

ENROLMENT POLICY

INTRODUCTION

- It is Victory Christian College's intention to make the ministry of Christian education available to as many Christian families as possible. Our desire is to see children trained up in the ways of the Lord in Christian discipleship, and to provide support for families who are actively practicing their Christian faith.
- The College does not discriminate on the basis of race, gender, disability, national or ethnic origin and will admit students to all the rights, privileges, programs and activities made available to its students.

ENROLMENT ELIGIBILITY

It is the general policy of the College to enrol children:

- From Christian homes, where at least one parent is involved in regular fellowship with a local church;
- Who are themselves Christians;
- Who accept the Bible as God's word and who are willing to submit to its principles as final authority.
- Students at the college are required to abide by the student Code of Conduct. All students are admitted on probation for their first term. Their progress is reviewed before their first term's completion.

Victory Christian College takes into account the following factors and conditions in admitting students, and continuing their enrolment once they are admitted:

- The family's active commitment to, and involvement in, a local Christian Church.
- The parents/guardians' agreement to supporting the Christian foundations of the college. - This includes allowing their child to participate fully in the life and program of the college, including devotional activities, Bible classes, Chapel sessions, camps, excursions, sports days and the annual Celebration Evening.
- That the parents/guardians accept the right of the college to uphold its authority, and agree to support the college's discipline policy.
- That parents/guardians agree to provide their child/ren with a correct, well maintained uniform as approved by the college.
- That the student will not behave in a way that brings dishonour to Christ or the college, and undertakes not to use alcohol, tobacco or any other harmful drugs. The student agrees to obey the college's Code of Conduct and conditions of enrolment.
- The applicant's past records of behaviour and achievement.
- The articulated desire of students to attend Victory Christian College.

- The family's commitment to Christian education by enrolling all eligible students.
- The capacity of the college to meet the needs of the student.
- The family's capacity to meet the fees charged by the College. Where families do not fulfil their financial obligations by the due date and have not made acceptable alternative payment arrangements prior to the due date, a meeting will be arranged with the Principal and Business Manager to discuss the matter before a return to the forthcoming term is confirmed.
- That parents /guardians agree to give at least one term's notice of enrolment termination in writing, or be liable for one term's fees, unless there are mitigating circumstances that are acceptable to the College.
- Where there is a failure to comply with these condition or other breaches of the College's rules, Victory Christian College reserves the right to suspend or terminate enrolment at its discretion.
- Parents seeking to enrol students who have recognised additional needs will be asked to supply relevant reports and assessments from their previous school/s, and relevant medical authorities or other support systems. Provision of this information will not prejudice the student's enrolment. The application will then be considered by the Principal, Special Education coordinator and the appropriate classroom teacher. A further meeting may then be convened with the parents to discuss supports which may be required.

ENROLMENT PRIORITIES

- Enrolments are only considered where there is a position available in the relevant year level. The College reserves the right to hold a vacancy open if no suitable applicants are evident.

Each application is considered on its own merit, under the following priorities:

- Siblings of students already at enrolled at Victory Christian College.
- Children of staff members at Victory Christian College.
- Children of families regularly attending Victory Church, and who demonstrate Christian beliefs and commitment.
- Children of families regularly attending other local Christian Churches, and who demonstrate Christian beliefs and commitment.
- Children belonging to a family who does not regularly attend a Christian Church, but the Principal, or Head of Primary and/or Head of Secondary, considers that both parents/care-givers can demonstrate that they will fully support the Christian ethos of the school.

Enrolment Sequence

Following a parent enquiry, the enrolment sequence is as follows:

- A College information pack is sent, or given, to the enquirer. This Information Pack contains relevant College brochures, Parent Handbook, Fee Schedule, and a copy of the latest 'News of Victory'.
- A College tour is undertaken and initial contact is made with the Principal.

- Should parents wish to apply for enrolment, application form is lodged along with the a non-refundable application fee of \$50.00 per family.
- A second interview is undertaken with the Principal, and the Head Secondary or Primary Coordinator if warranted. Prospective students would usually be present, depending on the age of the student. Copies of most recent reports should be made available at this interview, are copied and submitted for file records.
- The Principal advises the family, in writing, within two weeks of the application lodgement.
- Birth certificate and immunisation certificates are submitted for file copies. Detailed student information sheets and a Privacy Statement are given to the parents for completion and lodgement with the school.
- Booklists are given out and discussed in relationship to each student enrolling.
- The starting date is confirmed.
- If applicable, references from previous school/s are supplied, copied and submitted for file records.

ENROLMENT TERMINATION

- A student's enrolment in the College can be terminated by the Principal or by the parents.

Enrolment Termination by the College

- Where the College considers that there is a breach of any of the enrolment factors and conditions, (see Enrolment Eligibility section), the College reserves the right to terminate a student's enrolment. In such cases the following procedure will be followed:
 - Parents/carers will be contacted and required to attend an interview with the Principal (and other staff if appropriate), where the situation will be discussed.
 - The parents/carers will be informed, in writing, of the enrolment termination.
 - The withdrawn student is required to return all school textbooks and materials before leaving the College and all outstanding monies owed to the College to be paid in full.
 - Further information is contained in the College Discipline Policy.

Enrolment Termination by the Family

- When a family wishes to withdraw their children from the College, a term's notice is required so that the College can adequately plan class groupings and staff engagement. A term's fees may be given in lieu of the notice period required. The withdrawn student/s are required to return all school textbooks and materials before leaving the College and all outstanding monies owed to the College to be paid in full.