



GLENVALE
CHRISTIAN SCHOOL

ENROLMENT GUIDELINES AND PROCESS

Enrolment Guidelines

At Glenvale we welcome and consider all enrolment applications without undue delay, with confidentiality and with open communication between the School and prospective families.

Applications will proceed to the interview stage, at the discretion of the Principal, only after all enrolment forms have been completed.

Consideration for the welfare of the whole School community, the School's Christian ethos and the capacity of the School to cater for the individual needs of an applying student are also taken into account throughout the process.

If there is a vacancy, offers of enrolment will be made in the following order, but always at the discretion of the Principal in conjunction with the Board or its representative(s), subject to individual assessment and subject to the date of application within each category:

- Members of the Association who have children attending the School.
- Members of the Association who do not have children attending the School.
- Parents who are committed to Parent Controlled Christian Education transferring from another Christian School and who are eligible for full membership of the Association. (Application is to be accompanied by a reference from the minister of their church).
- Parents, who are professing Christians, and sign the enrolment form to indicate that they accept and personally believe the statement of faith. (Application is to be accompanied by a reference from the minister of their church).
- Parents who fall out of the above four categories who have children attending the School.
- Parents not attending a church, who can endorse the School's Educational Creed and Mission Statement.

Additional categories for Kindergarten enrolments:

- Children seeking enrolment in the 3 day per week kindergarten QLD funded program and who are four (4) years old by the 30th June in the year they propose to attend kindergarten.
- Children outside the eligible-age and/or not attending the 3 day week program.

We require that all parents allow their child to engage in the full life of the School, including its promotion of Christian belief and character, with due consideration to the child's abilities and background. This includes spiritual, academic, physical, cultural, off-site and social events.

Enrolment Process

Families seeking enrolment should complete the following steps:

1. Parents complete the Enrolment Application Form and send it to the School along with copies of requested documents. Copies of requested documents may include School reports, birth certificate, legal papers regarding family status, immunization certificates, specialist reports and, as needed, proof of citizenship / permanent resident status / visa status. The School does not have an enrolment application fee.
2. If there is no available position, the child is placed on a waiting list. The School will contact parents promptly when a position arises.
3. If there is the possibility of a position being available, the Principal will meet with the parents and their children to establish whether or not the School can meet the children's educational and personal needs. The Principal also explores the family's background of Christian faith, their understanding of the School's governance and the possibility of their involvement in the life of the School.
4. At the Principal's discretion, the Learning Support Coordinator or year level teacher may also meet with the prospective student and explore School readiness (prospective Prep, Year One students), literacy / numeracy / academic ability, areas of giftedness, special needs and a variety of relevant issues.
5. The Principal has the authority to make a decision with regard to student enrolments. This decision is to be endorsed by both the Business Manager and a Board member. In the event that the Business Manager and/or the Board Member are not willing to endorse the student enrolment, the application for enrolment is referred to the next board meeting for review by the full Board. In order for the Board to meet its obligation of making a fair and just decision in each enrolment application that it needs to approve, the Board must have at its disposal all relevant information. This should include, at a minimum, the following:
 - The information provided on the enrolment application;
 - Priority category and current Christian family percentage in the class;
 - A description of the individual needs of the student and how these needs have been determined;
 - The outcome of discussions with parents and others currently involved in the management of the student;
 - Specific support requirements to meet the student's needs and the estimated cost of providing the required resources;
 - Potential sources of additional funding;
 - Characteristics of the class and potential impact on the School community; and
 - Other options that have been considered (such as repeats, etc).

In order to make a fair and just decision, the School will deal with conflicting issues in the following order of priority:

1. Child safety
2. Duty of care
3. Child protection & Discrimination legislations
5. Contract law and trade practices law
6. Family & Privacy laws

The School's decision is conveyed to parents in written form. This will generally be within a fortnight of the meeting with the Principal. This decision may be:

- The offer of a position from a stated date OR
- The declining of enrolment.

6. Parents are to inform the School in writing of their intention to accept or decline the offer of enrolment. The family enrolment deposit is payable when an offer of enrolment is accepted by the family. This may be in instalments, by arrangement with the Business Manager (This deposit is refundable – conditions apply).

Parents may appeal the decision to decline enrolment by lodging a written appeal with the Board. The Board's decision is final.