

ENROLMENT POLICY

PREAMBLE

Victory Christian College is a Christian organisation. It exists to advance the Christian religion through the provision of education and religious instruction, in a Christ-centred environment in which the spiritual, academic, social and physical development of the individual can be fostered in harmony with the home and the church community.

Further, it is essential to the religious purpose for which the College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- b) its ability to maintain its religious ethos; and
- c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

This Policy may be varied from time to time by the College. This Policy does not form part of any contract of enrolment.

This Enrolment Policy, inclusive of the following guidelines, expectations, the Parent Code of Conduct, and the Student Code of Conduct:

- i. are to be interpreted in a manner consistent with the Terms and Conditions of Enrolment,
- ii. do not form part of any contract of enrolment; and
- iii. may be updated, amended, innovated, supplemented, varied or replaced by the College at any time by the provision of notice to caregivers.

INTERPRETATION

All Victory Christian College documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents are to be interpreted in a manner that is consistent with the Statement of Faith. the College may adopt, supplement, vary or rescind its documents, policies, procedures, guidelines, handbooks, codes of conduct and other documents it has adopted at any time in its absolute discretion by the provision of notice.

The College may update, amend, innovate, supplement, vary or replace its policies, rules or procedures at any time by the provision of notice to caregivers. Students will be treated as being bound by the policies, rules and procedures. As a condition of enrolment, caregivers undertake to ensure the student has understood the policies, rules and procedures (including as amended, innovated, supplemented, varied or replaced from time to time). In this document, 'policies, rules and/or procedures' means the College policies, rules and/or procedures available via the College website and/or parent portals and/or in publications that the College makes available, as updated, as amended, innovated, supplemented, varied or replaced from time to time.

If any part of this Policy, or part thereof, is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

- a) severed from this Policy; or
- b) read down,

in the manner that best achieves the purpose of the College without illegality, and the remaining provisions of this Policy shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in which event the College may update, amend, innovate, supplement, vary or replace this Policy by the provision of notice to caregivers.

INTRODUCTION

Victory Christian College is a Prep to Year Twelve school that is dedicated to providing quality, caring and affordable Christian education to the Bendigo and surrounding district community. The College is committed to sharing Christ's love and pursuing academic excellence in a dynamic community that fosters creativity and personal success. The College aims to build leadership, hope, compassion and self-discipline through a safe and nurturing environment.

The College will teach the curriculum from a biblical worldview, in a manner that draws upon and is consistent with the beliefs of the College (including as articulated in the Statement of Faith).

The College is committed to providing a safe, supportive and social environment where students feel nurtured as they learn. Teaching provided by employees of the College will be consistent with the Statement of Faith and will at all times be provided in a safe environment, being respectful and attentive to the individual needs and circumstances of all students.

AIMS

- To outline the governing principles for enrolment at Victory Christian College.
- To ensure admission to the College is transparent, fair and non-discriminatory.
- To ensure families understand the terms and expectations of their enrolment agreement.

DEFINITIONS

Applicant – The person/s completing the Enrolment Application.

College – Victory Christian College

Disability – Where the term 'disability' is used in this policy, it refers to the definition given in the Disability Discrimination Act 1992.

Enrolment Application – The application for enrolment at the College.

Letter of Offer – A formal letter extended to an applicant's family offering a position for a specific year level and commencement date. The letter must be responded to by accepting or declining the offer within the designated timeframe.

Principal – The Principal of the College, or their authorised representative/ delegate.

Student – The student named in the enrolment application.

Waiting List – Where a position is unavailable, a student will be placed on a waiting list. Parents should seek alternative enrolment arrangements at another school, as waiting times can be extensive. Please note that the College cannot guarantee when a position may become available.

IMPLEMENTATION

Enrolment Guidelines

The main intake years are Prep and Year Seven, however, enrolments are considered at all year levels and all year round if positions are available. If there are no positions, students are placed on a waiting list. The College reserves the right to hold a vacancy open if no suitable applicants apply.

Each application is considered on its own merit, in the following order:

- Siblings of students already enrolled at the College
- Children of families regularly attending Victory Church
- Children of College and Victory Church staff members
- Children of families regularly attending other local churches, and who demonstrate Christian beliefs and commitment.
- Children of families whom the Principal considers will fully support the Christian ethos of the College.

Consideration will also be given to:

- Student academic progress, behaviour and attitude to learning as recorded in previous student reports
- The articulated desire of the child to attend Victory Christian College
- The family's financial capacity to pay the annual tuition fees and levies
- The capacity of the College to meet the needs of the child

Parents seeking to enrol a child with recognised additional needs or disability will be asked to supply relevant reports and assessments from their previous school/s, relevant medical authorities or other support systems.

The College does not discriminate on the basis of race, gender, disability, national or ethnic origin.

Please note, VCC is not CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students) registered and is therefore unable to accept international student enrolments.

The Principal is responsible for making enrolment and acceptance decisions.

Enrolment Sequence

1. Families must complete an online Enquiry Form on the College Website.
2. An enrolment form is lodged along with a non-refundable application fee of \$100.00 per family.
3. Acknowledgement of receipt of the application is provided in writing.
4. A formal interview must be undertaken with the Principal prior to a position being offered. Prospective students must be present. Recent school reports and other relevant reports if applicable, should be made available prior to this interview.
5. The application is considered, and parents are notified in writing regarding the success of the application; i.e. acceptance or waiting list. Where there is high demand for positions, or a position is not available, a waiting list notification may be sent prior to Step 4.
6. Other relevant information pertaining to enrolment is provided.
7. A College Fee Invoice is issued. For students commencing at the beginning of the year, an invoice is issued in November of the previous year. Students beginning throughout the year will be issued an adjusted invoice following commencement. Full details regarding fees and levies are contained in the College Fee Policy.

Reasonable Adjustments

Where the College is made aware that a student has a Disability, the Principal or their delegate will consult with the student and parents/guardians to determine whether the Disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the College. The College will then assess whether adjustments are necessary and whether these adjustments are reasonable.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the child's disability;
- the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to reasonably access and participate in education and training opportunities on the same basis as students without disabilities;
- information provided by, or on behalf of, the child about his or her preferred adjustments;
- the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the College, staff, and other students; and
- the costs and benefits of making the adjustment.

The Principal may require the applicant to provide medical, psychological, or other reports from external specialists, and/or require an independent assessment of the child 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).

If reasonable adjustments are necessary to enable a child to enrol in or participate at the college, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, 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 College, the College community, the child, and the family of the child). This includes (without limitation):

- costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students, and teachers.
- benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students, and teachers; and
- the effect of the disability of the child.
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College community – including costs associated with additional staffing and the provision of special resources or modification of the curriculum.
- the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable.
- the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the applicants and the student (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the applicants and the student (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, or where the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made, the College may decline to offer the child a position or may defer the offer.

Adjustments made to cater for a student with a Disability are documented and reviewed annually at a minimum, or more frequently as needed. Where appropriate, the student, parents/guardians and relevant health professionals are consulted to meet student needs. Consideration will be given to physical adjustments where possible, and modifications to the learning environment, learning resources or assessment.

Enrolment Expectations

Expectations for Parents/Guardians

- That parents/guardians support and encourage the Christian values, activities and ethos of the College. This includes allowing their child to participate in all programs, including Bible classes, Chapel Services, prayer and devotional activities, camps, excursions, sports days and the annual end-of-year Celebration Evening.
- That 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 with the correct, well maintained uniform as approved by the College.
- That parents/guardians undertake to provide their child with all necessary equipment, as stated by the College, so they are able to fully participate in the College's educational program.
- That parents/guardians agree to pay tuition fees and levies in a timely manner.
- That parents/guardians agree to abide by the following code of conduct which outlines the way in which the College requires parents to conduct themselves on site, participating in school-based activities and communicating with members of our community (including students, staff and other parents.)

Parent Code of Conduct

That parents/guardians agree:

- to act in accordance with College policies; in particular, the Child Safety Code of Conduct and Visitor Policy.
- to interact in a civil manner with staff, students and other parents at all times.
- that written and spoken communication to anyone in the school community should be courteous and respectful.
- to not raising their voice or getting involved in verbal or online altercations with another parent or child under any circumstances.
- to advising the College of areas of potential conflict, such as parenting and family court orders in accordance with relevant laws.
- to providing relevant medical information about their child to the College, i.e. Anaphylaxis, Asthma and Diabetes Action Plans in line with the College policies.
- to respecting the privacy of other students, parents, staff, contractors and volunteers in the school community
- to not taking any photos or video footage, or post any photos or video footage on social media, of students, staff or parents without their prior consent.
- to ensuring the College is a child safe environment, free from child abuse.

- to behaving lawfully on the school grounds and observing the terms of any order, obligation or undertaking they may be subject to.
- when using social media to not discuss or mention the College, its staff or any members of the school community in a negative or defamatory way.
- support the College's efforts to ensure that it:
 - a) is conducted in accordance with its religious doctrines, beliefs or principles,
 - b) maintains its religious ethos; and
 - c) models a Christian standard of conduct to the student body,
 and acknowledge that the student must do the same and agree to encourage the student in this.

Student Expectations

All enrolled students are expected to behave in a way that brings honour to the College and its Christian ethos. Students agree to obey the student Code of Conduct and conditions of enrolment.

Students are admitted on probation for their first term. Their progress is reviewed before their first term's completion.

Student Code of Conduct

Victory Christian College is committed to providing a safe, supportive and social environment where students feel nurtured as they learn. Teaching provided by employees of the College will be consistent with the Statement of Faith and will at all times be provided in a safe environment, being respectful and attentive to the individual needs and circumstances of all students.

It is essential to the religious purpose for which Victory Christian College exists that its operations be conducted in accordance with its religious doctrines, beliefs or principles. In the context of Christian schooling, conduct that is inconsistent with the Christian beliefs of the College can impact detrimentally on:

- a) the ability of the College to be conducted in conformity with its Christian doctrines, tenets, beliefs or teachings;
- b) its ability to maintain its religious ethos; and
- c) its ability to model a Christian standard of conduct to each individual student and to the student body.

Such conduct can remove the ability of the College to act in conformity with its doctrines, beliefs or principles and can incur injury to the religious susceptibility of adherents of its religion. Such conduct may also be prejudicial to the interests or reputation of the College.

The Student Code of Conduct may be varied from time to time by the College and does not form part of a contract of enrolment. This code of conduct can be found in student diaries, and the Staff and Parent handbooks.

To the extent that it is consistent with the religious beliefs of the College, including as articulated by the Statement of Faith, all students have the right to:

- Feel safe and be safe (including physically, sexually, and online.)
- Be treated in a fair and courteous manner.
- Respectfully express opinions and ideas .
- Be treated with respect regardless of background, cultural heritage or identity.
- Receive encouragement and biblical correction.
- Learn in a cooperative environment and develop their God-given talents and abilities.
- Have the opportunity to achieve their full potential.
- Work and play in a clean and pleasant environment.

All students have the responsibility to:

- Inform a trusted adult if they or others don't feel safe.
- Respect the rights of others to learn.
- Communicate with others in a courteous and respectful manner.
- Respect the cultural background of others, including those of Aboriginal and Torres Strait heritage.
- Respect the property of others and the property of the College.
- Cooperate with College requirements in relation to uniform, attendance and punctuality.
- Maintain a clean and pleasant environment.
- Take full advantage of the educational opportunities offered by the College.
- Follow the ICT and Internet Acceptable Use Policy.
- Act in accordance with the goals and policies of the College, including the College's mission and its need to

uphold the Christian ethos of the College in conformity with its religious beliefs, including as articulated in the Statement of Faith.

Where there is a failure to comply with these conditions or other breaches of College policies and guidelines, the College reserves the right to suspend or terminate enrolment at its discretion.

Enrolment Termination by the College

Where the College considers that there is a breach of any of the enrolment conditions, the Principal reserves the right to terminate a student's enrolment. This is viewed as very serious and is only used in extreme circumstances.

In such cases the following procedure will be followed:

- Parents/guardians 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/guardians will be informed of the enrolment termination.
- The withdrawn student is required to return all school property and materials before leaving and all outstanding monies owed are to be paid in full.
- The College is to be notified of the new school, to facilitate official transfer documentation to be sent.
- Further information is contained in the College Discipline Policy and Fee Policy and Schedule.

Enrolment Termination by the Family

When a family wishes to withdraw their child/ren from the College:

- A term's notice is required so that the College can adequately plan class groupings and staff engagement. (Two terms' notice is required if the student is exiting at the end of Year Ten to facilitate planning for VCE.)
- All school property and materials should be returned to the College, before exiting, and all outstanding monies owed are to be paid in full.
- The College is to be notified of the new school to facilitate official transfer documentation to be sent.

VCC Bus Service

An offer of enrolment does not guarantee a place on the VCC Bus Service. The application process for the VCC Bus Service is separate to the enrolment process and is completed annually. A Letter of Offer may not be declined subject to VCC Bus Service availability.

Information Collection and Privacy

The College collects personal information, including some sensitive information about students and parents or guardians before and during a student's enrolment at the College.

Laws governing or relating to the operation of a College require certain information to be collected and disclosed. These include relevant Education Acts, and Public Health and Child Protection laws.

Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988.

Procedures are in place for the management and storage of enrolment data, including proof of the child's identity, immunisation status and Visa status.

Disclaimer

The procedures outlined in this Policy are intended only as a guide to the disciplinary procedures which may be implemented by Victory Christian College. In every case, Victory Christian College will determine the actual disciplinary procedure to be adopted in its discretion and in consideration of the circumstances of the case as a whole. Nothing in this Policy prevents Victory Christian College from acting according to any applicable enrolment contract, issuing a final warning at any stage of the process or otherwise taking urgent or immediate action where the circumstances require such.

If any provision, or part thereof, within this Policy is, becomes or is declared by any judicial or other authority to be invalid, void, voidable, illegal or otherwise unenforceable, the provision, or part thereof, will be either:

- severed from this Policy; or
- read down,

in the manner that best achieves the intention of the College in adopting this Policy without illegality, and the remaining provisions of this Policy shall remain in full force and effect unless the College in the College's discretion decides that the effect of such declaration is to defeat the original intention of the College in adopting the Policy in

which event the College shall be entitled to rescind this Policy by the provision of reasonable notice to affected parties.

RELEVANT RESOURCES AND LEGISLATION

- Australian Consumer Law and Fair Trading Act 2012 (Vic)
- Competition and Consumer Act 2010 (Cth)
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Education and Training Reform Regulations 2017 (Vic)
- Equal Opportunity Act 2010 (Vic)
- Privacy Act 1988 (Cth)
- Public Health and Wellbeing Act 2008 (Vic)

RELATED POLICIES, PROCEDURES AND OTHER DOCUMENTS

- Anaphylaxis Policy
- Asthma Policy
- Bus User Agreement
- Child Safety Code of Conduct
- Complaints Policy
- Discipline Policy
- Fee Policy and Schedule
- First Aid Policy
- ICT and Internet Acceptable Use Policy
- Privacy Policy
- Student Diaries
- Visitor Policy
- Volunteer Policy