

## ENROLMENT POLICY

### INTRODUCTION

- Victory Christian College is a Prep to Year Twelve school, dedicated to providing quality, caring, 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 with fosters creativity and personal success.
- The College aims to build leadership, hope, compassion and self-discipline through a safe and nurturing environment.
- The College does not discriminate on the basis of race, gender, disability, national or ethnic origin.

### 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 will be 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

NB: 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.

### ENROLMENT SEQUENCE

Following a parent enquiry:

- An information pack is sent, or given, to the enquirer
- A formal interview is undertaken with the Principal. Prospective students would usually be present. Recent school reports and other relevant reports if applicable, should be made available at this interview
- A tour of the College facilities is provided
- An enrolment form is lodged along with a non-refundable application fee of \$100.00 per family
- Acknowledgement of receipt of the application is provided in writing
- The application is considered, and parents notified in writing regarding the success of the application; i.e. acceptance or waiting list.
- Potential transition dates and commencement date is confirmed if accepted
- Other relevant information pertaining to enrolment is provided
- Tuition Fee Invoice is issued following commencement. Full details regarding fees and levies are contained in the College Fee Policy.

## ENROLMENT EXPECTATIONS

- 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 interacting in a civil manner to 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
- 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.

## STUDENT EXPECTATIONS

All students enrolled 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

All students have the right to:

- Feel safe and be safe (including physically, sexually and online)
- Be treated in a fair and courteous manner
- Respectively express opinions and ideas
- Be treated with respect
- 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 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 College Digital Citizen guidelines
- Act in accordance with the College goals and policies

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.

### **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 Term's 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.