



# CARNARVON CHRISTIAN SCHOOL

EPHESIANS 5:8B "WALK AS CHILDREN OF LIGHT"

# ENROLMENT POLICY

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# Carnarvon Christian School ENROLMENT POLICY

## 1 PREAMBLE

Carnarvon Christian School exists to be a vibrant, caring school community focussing on a quality, Christ centred education.

This Policy covers the criteria and procedures for the enrolment of children at Carnarvon Christian Parent Controlled School Association [Inc].

## 2 MISSION STATEMENT/ETHOS

At Carnarvon Christian School we aim to:

- Foster in children a deep love and respect for God through a personal relationship with Jesus Christ as Saviour and Lord. To help children grow in the knowledge of God and the fundamental teachings of the Scriptures;
- Provide a motivating, supportive, secure and caring learning environment that fosters spiritual, emotional, social and physical growth;
- Develop in students an awareness, acceptance and love of themselves and others;
- Work in partnership with parents to provide a stable Christian environment outside of the home.

### ELABORATION

Carnarvon Christian School has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the school and to be fully involved in all areas of school life. Parents are expected to support the school by supporting the school philosophy and ethos, upholding all school polices by adhering to them and speaking well of them at home, including uniform and discipline policies, paying school fees and committing themselves to being involved with school community events and interviews with teachers.

Carnarvon Christian School wants all parents who desire a Christian education for their children, to be able to attend the school.

## 3 MEMBERSHIP POLICY

The Constitution of the Association at Section 11 states: *“Only children or legal charges of Members or Associate Members of the Association shall be entitled to enrol at any school maintained by the Association.”*

The Board determines enrolment decisions within this Policy and may, at its discretion, delegate responsibility to a sub-committee of Board or other Members, including the Principal.

The term 'members' in Section 11 is defined in Section 7 of the Constitution: *'Membership shall be open to any person over the age of eighteen (18) years interested in furthering the object of the Association who declares his or her agreement with such objects, accepts and agrees with its Statement of Faith, agrees to abide by the Constitution, indicates clearly that he or she has received Christ personally as Saviour, and evidences to the satisfaction of the Board of Directors or its appointed representatives that he or she is leading a life compatible with Christian principles.'*

It is expected that the majority of parents joining the School community will not be offered Full Association Membership in their first year, unless a Pastor's reference and committed regular Church attendance guarantee that they fit the category of 'Christian.'

The character of the School will, of course, reflect, among other things, the homes that students come from. To assist in analysing the family background, two categories of enrolment are recognised – "C" [Christian] and "NC" [non-Christian.]  
Parent Membership Information Sheet; Appendix 1

#### **4 ENROLMENT FRAMEWORK**

- That parents fully support the philosophy and ethos of the school.
- The parents agree to allow the student to share fully in the life and program of the school.
- The parents undertake to provide the student with the correct uniform as approved by the school and to ensure that the student wears the uniform correctly and neatly. The student should also travel to and from the school in correct uniform. Where students are given permission to wear clothes other than uniform, the parents undertake to ensure that the student is dressed modestly.
- The parents undertake to provide the student with all necessary equipment, as stated by the school, so they are able to fully participate in the school's educational program.
- The parents accept the right of the school to employ such legal discipline as it deems wise and expedient for the student and to uphold the school's authority and right to administer appropriate discipline in accordance with the policies of the school.
- Parents [including those who have children wait listed] understand that priority of enrolment into the school will be given to those students who;
  - are from Christian families actively attending a church fellowship
  - were enrolled at CCS the previous year and have no outstanding fees due
  - who have current [or past] siblings attending the school
  - are children of Christian ministers
  - have transferred from another Christian school
  - are children of CCS staff

*NB other issues the school may need to take into consideration from time to time for each class are;*

- balance of boy/girl ratio
- ratio of Christian / non-Christian families

- Invoices are levied within the first two weeks of each term. Payment must be received within thirty days of receipt of an account; a late payment charge will be levied. In cases where this condition would cause hardship alternative arrangements may be discussed with the Bursar.
- Parents will give at least one term's notice of termination of enrolment and failure to do so will render them liable for one term's fees, unless the school accepts that there are mitigating circumstances.
- A refund of unutilised fees on termination of enrolment for any reason will be solely at the discretion of the school.
- Students will behave in a manner that does not bring dishonour on the name of Christ or disgrace to the school.
- The student, to the best of their ability, will obey the school rules and conditions of enrolment, as applicable and as they vary from time to time.
- Parents understand that the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the school rules.
- The school may, at its discretion, grant a provisional enrolment prior to granting full enrolment.
- Completing and submitting an enrolment application form does not constitute an offer of enrolment at CCS only the notification of an offer of a position
- CCS will not discriminate enrolment but all families and students must support the Christian faith and its traditions in the school's curriculum and day to day life of the school.
- Places are offered solely at the discretion of the Principal in consultation with the respective teacher.
- **The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student. The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their student's needs.**

Enrolment in the school can be withheld, suspended or withdrawn by the Principal after careful consideration of what is in the best interest of a particular student, other students or the School community.

## 5 PROCEDURE FOR ENROLMENT

The following procedure will be implemented for each Application of Student Enrolment received at Carnarvon Christian School.

- Completed Application of Student Enrolment received at the School, and dated.
- Relevant forms and information submitted to the School to be photocopied and kept in the student's file include;

- current/recent academic and teacher reports, including recent IEP [individual Education Program] notes - where relevant
  - medical reports; eg doctors, paediatrician, psychologists, allied health etc
  - birth certificate
  - immunization record
  - immigration visas - where relevant
  - Court orders – where relevant
  - Health Care Plans [eg asthma] – where relevant
- Compulsory parent / guardian interview with Principal, who will also answer any questions parents / guardians may have regarding the School and Christian schooling.
  - If the parent/guardian answered 'Yes' to question 4 on page 3 regarding if they are a Christian, then a Pastor's Reference [Module P or Q] will be required.
  - If the parent/guardian answered 'No' to question 4 on page 3 regarding if that are a Christian, parents/guardians will be asked to attend a short Christian group study course (minimum 3 x 1 hour sessions) or an information session on the Christian beliefs upheld and taught by the school.
  - Notification of parents/guardians of outcome and commencement date of student/s if accepted into the school;
  - It is a requirement that at least one parent/guardian from each family must also qualify for Association Membership or Associate Membership, and have paid up membership for each year during which a child from that family is attending the school.
  - Upon notification of a successful enrolment, a non-refundable deposit of \$100.00 will be required, which will be deducted from School fees.

A letter of acceptance of enrolment must be sent with a copy of the Parent/Guardian Contract to the parent/guardian following approval of the Application of Enrolment.

## **6 WAIT - LISTED STUDENTS**

A wait list will be maintained by the Administrative Staff where there is no immediate position available in the relevant classes. However, students will ONLY be wait listed following the usual Application Procedure has been applied. A non-refundable fee deposit of \$50.00 must be paid.

A letter is to be sent to the parent/guardian advising them of acceptance of the Application for Enrolment, and the Wait List placement of their child/ren at Carnarvon Christian School.

Wait listed students are subject to the same selection criteria regardless of their position on the wait list as described in # 5 'Procedure For Enrolment'.

## 7 APPENDIX 1 CCPCSA Inc Membership Information Sheet

### CARNARVON CHRISTIAN PARENT CONTROLLED SCHOOL ASSOCIATION ASSOCIATION MEMBERSHIP INFORMATION SHEET

CARNARVON CHRISTIAN SCHOOL MEMBERSHIP- Taken from the CCPCSA [Inc]  
Constitution of the Association

- a. Membership
  - (i) Membership shall be open to any person over the age of eighteen (18) years interested in furthering the object of the Association who declares his or her agreement with such objects, accepts and agrees with the Statement of Faith, agrees to abide by the Constitution, indicates clearly that he or she has received Christ personally as Saviour, and evidences to the satisfaction of the Board of Directors or its appointed representatives that he or she is leading a life compatible with Christian principles.
  - (ii) All teachers employed by schools maintained by the Association must qualify for Membership of the Association.
- b. Associate Membership  
Persons who do not fulfil all the requirements for Membership may, at the sole discretion of the Board, qualify for Associate Membership.
- c. Friends of the Association Membership  
Persons who fulfil the requirements for Membership, who do not send their children (if they have children) to the school/s, but wish to support the Association, may, at the sole discretion of the Board, be accepted as Friends of the Association Members.
- d. Register of members of Association

(1) The Secretary, on behalf of the Association, must comply with section 27 of the Act by keeping and maintaining-

- (i) in an up to date condition a register of the members of the Association and their postal or residential addresses and, upon the request of a member of the Association, shall make the register available for the inspection of the member and the member may make a copy of or take an extract from the register but shall have no right to remove the register for that purpose.

The register must be so kept and maintained at the Secretary's place of residence, or at such other place as the members at a general meeting decide.  
The Secretary must cause the name of a person who dies or who ceases to be a member under rule 16 (g) to be deleted from the register of members referred to in sub-rule (1).

### DISCIPLINE OF MEMBERS

- a. Expulsion  
The Board may terminate a person's Membership or Associate Membership, after giving that person reasonable opportunity for defence, by passing a resolution to that effect, on the grounds that:
  - (i) Membership fees are more than three (3) months in arrears; or
  - (ii) Tuition fees are more than three (3) months in arrears; or
  - (iii) The person has conducted him/herself in a manner unworthy of a Member of the

Association; or

(iv) In the case of a Member, the person has ceased to accept the fundamental truths of Christianity as outlined in our Object and Statement of Faith.

b. Relegation of Status; A Member who for any reason may not be able to attend meetings of the Association regularly, without prior approval of the Board, may be relegated to Associate Membership status by a two-thirds (2/3) majority vote of the Board.

c. Re-instatement of Status ; Membership or Associate Membership status may be re-instated according to the normal procedures as followed by the Board in determining Membership.

d. Financial Member ; A Financial Member shall be as defined from time to time by the Association, at a General Meeting.

## RESIGNATION

Any Member or Associate Member of the Association may resign from Membership at any time by notice in writing delivered to the Secretary

## SUBSCRIPTIONS

The annual subscription fee for Membership and Associate Membership of the Association shall be such amount as is fixed from time to time by the Board. The annual subscription shall be payable in January of each year.

## RULES OF ASSOCIATION

The Association may alter or rescind these rules, or make rules additional to these rules, in accordance with the procedure set out in sections 17,18 and 19 of the Act, which is as follows-

Subject to sub-rule (1)(d) and (1)(e), the Association may alter its rules by special resolution but not otherwise;

Within one month of the passing of a special resolution altering its rules, or such further time as the Commissioner may in a particular case allow (on written application by the Association), the Association must lodge with the Commissioner notice of the special resolution setting out particulars of the alteration together with a certificate given by a member of the Committee certifying that the resolution was duly passed as a special resolution and that the rules of the Association as so altered conform to the requirements of this Act;

An alteration of the rules of the Association does not take effect until sub-rule (1) (b) is complied with;

An alteration on the rules of the Association having effect to change the name of the association does not take effect until sub-rules (1)(a) to (1) (c) are complied with and the approval of the Commissioner is given to the change of name;

An alteration of the rules of the Association having effect to alter the objects or purposes of the association does not take effect until sub-rules (1) (a) to (1) (c) are complied with and the approval of the Commissioner is given to the alteration of the objects or purposes.

(2) These rules bind every member and the Association to the same extent as if every member and the Association had signed and sealed the rules and agreed to be bound by all their provisions.





