

BHCS Enrolment Policy

1. RATIONALE

- 1.1 The School endeavours to deliver experiences that take students on a learning adventure.
- 1.2 The School welcomes 'Expressions of Interest' for prospective students whose families are supportive of the aims and methods of the School, and whose educational and vocational aspirations are consistent with the existing programmes of the School.

2. GENERAL

- 2.1 Applicants are expected to support the School's Christian ethos, culture and the policies of the School.
- 2.2 Following completion of an Expression of Interest for Enrolment, the School will exercise its discretion in determining whether to make an offer of enrolment, and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:
 - (a) the physical number of students currently enrolled;
 - (b) the resources available to cater for the educational needs of students; and
 - (c) the willingness of the Student and the Student's family (where applicable) to comply with the School's policies and procedures.
- 2.3 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
 - (a) relevant information is withheld or information provided is found to be inaccurate; or
 - (b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the School. In these circumstances, appropriate consultation will take place with the Student and family involved; or

(c) the Applicants fail to accept the offer within the time, or on the terms, stipulated.

2.4 In order to be enrolled as a domestic Australian student, the Student must qualify to be enrolled as a domestic Australian student.

2.5 The School uses a proportion of funds raised by the School to support the collaboration of the Early Learning Centre.

3. PRIORITY ORDER OF ENROLMENT

3.1 All Applicants must submit a fully completed and signed Expression of Interest for Enrolment. Expressions of Interest for Enrolment will only be recorded on the application list if the Applicant has correctly submitted to the School, the Expression of Interest for Enrolment together with any other required supporting documentation and the relevant fees have been paid.

3.2 Once a student has commenced at the School, their enrolment is continuous through to Year 12 unless the Student is formally withdrawn or their enrolment is terminated by the School. At intervals, the School may request a confirmation of a student's ongoing enrolment throughout this duration.

3.3 At the discretion of the School, some applications may be given preference on the application list on the basis of criteria such as:

(a) The age of the applicants and their starting year level; and

(b) Applicants who have members of their immediate family currently attending the School; or

(c) Applicants who are current permanent employees of the School seeking to enrol their child; or

(d) Families whose values and beliefs align with the Christian ethos of the School; and

(e) Academic balance of classes; and

(f) Gender balance of classes.

3.4 A Student who has previously concluded their enrolment at the School because of dissatisfaction on the part of the Student, parents or the School, would not normally be considered for re-enrolment.

3.5 The School reserves the right to refuse an application or remove an application from the application list if there are reasonable grounds for doing so.

4. ENROLMENT PROCEDURE

- 4.1 Enquiries and visits are always welcome and can be arranged by contacting the School. The School encourages any interested Applicants to attend an Open Day or book a School Tour to familiarise themselves with the School.
- 4.2 Expressions of Interest for Enrolment are considered at any time, but are preferred before the advertised due date provided on the website of the School. Outside this timeframe, offers are made based on availability.
- 4.3 Submitting an Expression of Interest for Enrolment does not guarantee an interview or an offer.
- 4.4 The enrolment procedure is as follows:
 - (a) Complete an Expression of Interest for Enrolment and return this to the School, either in hard copy, in digital format (PDF) via email or online as prescribed, with:
 - (i) the Application Fee; and
 - (ii) any accompanying documents as specified in the Expression of Interest for Enrolment Form including a certified copy of a birth certificate, as applicable.
 - (b) Expressions of Interest for Enrolment are received and recorded on the application list according to the date of lodgement.
 - (c) Upon receipt of an Expression of Interest for Enrolment, the Student's name is registered on the application list for the year and the year level nominated.
- 4.5 During the process of preparing offers:
 - (a) An interview with the Principal (or their nominee) is arranged to establish that the expectations and commitments of the Applicant are consistent with the vision, values, goals, policies and resources of the School.
 - (b) Any special needs are noted and discussed with parents/guardians at the interview. The Applicant may be required to provide additional information before the process can continue.
 - (c) A formal offer of a place in the School may be made, once all required information has been provided.

- 4.6 The place in the School is not confirmed until all the applicable forms and fees requested by the School have been received. Failure to accept or respond to the offer within the specified time-frame may result in the offer being withdrawn.
- 4.7 To assist the Principal in making a determination regarding enrolment, the School may request:
- (a) a reference on the Applicant's or Student's general character and maturity and/or other matters that would be relevant to consideration of the application; and
 - (b) evidence to show that the prospective Student and the family would be supportive of the mission of the School and its expectations for its students and parents, and will be capable of paying fees.

5. REASONABLE ADJUSTMENTS

- 5.1 Where information obtained by the School indicates that a Student has a Disability, the Principal (or their nominee) will consult with the Student, and their family or carers, to determine whether the Disability would affect the Student's ability to participate in or derive substantial benefit from the educational program at the School. Following the consultation, the School will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.
- 5.2 The School will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
- (a) the nature of the Student's Disability;
 - (b) the information provided by, or on behalf of, the Student about how the Disability affects the Student's ability to participate;
 - (c) views of the Student, or an associate of the Student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
 - (d) information provided by, or on behalf of, the Student about their preferred adjustments;
 - (e) the impact of the proposed adjustment on the Student, including the Student's ability to participate in courses or programmes and achieve learning outcomes and independence;
 - (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other Students; and
 - (g) the costs and benefits of making the adjustment.

- 5.3 The Principal may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the Student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 5.4 If reasonable adjustments are necessary to enable a Student to enrol in or participate at the School, the School will make those adjustments to the extent that they do not result in unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the School, the Principal will take into account the relevant circumstances of the case including the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the School community, the Student and the family of the Student). Considerations may include (without limitation):
- (a) costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other Students and teachers; and
 - (b) benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other Students and teachers; and
 - (c) the effect of the Disability of the Student; and
 - (d) the School's financial circumstances and the estimated amount of expenditure required to be made by the School community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
 - (e) the impact of the adjustments on the School's capacity to provide education of high quality to all Students while remaining financially viable; and
 - (f) the availability of financial and other assistance to the School (such as financial incentives, subsidies or grants available to the School as a result of the Student's participation); and
 - (g) the nature of the Student's Disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 5.5 The Principal will discuss with the Student and their family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the School.
- 5.6 If the Principal is satisfied that it has sufficiently consulted the Student and their parents (as appropriate),

5.7 and adjustments required are not reasonable, or would cause unjustifiable hardship, the School may decide to decline to offer the Student a position or may defer the offer.

6. PRIVACY

6.1 The School collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to enable the completion of the enrolment process and to report to the relevant educational authorities, during the course of enrolment in order to provide for the best interests of students. Please refer to the [Privacy Policy](#) for more information.

7. DEFINITIONS

7.1 “**Applicant**” means the person/s completing this Expression of Interest for Enrolment.

7.2 “**Application Fee**” means the fee required to lodge an application form, as specified on the School’s website from time to time.

7.3 “**Disability**”, in relation to a student, means:

- (a) total or partial loss of the student’s bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

- 7.4 “**Expressions of Interest for Enrolment**” means the application for enrolment at the School.
- 7.5 “**Student**” means the student named in the Expression of Interest for Enrolment.
- 7.6 “**The Principal**” means the Principal of the School, or the Principal’s authorised representative.
- 7.7 “**The School**” means Belgrave Heights Christian School.
- 7.8 “**Student**” means the Student subject to the Expression of Interest for Enrolment.