

ENROLMENT POLICY

INTRODUCTION

- Victory Christian College (Victory) is the education arm of Victory Church Bendigo. It is our desire to make Christian education available to as many families in the Central Victorian area as possible. We strive to see the children entrusted to us, both educated and equipped to be the Christian Leaders of the future.
- The College does not discriminate on the basis of race, gender, disability, nationality or ethnic origin.

ENROLMENT ELIGIBILITY

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

- The parents/guardians' agreement to supporting the Christian foundations of Victory. This includes allowing their child to participate in the life and program of Victory, including devotional activities, Bible classes, Chapel sessions, camps, excursions, sports days, student church services and the annual Celebration Evening.
- That the parents/guardians accept the right of Victory to uphold its authority, and agree to support Victory's discipline policy.
- That the parents/guardians agree to provide their children with the correct, well maintained uniform as approved by the College.
- That the student will behave in a way that brings honour to Victory and it's Christian ethos. The student agrees to obey Victory's 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.
- The applicant's past records of behaviour and achievement.
- The articulated desire of students to attend Victory.
- The capacity of Victory to meet the needs of the student.
- The family's capacity to meet the fees charged by Victory. (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, contact will be initiated by the Business Manager to discuss the matter before a return to the forthcoming term is confirmed).
- That the parents/guardians agree to give at least one term's notice of enrolment termination in writing, or be liable for the payment of a full terms tuition fees, unless there are mitigating circumstances that are acceptable to Victory.
- Where there is a failure to comply with these conditions or other breaches of Victory's rules, Victory 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 and appropriate classroom teacher. A further meeting may then be convened with the parents to discuss support, 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:

- Children of families regularly attending Victory Church.
- Siblings of students already enrolled at Victory.
- Children of staff members at Victory.
- Children of families regularly attending other local Churches, and who demonstrate Christian beliefs and commitment.
- Children who the Principal consider that their parents/guardians will fully support the Christian ethos of Victory.

ENROLMENT SEQUENCE

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

- A Victory information pack is sent, or given, to the enquirer.
- A tour is undertaken and initial contact is made with the Principal.
- A formal interview is undertaken with the Principal. Prospective students would usually be present, depending on the age of the student. Recent school reports should be made available at this interview.
- Should parents wish to apply for enrolment, an application form is lodged along with a non-refundable application fee of \$100.00 per family. A Privacy Statement is given to the family.
- The Principal advises the family in writing, usually within two weeks of the application lodgement.
- Recent school reports, birth and immunisation certificates are submitted for file copies. Supplementary information forms are given to the parents/guardians for completion and lodgement with Victory.
- 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 BY THE COLLEGE

Where the College considers that there is a breach of any of the enrolment conditions, Victory reserves the right to terminate a student's enrolment. 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, in writing, of the enrolment termination.
- The withdrawn student is required to return all school property and materials before leaving Victory and all outstanding monies owed are 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 Victory, 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 property and materials before leaving Victory and all outstanding monies owed are to be paid in full.