



Wycliffe

Christian School

Enrolment Policy

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Authorised By	Date
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## Version History

Version	Date	Notes
1.0	April 2016	New CEN Hub policy
1.1	June 2018	Amendments re: changes to Privacy laws; Major re-formatting; 6 New Policy statements; 8.3a Addition of requirements re: immunisation of students Removal of Appendix – sample Enrolment Interview form + proforma letters
2.0	March 2020	Reviewed and adopted for Wycliffe Christian School
2.1	March 2021	Reviewed for registration
2.2	May 2021	Reviewed to clarify enrolment requirements
2.3	June 2022	Reviewed and modified for Wycliffe Christian School
2.4	March 2023	Reviewed and modified
2.5	April 2024	Reviewed for introduction and role changes

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## 1 Introduction

Wycliffe Christian School was founded by local Christian parents to assist them to bring up their children in the training and instruction of the Lord. We are committed to creating a school that provides a comprehensive education of a high standard, taught by Christian teachers, through the 'lens' of a distinctly Christian worldview. God has revealed his good purposes and salvation through his Word and his Son Jesus. Wycliffe Christian School, therefore, sets God's Word, written and incarnate, as the foundation for all learning, policies, decision-making and practices.

Parents choosing to enroll their children with us are selecting this foundation and recognising the sovereignty of Christ over all aspects of life and learning. It is our deep desire that parents partner with us as we foster within our learners a Christian worldview, training them for Christian life in God's world. Here, our students are equipped to find their place and their purpose, taking the journey that God has set for them.

## 2 Purpose of this Document

The purpose of this document is to set out the policy and procedures of Wycliffe Christian School in relation to the enrolment of students. It includes:

- the selection criteria for enrolling new students
- the procedures to be followed to ensure procedural fairness in the assessment of enrolment applications
- administrative procedures

3 Table of Responsibilities

<b>Responsibilities</b>	<b>Evidence of Compliance</b>
<b>Principal</b>	
Ensure compliance with procedures set out in this document	Enrolment records
Ensure all relevant people are aware of these processes and policies	Staff meetings; emails
Maintain Register of Enrolment	Compass Database
<b>Enrolment Officer</b>	
Promotion of Wycliffe Christian School to potential enrolling families	Advertising materials; Enquiries
Receive and process enrolment enquiries and applications	Hard copy forms; Compass database
Coordinate enrolment interviews	Calendar
Maintain enrolment documentation	Hard copy files; Compass database
Advise administration and teaching staff in preparation for new enrolments to Wycliffe Christian School	Email
Report to Wycliffe Christian School Board	Board reports
<b>Interview Panel</b>	
<p>Assess enrolment applications:</p> <ul style="list-style-type: none"> <li>- with regard to the criteria and priorities outlined in this policy and procedures document</li> <li>- equitably, to assist parents to make the best decision for their child's schooling</li> <li>- make a decision about each application</li> </ul>	Interview records
<b>Administrative Staff</b>	
Process new enrolments	Compass database; records
<b>Teaching Staff</b>	
Preparations for the incoming student	Compass database
<b>Parents and Students</b>	
Comply with the Conditions of Enrolment	Signed Enrolment & Fee agreements Signed Student Code of Conduct
Provide to Wycliffe Christian School all information required	School records
Inform of any changes to information	Record of notice; updated files
Maintain fee payments	Fee Statements

#### 4 Definitions

**parents** includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at Wycliffe Christian School and, where the student has only one parent, means that parent.

#### 5 Policy

- (a) Wycliffe Christian School shall enrol children with regard for school-readiness, availability of places and, if places are limited, preferential priorities according to Wycliffe Christian School's Christian heartbeat.
- (b) An application to enrol does not guarantee a place at Wycliffe Christian School.
- (c) Upon acceptance of an offer of a place at Wycliffe Christian School, Wycliffe Christian School enters into a contract with parents to provide education to their children.
- (d) Review of an enrolment contract may be made if changed circumstances warrant a revision.
- (e) Wycliffe Christian School will maintain a Register of Enrolments.
- (f) Wycliffe Christian School collects information required by legislation, regulations and for the purpose of providing education to students.
- (g) The information collected, used, and disclosed by Wycliffe Christian School is subject to the Privacy Act, and will be managed by Wycliffe Christian School in accordance with the Australian Privacy Principles.
- (h) Wycliffe Christian School's Annual Report contains a link to the Enrolment policy.
- (i) Wycliffe Christian School reserves the right to alter its Enrolment Policy.

#### 6 Summary of Enrolment Process

- (a) Promotion of school
- (b) Engage with prospective families – information; tour of school
- (c) Application process – receipt of Application Form with all relevant information provided; interview booked
- (d) Enrolment interview – with interview panel
- (e) Provision of the Individual Education Plan for the child, where required, given to the family to review.
- (f) Family sign-off on the Individual Education Plan, where required, as the agreed engagement and support that will be provided for their child.
- (g) Completion of enrolment – enrolment agreement and financial agreement signed
- (h) Administration of new enrolment – preparation for new student
- (i) Adjustment of enrolment agreement, as required, in response to change of circumstances

## 7 Enrolment at Wycliffe Christian School

The enrolment process is a contractual negotiation, and is deemed to commence at the stage of any inquiry, formal or informal.

### 7.1 Enrolment Enquiries

All enrolment enquiries are to be directed to the Enrolment Officer, or the Principal.

### 7.2 Enrolment Criteria

Enrolment decisions are guided by the following criteria:

- (i) It is a requirement of enrolment at Wycliffe Christian School that parents provide medical, psychological or other reports from specialists outside the school that outlines any chronic illness, condition, physical disability or specific learning need. Any assessments or reports required from non-school personnel will be at the parents' expense.
- (b) Commencement at Wycliffe Christian School
  - (i) Into Kindergarten - a child is recommended to be five years of age by the 30<sup>th</sup> April of the year of commencement
  - (ii) Into other years – according to other enrolment criteria of Wycliffe Christian School. The Principal, or his/ her delegate, may make enquiries from the child's previous school.
- (c) School readiness, relevant to the age of the student, including:
  - Social maturity
  - Ability and attitude to learning
  - Emotional stability
- (d) Other factors
  - Class size/s affecting all students seeking enrolment
  - The current make-up of the class
  - The ability of Wycliffe Christian School to provide an optimal learning environment for the child's educational, social, physical and emotional needs
  - Parents' commitment to the aims of Wycliffe Christian School
- (e) Enrolment priorities

In the event that enrolments need to be prioritised, preference will be given to:

  - Children of staff
  - Children with siblings already enrolled at Wycliffe Christian School or Wycliffe Hope School
  - Children transferring from other Christian schools
  - Children applying from families who are in regular attendance and actively serving within a Christian church

where such applications comply with all other enrolment criteria.

### 7.3 Conditions of Enrolment

#### (a) Immunisation

- (i) Students enrolling in Junior or Senior school are asked to provide:
  - o an Australian Immunisation Register (AIR) Immunisation History Statement – fully immunised child, according to the current NSW Immunisation Schedule; OR
  - o AIR Immunisation History Form – for a child on an approved catch-up schedule.
- (ii) A student may be enrolled in Junior or Senior school if an immunisation certificate is not provided, or if they are not fully immunised; however, under the direction of a public health officer they may be excluded from school in the event of an outbreak of a vaccine-preventable disease; or if they come into contact with a person with a vaccine-preventable disease, even if there is no outbreak at school. This is in accordance with the Public Health Act (2017 Amendment).
- (iii) Wycliffe Christian School shall notify the public health unit if an enrolled child has a vaccine-preventable disease; or if it is reasonably believed that an unimmunised enrolled child has come into contact with someone who has a vaccine-preventable disease.
- (iv) Parents are encouraged to complete their child's immunisation schedule.
- (v) Where immunisation has occurred overseas, parents should take their records to their GP who will report to the Australian Immunisation Register (AIR).
- (vi) Wycliffe Christian School shall maintain a Register of Immunisation for Junior and Senior students.

- (b) Parents must lodge a signed Application to Enrol form, which can be found in Appendix B.

### 7.4 Enrolment Contract

To accept an enrolment of their child/ children at Wycliffe Christian School, parents enter into a contract with Wycliffe Christian School to comply with Wycliffe Christian School's Conditions of Enrolment, and associated policies.

These include:

- the provision of all necessary information required by Wycliffe Christian School for student well-being and education, and as required by legislation
- returning a signed copy of the Conditions of Enrolment, found in Appendix C
- agreement with the Individual Education Plan
- and agreement with other requirements of Wycliffe Christian School

Parents are required to provide information regarding:



- Medical, psychological or other reports from specialists outside the school that outlines the student's specific needs. Any assessments or reports required from non-school personnel will be at the parents' expense.
- Any Parenting or Restraint Order that applies to the prospective student/s and parent/s
- Full disclosure of details of any incidents or disciplinary action taken at the student's previous school/s

In the event of information relevant to the enrolment process being withheld, Wycliffe Christian School reserves the right to refuse or terminate the enrolment process on those grounds.

The Enrolment Contract comprises the Letter of Offer of a Place at Wycliffe Christian School, Responsibilities for Fees form, and the Conditions of Enrolment, signed by both parties.

#### 7.5 Requirements for Continuing Enrolment

Continued enrolment depends on the conditions of the enrolment agreement being met. (See also: Attendance Policy)

In summary, these are:

- Student compliance with the Student Code of Conduct, or successful behaviour modification as set out in Forming Responsible Learners Policy
- Timely payment of fees, or new Financial Agreement arranged with the Business Manager
- Continuing agreement with school ethos and policies, and commitment to the aims of Wycliffe Christian School

#### 7.6 Probationary Enrolment

Wycliffe Christian School reserves the right to offer probationary enrolment if circumstances seem to warrant this concession.

The probationary enrolment shall be for the period of one term, with review; and will be assessed by the relevant Head of Section, in consultation with relevant staff. (See Forming Responsible Learners Policy)

#### 7.7 Register of Enrolment

(a) Wycliffe Christian School shall maintain a Register of Enrolment, according to NESA requirements (RANGS Manual ref: B7.1); and including:

- Student name, age, address
- Parent names/ contact details
- Date of enrolment/ leaving/ destination of student
- Previous school/ pre-enrolment of children over 6 years of age
- Place of birth/ language spoken at home
- Destination unknown of student under 17 years of age

- (b) The Register of Enrolment is maintained on Wycliffe Christian School's Compass database.

#### 7.8 Reporting

- (a) Wycliffe Christian School Registrar and Principal report to the Board re: student enrolments and departures.
- (b) Wycliffe Christian School's Annual Report shall include a link to the Enrolment policy as well as any changes made to the Enrolment policy within the reporting year. (RANGS Manual ref: B2.7)

#### 7.9 Records

- (a) The Register of Enrolment is retained at least 5 years before archiving. (RANGS Manual ref: B7.1)
- (b) Information entered into Wycliffe Christian School's database is maintained indefinitely.
- (c) Hard copy files are securely archived, with access limited to authorised personnel.
- (d) Immunisation certificates shall be retained for 3 years after the child has left Wycliffe Christian School.

### 8 Process of enrolment

#### 8.1 Applications

1. Upon enquiry an Enrolment Pack may be requested by parents.
2. All accompanying information must be included as listed in application e.g. Birth certificate, school reports, NAPLAN etc.
3. Wycliffe Christian School requires full disclosure of any educational or behavioural issues, or incidents resulting in disciplinary action, at the student's previous school.
4. Enrolment Application forms for a child who is not subsequently enrolled will be maintained for the remainder of the year of proposed enrolment with parents' permission, in case of later enrolment. Unacted applications will be securely destroyed after this time. (Privacy Policy)
5. Pre-enrolment Personal Information is entered on Compass database to facilitate enrolment. Sensitive Information is not entered until enrolment is finalised.
6. Early applications to register for Enrolment in a future year are kept until the date for enrolment of the child into Kindergarten. Parent/ guardian will be contacted closer to the year of enrolment.

#### 8.2 Interviews

1. Enrolment Officer arranges interview with family, student/s and the Principal.
2. Interview Panel consists of: the Principal and other staff members, if required.
3. The School may request further information or testing to adequately consider the Enrolment Application.

#### 8.3 Following the Interview

1. Parents are requested to take time to consider all the information they have received.

2. Parents are to sign to indicate their full acceptance of an Individual Education Plan, if required.
3. Wycliffe Christian School will decide to accept the enrolment application, or not.
4. If the application is accepted, the Enrolment Officer will send a letter of offer to the parents.
5. An offer of a place at Wycliffe Christian School is confirmed by parents signing the Conditions of Enrolment.
6. Upon acceptance of the offer of enrolment by the parents, the Enrolment Officer will begin the process of informing staff and preparing for the new student.

#### 8.4 Offer of School Placement

The letter of confirmation contains the start date; and additional forms which need to be completed and returned to Wycliffe Christian School:

- Conditions of Enrolment (2 copies: one for School, one for parents)
- Responsibilities for Fees Form
- Student Medical Form
- Student Details (for government requirements and attendance register)
- Term Dates
- Uniform Code

#### 8.5 Acceptance of Offer

- (a) Parents accept a place for their child/ children by signing the Conditions of Enrolment, and supplying any additional information required. This will establish their agreement to support Wycliffe Christian School rules and policies, to pay Wycliffe Christian School fees, to accept the enrolment terms and the consequences of suspension or termination.
- (b) If a parent withholds information relevant to the enrolment process, Wycliffe Christian School reserves the right to refuse, or terminate, the enrolment on those grounds.
- (c) Offers of enrolment cannot be deferred.

#### 8.6 School Orientation Visits

Wycliffe Christian School may organise Experience/Orientation Days for prospective students into a specific year group at school. The day is designed to introduce students to the facilities and range of programs offered at Wycliffe Christian School.

These days will be made available to enrolled students; and may be available where an Application to Enrol has been received by Wycliffe Christian School.

#### 8.7 Procedure: Administration of New Enrolment

- (a) Enrolment Officer
  1. Collect all required data from the family.
  2. Notify appropriate Pastoral Care and Learning Leader

3. Determine which class the student will be in
  4. and advise their teacher, and buddy if required, to meet the student on their first day.
  5. Enter student data in the Compass database including all flags, photo permissions, and any IEP information.
  6. Advise IT staff, the Library, Accounts, and the Head of Operations so they can add the student to their systems.
  7. In consultation with Head of Operations, liaise with Senior School teachers about new student's subject choices and availability of class placement.
- (b) Finance Assistant:
1. Enter family finance information into relevant databases
  2. Liaise with family re: bond payment and/or payment plan for fees, if required
- (c) Front Office
1. Ensure new student data processed for rolls/ medical alerts etc
- (d) Class/ Growth Group Teacher
1. Check emails for information and actions for new student

#### 8.8 Procedure: Change to Enrolment Agreement

From time to time, contractual elements of a student's enrolment change e.g. guardianship, fee payments, Court orders, enrolment conditions. These changes may trigger the need for a new Enrolment Agreement, at Wycliffe Christian School's discretion.

The well-being of the student is the priority of Wycliffe Christian School.

- (a) Change to the Student's Guardianship Arrangement
- Changes must be notified to Wycliffe Christian School in writing, as soon as practicable.
  - The Principal or relevant Head of Section will meet with the student's guardian to discuss matters which impact the well-being of the student, and complete a new Enrolment Agreement, if applicable.
- (b) New Court Order
- A copy of any new Court Order which affects a student must be provided to Wycliffe Christian School as soon as practicable.
  - Wycliffe Christian School may require a meeting with the parent/s to discuss the changes.
  - Any change required to the Enrolment Agreement will be made in consultation with the Principal.
- (c) Change to Financial Agreement

- All requests for a change to a Financial Agreement shall be made to the Business Manager.
  - A meeting will be arranged to discuss the changes, and a new Financial Agreement drawn up if required.
- (d) Change to Enrolment Conditions
- Some circumstances may indicate a need for a change to enrolment conditions, i.e. partial enrolment. An interview will be held between parents, the Principal or the relevant Head of Section to determine the best arrangement for the student.
  - If appropriate, a new Enrolment Agreement may be drawn up.
- (e) Enrolment Officer notifies changes to:
- Finance Assistant – student details; fee arrangements; school reports
  - Front Office staff – emergency contact details
  - Class teacher or Stage Leader
  - Other teaching staff

#### 8.9 Procedure: Student Departure From Wycliffe Christian School

- (a) Parents are required to give notice in writing, including their child/ren's details, and their destination: another school, TAFE study, apprenticeship/ traineeship etc.
- (b) Students leaving school before the age of 17 years to pursue an apprenticeship are required to have their parents complete the Application for Exemption from Enrolment at School form, and return it to the Principal.
- (c) Parents are requested to give at least 1 full term's notice of a student leaving Wycliffe Christian School. One term's fees will be charged in lieu of sufficient notice. (Fees Policy)
- (d) Where a staff member becomes aware that a student may be leaving, but notification has not been given to Wycliffe Christian School by parent/s, they may inform Principal and relevant Head of Section
- (e) Enrolment Officer:
- Phones parents to confirm, and request notice in writing with student destination.
  - Acknowledges receipt of the intention to depart.
  - Determines whether follow up is required and by whom.
  - Advises IT staff, the Library, Accounts, the class teacher and stage coordinator.
  - Student destination recorded on Compass database; student file.
  - Student is withdrawn on the current Compass database; register of enrolment.
- (f) Principal - in the event of a family expressing concerns on departure:

- Phones parents as an exit interview regarding educational issues, feedback, and potential solution to any problems which have arisen
  - Records information in Compass database; and notifies other executive members that it has been logged
  - Reports to the Board any trends, potential problems etc.
  - NESA registration changed for students in Years 10-12
- (g) Departure Pack
- Departure Form
  - Checklist
  - Statement of fees owing
- (h) Where students under 17 years of age leave school and their post-school destination is unknown, Wycliffe Christian School will complete the Student Destination Unknown form for the DET Home School Liaison Officer.

9 Documents and forms

Student Medical Form  
Student Code of Conduct  
School Rules  
Conditions of Enrolment (Acceptance of offer)  
Financial Agreement & Direct Debit Authority

Term Dates  
Uniform Code  
Application for Exemption from Enrolment form  
Student Destination Unknown Form  
Register of Immunisation

**Enrolment Pack**

- Enrolment application form
- Principal's welcome
- Fees schedule
- TASK flyer
- CEN Booklet

**Acceptance of Enrolment Pack**

- Conditions of Enrolment
- Student Medical Form
- MCEECDYA Data Collection Form
- Fee Schedule and Responsibility for Fees
- Communications Flyer
- Chromebook Program 7-12
- Photo Permissions
- Flexischools Flyer
- Bus Timetable
- Uniform List and Visual Guide

*For school use - Checklist of Evidence of Compliance*

Policy Ref	Evidence	School Doc	File Location	Reference	Check
6.f 8.8 8.10a	Register of Enrolment - Student name, age, address - Parent names/ contact details - Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home - Destination unknown of student under 17 years of age			RANGS B7.1	
6.c 7.c 8.3b 9.2	Enrolment Application: - Student name, age, address - Parent names/ contact details - Date of enrolment/ leaving/ destination of student - Previous school/ pre-enrolment of children over 6 years of age - Place of birth/ language spoken at home				

	- terms & conditions - fee arrangement - parenting arrangements/ Court Orders - behaviour issues from previous school				
6.b 8.2.a.i 8.3.a	Immunisation history			NSW Public Health/ immunisation	
above	Register of Immunisation				
7.d; 8.5.b 9.3.5 7.h; 8.5.a	Additional needs of child - adjustment to Enrolment Agreement - Individual Education Plan			Welfare Policy T&L: Learning Support Policy	
7.d 9.3	Interview	Procedural fairness			
8.4; 9.4.5; 9.5	Letter of Offer/ Decline				
9.6	Signed Letter of Offer				
9.8.a	Student Records file				
9.5	Medical Plan (IP)			WHS: Significant Medical Needs Policy	
	Appeals				
7.e	Decisions				
	Complaints				



10 Appendix A - Legal Obligations Affecting Enrolment Policy

(A) **Commonwealth ‘Disability Discrimination Act 1992’, and ‘Disability Discrimination and other Human Rights Legislation Amendment Act, 2009’** – defines ‘unlawful discrimination’ as discriminatory action taken for a ‘prohibited reason’ in a relevant area of activity. This includes education, and ‘educational authorities’, defined as bodies or persons administering ‘educational institutions’.

- Disability Discrimination Amendment Act 2005
- ‘Disability Standards for Education 2005’ [www.deewr.gov.au](http://www.deewr.gov.au)
- A disabled child has the right to seek admission and enrol on the same basis as prospective students without disability including the right to reasonable adjustments.
- Wycliffe Christian School has requirements to:
  - Take reasonable steps to ensure that the enrolment process is accessible.
  - Consult thoroughly with the parents about the effect of the disability on their ability to seek enrolment; and any reasonable adjustments necessary
  - Accurately assess and realistically cost alterations which may be needed to accept the enrolment
  - Obtain independent expert assessment
  - Don’t assume the exemption provision will apply to your School (‘unjustifiable hardship’)
  - Eliminate harassment and victimisation
- (Disability Standards for Education 2005 Guidance Notes’)

**About the Disability Standards for Education 2005**

The Standards provide clarity and guidance about the rights of students under the DDA. They specify how education and training services are to be made accessible to students with disability at all stages of the education and training process.

Standards Part 4 - enrolment in an educational institution and participation in the courses or programs, and use of services and facilities, provided by an educational institution.

Standards Parts 5 & 6 - participation in educational courses or programs that are designed to develop their skills, knowledge and understanding, including relevant supplementary programs.

Standards Part 7 - accessing student support services provided by educational authorities and institutions, including access to specialised services needed for them to participate in the educational activities for which they are enrolled.

The following terms are important:

- On the same basis - a student with disability must have opportunities and choices, which are comparable with those offered to students without disability. This applies to: enrolment; participation in courses or programs; and use of facilities and services.

- Consultation – with student and parent/ guardian about effect of disability in relation to courses and teaching, and any reasonable adjustments necessary to help the student access and participate in education and training.
- Reasonable adjustment - education providers have an obligation to make reasonable adjustments to accommodate the needs of a student with disability; and to consider the interests of all parties affected, including the student with disability, the education provider, staff and other students.
- Unjustified hardship - the Standards do not require changes to be made if this would impose unjustifiable hardship on the education provider. All relevant circumstances are to be taken into account when assessing unjustifiable hardship including: benefit or detriment to any persons concerned; disability of the person; financial circumstances of the education provider.

However, the exception of unjustifiable hardship does not apply to harassment or victimisation.

IMPORTANT:

- The first inquiry (formal or informal) made by a parent/ guardian is deemed to be the commencement of the enrolment process.

(B) Commonwealth 'Family Law Act 1975' and any amendments

- 'Parental responsibility' (Family Law Amendment Act 1995) means that both parents are responsible for care, welfare and development of their children
- Unless there is a Court Order to the contrary, both parents are responsible for deciding how they want their child educated, for keeping informed on their child's educational progress, and for consulting with Wycliffe Christian School their child attends.
- Therefore, provided there are no Court Orders to the contrary, Wycliffe Christian School must:
  - Seek to contract with both parents
  - Indicate in the contract that if both parents sign, they are jointly liable to pay Wycliffe Christian School fees;
  - Recognise in the contract that both parents are entitled to receive communications about their child's education
  - Any member of Wycliffe Christian School staff who assists one of the parties to contravene a Court Order will be deemed to have contravened the Court Order themselves

(C) 'Federal Privacy Act 1988'

- Each School must comply with the thirteen Australian Privacy Principles (APP's).
- Ensures that personal information held about an individual is:

2. Only collected when it is needed in order for Wycliffe Christian School to meet its obligations & fulfil its functions
  3. Only used for the primary purpose for which it was collected
  4. Handled and stored with regard for an individual's privacy
  5. Available for the individual to view and correct where relevant
  6. Only disclosed when required by law, or with the consent of the individual who provided the information
- 'Sensitive information': includes information about racial/ ethnic origin, political opinion, religious/ philosophical beliefs, sexual preferences and health information.
  - Don't collect sensitive information unless:
    - With consent (parents can consent on behalf of child)
    - Required by law to collect such information (such as may be required to fulfil School's common law duty of care)
    - To avoid or lessen the threat to a child's life or health (medical information)
  - Consent must be obtained to use a child's photograph in school publications, or for details to be included in a school directory at the time they sign the enrolment contract. You must phrase these questions in such a way as to allow the parent/ guardian to opt out in specified circumstances only.
  - MCEEDYA (Ministerial Council for Education, Early Childhood, Development and Youth Affairs) – produces the 'Data Standards Manual: Student Background Characteristics' from information schools are required to obtain by the Education Ministers of each State. (ACARA – Australian Curriculum Assessment & Reporting Authority)
  - Maintaining and Storing Information
  - Reasonable steps must to taken to ensure information held is accurate and up-to-date.
  - Information must be stored securely; and destroyed or the identity removed when it is no longer needed.
- (D) Common Law Duty of Care
- o Common law Duty of Care allows the collection of information about children enrolled in Wycliffe Christian School, in order to care for them whilst under the supervision of Wycliffe Christian School.
  - o This applies to:
    - the collection of medical information during the enrolment process;
    - informing any staff who my need to act on the information (including any training necessary to manage the condition or equipment used in managing the condition;
    - consideration in any plans or school activities as they affect the child

(E) Australian Consumer Law 2011

- Competition and Consumer Act 2010

The Act includes provisions dealing with corporations misrepresenting themselves in some way.

Misleading Advertising – conduct relating to acts, omissions or silence that could lead a person to form an erroneous conclusion (likely to mislead or deceive a consumer). Schools cannot make misleading claims about the subjects or programmes that are offered, the nature of facilities, or the capacity of Wycliffe Christian School to cater for children with special needs

A claim of misleading information may be based on: material viewed on a website; online content such as advertising; written materials; business conduct; information on the Internet about the business, products or services; claims made by staff members, etc.

A court decision regarding an 'erroneous conclusion' will take into account a cross-section of the public who may come into contact with the information, and why the person reached the erroneous conclusion.

(F) Contract Law

- There are two contracts involving Wycliffe Christian School in the enrolment process:
  - Pre-Enrolment Contract: Wycliffe Christian School offers to consider the student for enrolment; the parents accept this offer by completing and lodging the Enrolment Application Form and paying the Enrolment Fee.
  - This contract ends when the application is rejected, or a place is offered.
  - Enrolment Contract: Wycliffe Christian School offers the student a place at Wycliffe Christian School; the parents accept the offer by signing the Statement of Commitment, accepting the Conditions of Enrolment and agreement to pay School Fees.
- This contract ends when the student leaves Wycliffe Christian School at the end of Wycliffe Christian School programme, or the contract is terminated by the student's being withdrawn, or the terms and conditions of the agreement are breached.

11 Appendix B - Application to Enrol

**WYCLIFFE** Christian School

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**APPLICATION TO ENROL P-12**

**A. STUDENT DETAILS**

To be completed by Parents/Guardians. Please complete all information.

Surname	<input type="text"/>	Gender	<input type="checkbox"/> M <input type="checkbox"/> F
First name	<input type="text"/>	Country of birth	<input type="text"/>
Second name	<input type="text"/>	Cultural Background	<input type="text"/>
Preferred name	<input type="text"/>	Date of birth	<input type="text"/>
		(Please attach evidence of date of birth)	
Present school	<input type="text"/>		
(Please attach last 2 school reports with your application. Attach more if necessary)			
Current Grade	<input type="text"/>	NESA number (Yr 10 and above)	<input type="text"/>
Years attended	<input type="text"/>		
Grade applying for at Wycliffe	<input type="text"/>	Desired calendar year of entry	<input type="text"/>

If applying for **Preschool** please nominate the days you would prefer your child to attend:  
(subject to availability)

<input type="checkbox"/> Monday & Tuesday	OR	<input type="checkbox"/> Thursday & Friday	Single or additional day	<input type="checkbox"/> Wednesday
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Are you flexible with days chosen? \_\_\_\_\_  
If no, which days are you NOT able to attend? \_\_\_\_\_

Is the student of **Aboriginal or Torres Strait Islander** origin?  
For persons of both Aboriginal and Torres Strait Islander origin, mark both 'Yes' boxes

No  Yes, Aboriginal  Yes, Torres Strait Islander

**Please note:** The enrolment process for Wycliffe Christian School includes an interview with the Principal.

**B. FAMILY DETAILS**

**1. Parents/Guardians** (cross out whichever does not apply)

	Mother / Guardian	Father / Guardian
Surname	<input type="text"/>	<input type="text"/>
First name	<input type="text"/>	<input type="text"/>
Country of birth	<input type="text"/>	<input type="text"/>
Cultural Background	<input type="text"/>	<input type="text"/>
Title	<input type="text"/>	<input type="text"/>
Home phone	<input type="text"/>	<input type="text"/>
Mobile phone	<input type="text"/>	<input type="text"/>
Email	<input type="text"/>	<input type="text"/>
Occupation	<input type="text"/>	<input type="text"/>
Religion	<input type="text"/>	<input type="text"/>
Aboriginal or Torres Strait Islander?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Aboriginal or Torres Strait Islander? <input type="checkbox"/> Yes <input type="checkbox"/> No

Married     Separated     Divorced     Other \_\_\_\_\_

If biological parents are different from the above, please contact the enrolment officer for an additional form.

**Home address**

A post office box is not acceptable as a home address. Provide one address only if addresses are the same.

	Mother / Guardian	Father / Guardian
Street address	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>
The student lives at this address:	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time	<input type="checkbox"/> All the time <input type="checkbox"/> Part of the time

**Mailing address**

Provide a mailing address if it is different from the home address, otherwise, write "As above" in the first line below. Provide one address only if addresses are the same, or if you only require correspondence mailed to one address.

	Mother / Guardian	Father / Guardian
Street address	<input type="text"/>	<input type="text"/>
Suburb	<input type="text"/>	<input type="text"/>
State	<input type="text"/>	<input type="text"/>
Postcode	<input type="text"/>	<input type="text"/>

**2. Siblings**

Name	DOB	Age	Current school (if applicable)	Grade

**3. Special family circumstances**

Please advise us of any special circumstances such as illness, divorce or family separation.  
**(include copies of any Court Orders where applicable)**

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**4. Christian life**

Are you involved in church activities?  Yes  No

Church -----

How do you engage with your church community? -----

**5. What do you see as the purpose and priority of Christian Education?**

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**C. EDUCATIONAL AND MEDICAL INFORMATION**

Does your child have any conditions that would prevent or restrict them from participating in any activity?  Yes  No

If yes, please describe the circumstances:

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Has your child ever encountered learning difficulties?  Yes  No

If yes, please describe the circumstances:

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Has your child ever had any academic/psychological assessment?  Yes  No

If yes, please provide a copy of all reports

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Is there any further information about your child which we should know?

Please provide any other details that may be helpful. You may wish to emphasise particular interests, character traits, achievements or other issues you believe are relevant to the application.

(Please attach extra information if necessary)

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#### **D. PARENT / GUARDIAN CONSENT**

- We declare that the information provided on this form is full and correct to the best of our knowledge. We undertake to inform the school of any changes to the details provided in this form. If a parent withholds information relevant to the registration and enrolment process then the school will reserve the right to refuse or terminate the enrolment on these grounds.
- We have provided the last two school reports and all other relevant medical reports that have been requested.
- We agree to provide, when requested any further information concerning our children's education or medical history.
- We enclose evidence of our children's date of birth (such as a copy of a birth certificate or passport)
- We understand that completing this application does not guarantee a place/s at the school for our child/ren and that it will be given careful and fair consideration.
- We undertake to conform to the rules and procedures made by the school upon offer of place.
- We acknowledge that acceptance into Kindergarten from the Preschool class is subject to the child meeting the standard readiness criteria of the school.
- We understand that if this application is for Preschool that our intention is for our child to continue on to Kindergarten at Wycliffe.

#### **SIGNATURE BY BOTH PARENTS OR GUARDIANS**

(Both father and mother must sign. If this is not possible, please indicate the reason)

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Father / Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Signature

Mother / Guardian \_\_\_\_\_ Date: \_\_\_\_\_  
Signature



## 12 Appendix C - Conditions of Enrolment

The following information forms the Conditions of Enrolment for your child (“the student”). Please read this document and return it signed, together with all required paperwork included in the Enrolment Offer. Please note that a copy is included for your records.

Enrolment at Wycliffe Christian School (“the School”) is subject to the following Conditions of Enrolment:

### **Acceptance of Offer of Enrolment**

1. An offer of enrolment must be accepted by both parents/guardians (where applicable), unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.

### **Obligations of parents/guardians**

2. Parents/guardians acknowledge that they have read the School’s Statement of Faith and understand that it is the basis of education at the School.
3. Parents/guardians agree to accept and comply with the requirements and directions of the School Board and Principal regarding the student, or students generally, and not interfere in any way with conduct, management and administration of the School. Parents/guardians must observe School security procedures for the protection of students.
4. Parents/guardians agree to comply with all relevant codes of conduct, handbooks, policies and procedures of the School, as amended from time to time.
5. Parents/guardians agree to allow the student to participate fully in the life and programs of the School, including the School’s curriculum, devotional activities, excursions and camps.
6. Parents/guardians undertake to provide the student with each item of officially required uniform, clean and in good repair, and ensure that the child is sent to School neatly and modestly dressed in the required uniform.
7. Parents/guardians undertake to provide the student with all necessary books and other equipment that may be required to enable the student to benefit from the education offered.
8. Parents/guardians undertake to communicate with students, other parents/guardians, visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time, observe its Anti-Bullying Policy,

- and must not use social media to denigrate the School, staff, students or other members of the School community.
9. Parents/guardians undertake to declare to the School on the Enrolment Form all known illnesses, medication requirements, disabilities and/or educational, psychological, behavioural, and social needs of the student, and to update the School of any information obtained between the enrolment of the student and their commencement at the School. Parents/guardians agree to their ongoing obligation to keep the School fully informed of any changes to the above.
  10. Parents/guardians undertake to notify the School immediately in writing should there be any change to the details provided in the Enrolment Form or any other application or form provided to the School, including but not limited to any changes to medical, physical, educational, behavioural or psychological needs, residential, postal and email addresses, contact telephone numbers and names of alternate emergency contacts.
  11. Parents/guardians undertake to notify the School immediately in writing of any orders or arrangements concerning custody or access, or should there be any significant change in the student's circumstances at home, including but not limited to living arrangements, bereavement or relationship breakdown.
  12. The parents/guardians agree to notify the School if the student is to be absent from attendance at the School and must advise of the estimated length of absence. This notification must be given as soon as possible to the beginning of the School day and must be given to the reception staff of the School.
  13. The parents/guardians agree that the student will not attend the School where the student is suffering from a contagious disease/condition, a medical practitioner has recommended the student not attend, or the Principal of the School determines the student is unable to attend due to the care requirements required by the student's disease/condition.
  14. The parents/guardians authorise the School to seek medical attention for the student if deemed necessary and agree to indemnify the School in respect of any costs incurred in, or as a result of, accessing such medical treatment.

### **Obligations of students**

15. Students are required to have high standards of behaviour and:
  - a. abide by the School rules and policies as they apply from time-to-time;
  - b. behave courteously and considerately to each other and to staff at all times;
  - c. not do anything which may bring the School into disrepute, including in print and electronic media;
  - d. support the goals and values of the School;
  - e. attend and, if required, participate in assemblies, the School sports program, School events determined by the Principal, and camps and excursions that are an integral part of the School curriculum;

- f. wear the School uniform as prescribed including when travelling to and from School and follow conventional standards of appearance while at School in accordance with the School's guidelines and the expectation of the School community;
  - g. attend the School during School hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
16. The School reserves the right to discipline students for breaches of any School rule or policy or unacceptable conduct occurring in or associated with the School. Normal discipline measures may include detention, isolation, suspension, probation or expulsion where deemed necessary.
17. Parents/guardians agree and acknowledge that the student's progression to the next academic grade is not automatic and will be based on satisfactory completion of the current academic grade. Progression will be at the School's discretion after the School has consulted with the parents/guardians.

### **Fees and charges**

18. The School Board determines the fees and charges that will be payable from time to time, which are set out in a Schedule of Fees. The Schedule of Fees is revised regularly and may be amended each year. Where possible, the School will give not less than one term's notice of any change to the Schedule of Fees.
19. Parents/guardians agree and acknowledge that the parents/guardians are jointly and severally liable for the payment of all fees for the period that a student is enrolled at the School. Parents/guardians understand that "joint and several liability" means that both parents/guardians are responsible to pay School fees. Accordingly, if one parent/guardian fails to pay the fees the other parent/guardian can be held responsible, irrespective of any arrangement between the parents/guardians or with another person (for example, a grandparent) as to who is to pay. Parents/guardians accept that the School will not enter into disputes arising from disagreements between parents over responsibility for paying fees.
20. Parents/guardians agree to pay all fees in advance, by the start of week two of each term (or alternatively by special arrangement with the Business Manager). Failure to pay fees or make appropriate alternative arrangements may result in a student's position being declared vacant or collection or legal action being taken. Parents/guardians shall indemnify the School from and against all costs, expenses and disbursements incurred by the School in recovering or attempting to recover any overdue fees or money otherwise owed by parents/guardians.
21. If fees are not paid within thirty days of the due date, an overdue charge may be levied, calculated on the amount outstanding from the due date. This charge reflects the loss which may be incurred by the School as a result of the late payment.
22. Fees will not be remitted in whole or part if the student is absent due to illness, leave or suspension.

23. Parents/guardians agree that the parents/guardians shall not be entitled to set off against, or deduct from the fees, any sums owed or claimed to be owed to the parents/guardians by the School, nor to withhold payment of any invoice because part of that invoice is in dispute.

### **Withdrawal of students**

24. Parents/guardians agree to give to the Principal, in writing, a full term's notice of the intention to withdraw the student. If the required notice of withdrawal of a student is not given and the School is not reasonably able to immediately fill the student's place for the relevant term the Parents must pay a School term's fees plus GST. School holiday periods are excluded from consideration in the period of notice. The parents/guardians agree that any withdrawal of enrolment and any notification of that withdrawal shall be deemed void if the student continues to attend the School after the withdrawal takes effect.

### **Suspension and termination of enrolment**

25. The School, as determined at the Principal's sole discretion, may suspend or terminate the enrolment of a student at any time for reasons which may include, but are not limited to:
  - a. a serious or repeated breach of the School's rules or policies by the student or by the parents/guardians;
  - b. where a parent/guardian has breached these Enrolment Conditions;
  - c. conduct by either the student or the parents/guardians prejudicial to the reputation of the School or the well-being of its students or staff; and
  - d. where the Principal or School Board reasonably believes that a mutually beneficial relationship of co-operation and trust between the School and any of the parents/guardians has broken down to the extent that it adversely impacts on that relationship such that termination of enrolment is in the best interests of the School.
26. The School will only exercise its powers to expel a student if it has provided the student and their parents/guardians with details of the conduct which may result in a decision to expel the student and provided them with a reasonable opportunity to respond according to the principles of procedural fairness.
27. The School may terminate the enrolment of a student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special circumstances of the student have not been provided to the School or the particulars provided are materially incorrect or misleading.
28. If the School reasonably considers that the progress of a student is unsatisfactory and that it can no longer adequately meet the student's needs it may terminate the

enrolment of the student by giving not less than one term's notice, after consultation with the parents/guardians.

29. If the enrolment of a student is terminated for any of above reasons at clauses 25, 27 or 28, then the parents/guardians of the student agree to pay any outstanding fees due and payable to the School, including fees on a pro rata basis up to the conclusion of the term during which the student's enrolment was terminated.

## **Reports**

30. The School will generally send academic reports and notices to the address or addresses notified by the Parents. Where Parent do not live together, reports and notices will be sent to both Parents at the address notified by them, unless:
- a. there is an Order of the Court providing reports and notices to be sent to one Parent,
  - b. there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
  - c. the School in its reasonable discretion considers that it is in the best interests of the student that reports and notices should only be sent to one Parent.

## **Dispute resolution**

31. Parents/guardians agree to follow the School's policies, processes and procedures in relation to any concerns or dispute management during the student's enrolment.

## **Indemnity and Release**

32. Parents/guardians indemnify the School against any loss or damage:
- a. caused by any failure by the parents/guardians or the student to comply with this agreement, or the policies or procedures of the School,
  - b. caused by the wilful disobedience or reckless behaviour of the student.
33. Parents and guardians agree that the School is not liable for any loss or damage to property belonging to the parent/guardian or to the student howsoever caused.
34. Parents/guardians agree to reimburse the School for damage caused by the student to School property

## General

35. The School reserves the right to exclude any person, irrespective of whether they are a parent/guardian, from entering or remaining on School property, or participating in School activities (including participating in social media groups), where the School reasonably believes it is in the best interests of the student, the student body as a whole, or the School that the person be excluded.
36. The School collects 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 the School to complete the enrolment process and, during the course of enrolment at the School, to provide for the best interests of students. Please see the School's Privacy Policy, as amended from time to time, for more information.

## Amendment of terms and conditions

37. The School reserves the right to alter the terms and conditions of enrolment at any time by giving not less than one term's notice to the parents/guardians in writing which shall apply to both current and future students and parents/guardians from the date specified in the notice.
38. The School is prepared to reasonably negotiate in good faith these Conditions of Enrolment if the parents/guardians contact the School prior to signing these Conditions of Enrolment. Any changes to these Conditions of Enrolment are only binding if made in writing by the School.

## Important related documents

Privacy Policy Finance Policy: Fees Attendance Policy Forming Responsible Learners Policy Complaints Framework	Record Keeping Policy Student Code of Conduct Enrolment Support Documents
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## Legislation

Education Act 1990  
 Privacy Act 1988 (Cth)  
 Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)  
 Health Records & Information Privacy Act 2002 (NSW)  
 Privacy Amendment (Notifiable Data Breaches) Act 2017 (Cth)  
 NSW Public Health Act 2010  
 NSW Public Health Amendment (Review) Bill 2017  
 Disability Discrimination Act 1992 (Cth)

Disability Discrimination Amendment Act 2005  
Disability Discrimination & other Human Rights Legislation Amendment Act 2009  
Family Law Act 1975 (Cth)  
Australian Consumer Law 2011 (Cth)

**Other References**

RANGS Manual, September 2023, (latest version on website)  
Prolegis Enrolment Module, Privacy Law update, Feb 2018, used by permission, Prolegis Pty Ltd  
'Privacy Compliance Manual', Independent Schools Council of Australia & National Catholic  
Education Office, January 2018 (latest version on website)  
Immunisation Enrolment Toolkit for Primary & Secondary Schools from 1 April 2018, NSW Govt  
NSW Immunisation Schedule (interim April 2018) NSW Govt  
[www.health.nsw.gov.au/immunisation](http://www.health.nsw.gov.au/immunisation)