day (Tues or Wed)     2 days (Tues, Wed)

**Is your child toilet trained?**     Yes     No

**Do you expect your child to attend Kindergarten at Kuyper Christian School?**     Yes     No

**STUDENT PERSONAL INFORMATION**

1. Accidents: Private Doctor  or to a Hospital

(In the event of an accident & parents are unable to be contacted please indicate either Doctor or Hospital to whom you wish your child to be taken)

2. Medicare Number: ..... Expiry date: ..... Position on Card: .....

3. Family Doctor: ..... Phone no: .....

4. Ambulance: No  Yes

(Please tick the appropriate to indicate whether you are covered for ambulance services should they be required)

5. Emergency Contact name: ..... Phone No: .....

(please complete carefully: this person will be contacted in an emergency if we are unable to contact you.)

Is child's immunisation current No  Yes

**Please provide copy of Immunisation Certificate.**

**SPECIAL NEEDS**

Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. **If yes please provide a copy of any specialist assessments/reports.**

Physical Needs No  Yes  If yes please specify

.....  
.....

Medical Needs No  Yes  If yes please specify

.....  
.....

Educational Needs No  Yes  If yes please specify

.....  
.....

Behavioural Needs No  Yes  If yes please specify

.....  
.....

Any Other Needs No  Yes  If yes please specify

.....  
.....

**Additional information**

Please provide details of other health issues, educational difficulties, family circumstances (eg. adoption, remarriage), psychological issues the school should know about. Please give details and attach relevant reports and documents.

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**Details of children in the family:**

**Child No .....**

**Given names:** .....

**Last name:** .....

**Gender:**      Male      Female                      **Date of birth:** .....

**Country of birth:** .....

**Nationality:** .....

**Child's position in family:** *(please circle as appropriate)*     1     2     3     4     5     6

**Languages spoken at home:** .....

**Religious denomination:** .....

**Which church does your child regularly attend (if any):** .....

**Present school:** .....     **Present class:** .....

**Is the child of Aboriginal or Torres Strait Islander origin**

No                                       Yes Aboriginal                                       Yes Torres Strait Islander

**Anticipated class on entry to Kuyper:** *(please tick as appropriate)*

Prep      Kindergarten      Year 1      Year 2      Year 3      Year 4      Year 5      Year 6  
 Year 7      Year 8      Year 9      Year 10      Year 11      Year 12

**Anticipated calendar year of entry to Kuyper:** *(please tick as appropriate)*

2016      2017      2018      2019      2020      2021      2022

Is there any further information about your child's needs or aptitudes which we should know? *(e.g. sporting interests, creative talents, learning difficulties, academic strengths, physical/medical needs, special interests)*  
Please attach any information that will assist us.

.....  
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.....

**PREP CLASS applications only:**

**Number of days per week requested:**      2 Days (Tues, Wed)

**Is your child toilet trained?**      Yes      No

**Do you expect your child to attend Kindergarten at Kuyper Christian School?**      Yes      No



**STUDENT PERSONAL INFORMATION**

1. Accidents: Private Doctor or to a Hospital

(In the event of an accident & parents are unable to be contacted please indicate either Doctor or Hospital to whom you wish your child to be taken)

5. Medicare Number: ..... Expiry date: ..... Position on Card: .....

6. Family Doctor: ..... Phone no: .....

7. Ambulance: No  Yes

(Please tick the appropriate to indicate whether you are covered for ambulance services should they be required)

5. Emergency Contact name: ..... Phone No: .....

(please complete carefully: this person will be contacted in an emergency if we are unable to contact you.)

Is child's immunisation current No  Yes

**Please provide copy of Immunisation Certificate.**

**SPECIAL NEEDS**

Please advise whether the child has any special needs. Please indicate Yes or No for each of the following. **If yes please provide a copy of any specialist assessments/reports.**

Physical Needs No  Yes  If yes please specify

.....  
.....

Medical Needs No  Yes  If yes please specify

.....  
.....

Educational Needs No  Yes  If yes please specify

.....  
.....

Behavioural Needs No  Yes  If yes please specify

.....  
.....

Any Other Needs No Yes If yes please specify

.....  
.....

**Additional information**

Please provide details of other health issues, educational difficulties, family circumstances (eg. adoption, remarriage), psychological issues the school should know about. Please give details and attach relevant reports and documents.

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.....

**Father/guardian details:**

**Title:** (please circle as appropriate) Mr Dr Rev Pastor Prof Other: .....

**First Name:** .....

**Last Name:** .....

**Address:** .....

..... Postcode:.....

**Phone:** (home)..... (work).....

(mobile).....

**Email:** .....

**Occupation:** .....

**Does the child reside with the Father?**  Yes  No

**Country of birth:** ..... **Nationality:**.....

**Languages spoken by Father home:** .....

**Religious denomination:** .....

**Which church do you regularly attend (if any):** .....

**Is the father of Aboriginal or Torres Strait Islander Origin?**

No  Yes Aboriginal  Yes Torres Strait Islander

**What is the highest year of primary or secondary school the parents/guardians have completed?**  
(For persons who have never attended school, mark "Year 9 or equivalent")

- Year 12 or equivalent
- Year 11 or equivalent
- Year 10 or equivalent
- Year 9 or equivalent or below

**What is the level of the highest qualification the parents / guardians have completed?**

- Bachelor degree or above
- Advanced diploma /Diploma
- Certificate 1 to 1V (inc. trade cert)
- No non-school qualification

**What is the occupation group of the father / guardian**

Please select the appropriate parental occupation group from the list on the following page

- \* If the person is not currently in paid work but has had a job in the last 12 months, please use the person's last occupation.
- \* If the person has not been in paid work in the last 12 months, enter '8' in the box.

**Mother/guardian details:**

**Title:** (please circle as appropriate) Miss Ms Mrs Dr Rev Pastor Prof Other: .....

**First Name:** .....

**Last Name:** .....

**Address:** .....

.....

**Phone:** (home)..... (work).....

(mobile) .....

**Email:** .....

**Occupation:** .....

**Does the child reside with Mother ?**  Yes  No

**Country of birth:** ..... **Nationality:**.....

**Languages spoken by Mother/Guardian 2 at home:** .....

**Religious denomination:** .....

**Which church do you regularly attend (if any):** .....

**Is the mother of Aboriginal or Torres Strait Islander Origin?**

No  Yes Aboriginal  Yes Torres Strait Islander

**What is the highest year of primary or secondary school the parents/guardians have completed ?**  
(For persons who have never attended school, mark "Year 9 or equivalent")

Year 12 or equivalent

Year 11 or equivalent

Year 10 or equivalent

Year 9 or equivalent or below

**What is the level of the highest qualification the parents / guardians have completed?**

Bachelor degree or above

Advanced diploma /Diploma

Certificate 1 to 1V (inc. trade cert)

No non-school qualification

**What is the occupation group of the mother / guardian**

Please select the appropriate parental occupation group from the list on the following page

\* If the person is not currently in paid work but has had a job in the last 12 months, please use the person's last occupation.

\* If the person has not been in paid work in the last 12 months, enter '8' in the box.

### **GROUP 1**

#### **Senior management in large business organisation, government administration and defence and qualified professionals**

- **Senior executive/manager/department head** in industry, commerce, media or other large organisation
- **Public service manager** (section head or above), regional director, health/education/police/fire services, administrator
- **Other administrator** (school Principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence Forces** Commissioned officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems, identify, treat and advise on problems and teach others.

**Health, education law, social welfare, engineering, science computing professional**

**Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)

**Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

### **GROUP 2**

#### **Other business managers, arts/media/sports persons and associate professionals**

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production, personnel/ industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/ media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals

**Health, education law, social welfare, engineering, science computing technician/associate professional**

**Business administration**, (recruitment/employment/industrial relations/ training officer, marketing/advertising)

### **GROUP 3**

#### **Tradesmen/women, clerks and skilled office, sales and service staff**

- **Tradesmen/women** generally have completed a 4 year Trade Certificate, usually by apprenticeship. All tradesmen / women are included in this group.
- **Clerks** (bookkeeper bank/PO clerk, statistical/actuarial clerk, accounting/claims/ audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff**

**Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)

**Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher) **Service** (aged/disabled/refugee/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

### **GROUP 4**

#### **Machine operators, hospitality staff, assistants, labourers and related workers**

- **Drivers, mobile plant, productions/processing machinery and other machinery operators**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, house-keeper)
- **Office assistants, sales assistants and other assistants**

**Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)

**Sales** (sales assistant, motor vehicle/caravan/ parts salesperson, check out operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker) **Assistant/aide** (trades' assistant, school / teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum / gallery attendant, usher, home helper salon assistant, animal attendant.)

- **Labourers and related workers**

**Defence Forces** ranks below senior NCO not included above

**Agriculture, horticulture, forestry, fishing, mining worker**

(farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)

- **Other worker**

(labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, care park attendant,

**Details of Other Person(s) possessing 'parental' or 'quasi-parental' responsibilities and rights as regards the child and residing at the same address as the child**

**Other Person 1**

Title: *(please circle as appropriate)* Miss Ms Mrs Dr Rev Pastor Prof Other: .....

First Name: .....

Last Name: .....

Address: .....

.....

Phone: (home) ..... (work) .....

(mobile).....

Email: .....

Occupation: .....

**Other Person 2**

Title: *(please circle as appropriate)* Miss Ms Mrs Dr Rev Pastor Prof Other: .....

First Name: .....

Last Name: .....

Address: .....

.....

Phone: (home) ..... (work) .....

(mobile).....

Email: .....

Occupation: .....

**Details of Other Parenting/Child Welfare Arrangements?**

Please provide details of any orders, agreements or documents in force in relation to the custody, schooling and safety of the child or which may affect the enrolment and education of the child (e.g. court orders, parenting agreements or arrangements, guardianship orders in relation to the child or apprehended violence orders (Please attach copies)

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If no formal document or order is in place but special arrangements have been made regarding the custody, access, schooling and safety of the child or which may affect the enrolment and education of the child please provide details

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**Directions for Correspondence**

(The following information is needed to ensure that correspondence is forwarded to the appropriate person(s))

Please forward the child's school reports to:  Father and Mother Jointly  Father Only

Mother only  Other (please provide details) \_\_\_\_\_

Please forward the child's school accounts to:  Father and Mother Jointly  Father Only

Mother only  Other (please provide details) \_\_\_\_\_

How will you be paying your child's school fees?  In full  By Term  Monthly  Fortnightly

**How did you hear about Kuyper Christian School?** .....

.....  
 .....  
 .....  
 .....

**List briefly your reasons for considering Kuyper Christian School for your child/ren's education:**

.....  
 .....  
 .....  
 .....

**Siblings in Family**

Name	DOB	Current School Attending
.....	.....	.....
.....	.....	.....
.....	.....	.....
.....	.....	.....

Office use only:

Interview Date: ..... Enrolment Application accepted: .....

Interviewed by: .....

Family informed by phone: ..... Correspondence sent: .....

Enrolment deposit paid: .....

Computer entry ..... / ..... / ..... School Entry: ..... / ..... / .....