

Westmead Christian Grammar School

Policy for Enrolment

The successful enrolment of students at Westmead Christian Grammar School is an essential part of the ongoing management of the school. This policy provides the guidelines for enrolment into the school. The enrolment policy and its implementation will control to a large degree the culture of the school community, most evident in the Christian ethos, leadership, atmosphere, and beliefs which form the basis for the implicit curriculum, as well as shaping the explicit content, skills, values and attitudes. Westmead Christian Grammar School believes that an effective enrolment policy is required to ensure that the mission of the school and service is maintained and promoted through all day-to-day decisions and operations. To enrol a student at the school or in the Preparatory or Out of Hours School Care (OHSC) Services, parents must be prepared to support Christian Education. To this end all students and their parents, must agree to support the Christian ethos through participation in all educational programs.

The Principal is responsible for overseeing and approving the selection and enrolment of all students, however the School Board of Directors hold ultimate responsibility for determining the enrolment policy. Upon receipt of an official application form and prior to enrolment, all prospective families endeavouring to enrol a student shall be interviewed by the Deputy Principal. In the case of students with special needs, or wherever deemed appropriate, the prospective student may also be seen by one of the teachers who will make recommendations for the enrolment selection, school readiness and class determination. Prior to enrolment, all educational needs should be considered to ensure that Westmead Christian Grammar School can offer the program required for the student.

Biblical Principles

Westmead Christian Grammar School endeavours to provide quality Christian education. The school has an open education policy as this is seen as an opportunity for teaching about Jesus. As a school we endeavor to reach out to families in need by offering love and support and by providing a witness to non-Christian students and their families. Parents will need to agree to the conditions of enrolment to enroll their child/ren in the school. Westmead Christian Grammar School attempts to encourage families in seeking a Christian education for their children.

As outlined in Proverbs 22:6 we are encouraged to 'train up a child in the way he should go and when he is old he will not depart from it.' As a Christian school this responsibility is passed from the parents to the school as partners in the cause. Jesus himself demonstrated for us the significance of each small child. Matthew 19:13-14 illustrates this: 'Then little children were brought to him that he might put his hands on them and pray, but the disciples rebuked them but Jesus said "let the little children come to me, and do not forbid them for of such is the kingdom of heaven."'

Link to National Quality Standard and Legislative Requirements

6.1.1 Families are supported from enrolment to be involved in the service and contribute to service decisions.

7.1.2 Systems are in place to manage risk and enable the effective management and operation of a quality service
Education and Care Services National Regulations 2023: 177

Process of Enrolment (Preparatory)

1. Parents/guardians wishing to enrol their child/ren at Westmead Christian Grammar School need to initially complete the application for enrolment, which is available from the Front Office and the school website.
2. Once they have submitted the application form, with all the required supporting documentation, an interview with the Deputy Principal can be organised.
3. At the time of the interview, (or at the point of submission of paperwork) the applicants pay a \$40 application fee to the Front Office. This fee is charged per family when enrolling in one admission.
4. After the interview, the application is reviewed and acceptance or rejection of the student is determined by the Principal.
5. If the application has been approved, the Principal's decision relating to the enrolment application should be forwarded in writing as early as possible to the parent(s)/guardian(s).
6. At the conclusion of the interview process the Business Manager should notify the parents in writing of the decision of acceptance and inform the parents of the process to accept the offer of a position.
7. If the application has not been approved, or the student has been placed on a waiting list, the Business Manager should also notify the parents in writing of the decision.
8. Should the enrolling parent(s)/guardian(s) agree to the terms of enrolment, a position can be secured by paying the enrolment acceptance fee.



Enrolment

Process of Enrolment (Kindergarten – Year Six)

1. Parents/guardians wishing to enrol their child/ren at Westmead Christian Grammar School need to initially complete the application for enrolment, which is available from the Front Office and the school website.
2. Once they have submitted the application form, with all the required supporting documentation, an interview with the Principal (or the nominated representative) can be made.
3. At the time of the interview, (or at the point of submission of paperwork) the applicants pay a \$40 application fee to the Front Office. This fee is charged per family when enrolling in one admission.
4. After the interview, the application is reviewed and acceptance or rejection of the student is determined by the Principal, or the School Board of Directors (if necessary).
5. If the application has been approved, the Principal's decision relating to the enrolment application should be forwarded in writing as early as possible to the parent(s)/guardian(s).
6. At the conclusion of the interview process the Business Manager should notify the parents in writing of the decision of acceptance and inform the parents of the process to accept the offer of a position.
7. If the application has not been approved, or the student has been placed on a waiting list, the Business Manager should also notify the parents in writing of the decision.
8. Should the enrolling parent(s)/guardian(s) agree to the terms of enrolment, a position can be secured by paying the enrolment acceptance fee.

Process of Enrolment (OSHC)

1. Parents/guardians wishing to enrol their child/ren at Westmead Christian Grammar School OSHC need to initially complete the application for enrolment, which is available from the Front Office and the school website.
2. Once they have submitted the application form, with all the required supporting documentation, the application is reviewed and acceptance or rejection of the student is determined by the Principal.
3. If the application has been approved, the Principal's decision relating to the enrolment application should be communicated as early as possible to the parent(s)/guardian(s).
4. At the conclusion of the interview process, the Business Manager should notify the parents of the decision regarding acceptance and inform the parents of the process to accept the offer of a position.
5. If the application has not been approved, or the student has been placed on a waiting list, the Business Manager should also notify the parents in writing of the decision.

Conditions of Enrolment (OSHC)

1. Parents should agree that their child will be educated in accordance with the statement of faith of the school, recognising the Lordship of Christ and the saving power of Jesus Christ. They should agree that their child will participate fully in the life of the school, including devotions, Bible lessons, Chapel and all integrated Christian content.
2. Parents will support the mission and ethos of the school and provide the child with the opportunity to grow up knowing Jesus Christ.
3. Parents will ensure that their child's lifestyle and any outside school activities are compatible with the ethos of the school.
4. Parents will endeavour to provide the necessary equipment for the child to fully benefit from all school programs.
5. Parents will endeavour to have their child in full school uniform every day.
6. Parents accept the right of the school to employ discipline as deemed appropriate through the discipline policy of the school.
7. Parents agree to meet all financial liabilities as set out in the fee structure of the school, understanding that fees are subject to change with written notice.
8. Westmead Christian Grammar School may suspend or terminate the enrolment of the child at its discretion for failure to comply with the foregoing conditions and for any other serious breach or breaches of the schools rule and regulations such the code of conduct. Parents accept that in these circumstances they are still liable for the remainder of that term's tuition fees.

NB: No child should be refused entry based on the discrimination of race, colour, gender, physical disability, etc. However, the School must be able to meet the needs of the students being enrolled.



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Documentation Required

All students enrolling in Preparatory or Kindergarten to Year Six must pay an application fee and an enrolment fee, and supply the following documentation:

- Completed Application Form which has been signed by all parent(s)/ guardian(s).
- A character reference from church Pastor or from someone, excluding relative, who has known the prospective student and family for at least twelve months. This also applies to any child wishing to access OSHC, not already enrolled at Westmead Christian Grammar School.
- Copies of school/pre-school reports for the previous twelve months. (Preparatory to Year Six)
- Students entering Kindergarten should provide a copy of the NSW Transition to School Statement if available or an equivalent report if enrolling in Kindergarten.
- Proof of birth date and residential status.
- A current record of immunisation.

Full Fee paying overseas students must provide additional documents evidencing:

- A statement of the student's ability in English.
- Passport and evidence of current visa status (if the student is already in Australia) prior to commencement; proof of visa once obtained.
- Proof of Health Care Cover (if the student is already in Australia).

Age Requirement

Kindergarten Enrolment: In order for acceptance of a Kindergarten student, they must be five years of age before 1st July of the year of commencement. Parents of children who do not turn five until July will be encouraged to give serious thought to the readiness of their children to start school. Situations where a child does not turn five until later in the year will be assessed by a teacher and the Principal and will be considered on individual merit. These students will be regarded as Full Fee students. Kindergarten families are invited to attend an orientation program, held around October, the year prior to commencement at the school.

Preparatory Enrolment: In order for acceptance of a Preparatory student, they must be 4 years of age before 31st July of the year of commencement. Preparatory families are invited to attend an orientation program, held around November, the year prior to commencement at the school.

Fees and Obligations

All fees payments are to be made to the school office, or by mail to:

Business Manager – Westmead Christian Grammar School
2-8 Bridge Rd
Westmead NSW
Australia 2145

Cheques should be made out to Westmead Christian Grammar School. Fees may also be paid directly into the school bank account.

Application fee: An application fee is payable for Preparatory and Kindergarten to Year Six prior to interview before enrolment into the School. This fee is currently \$40.00 per family when enrolling in one admission. (Subject to change with written notice)

Enrolment Acceptance Fee: An enrolment acceptance fee for each student enrolling in Preparatory or Kindergarten to year Six is payable in order to confirm enrolment. This fee is currently \$400.00 per student. (Subject to change with written notice)

Continued Enrolment: Kindergarten – Year Six Tuition Fees: The School Board sets the tuition fees each year. Parents are required to pay these fees within seven days of the commencement of each term. The School year is divided into four terms, with equal fees payable for each. The School is dependent upon the income from tuition fees to meet the necessary expenses of running a school. While the tuition fees are seen as a minimum requirement of parents, voluntary donations to help defray additional expenses are always welcome and appreciated.

1. Preparatory Tuition Fees: The School Board sets the tuition fees each year. Parents are required to pay these fees each week. The School is dependent upon the income from tuition fees to meet the necessary expenses



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of running a school. While the tuition fees are seen as a minimum requirement of parents, voluntary donations to help defray additional expenses are always welcome and appreciated.

2. OSHC Tuition Fees: The School Board sets the OSHC fees each year. Parents are required to pay these fees each week.
3. If parents are unable to pay the required fees by the due date, notice must be given to the Business Manager. A regular payment schedule will then be arranged and adhered to, in order for the School to budget effectively.
4. Building Fund: At this time the School conducts a tax deductible Building Fund to raise funds for the acquisition, erection and maintenance of the buildings. This income is extremely important to the financial stability of the School. We strongly urge all parents to consider this as part of their commitment to the School community.
5. Withdrawals: A full term's notice in writing must be given to the Principal prior to withdrawal. In default of such notice, a full term's fees are payable. (Preparatory to Year Six)

Orientation Process

Westmead Christian Grammar School welcomes prospective families and children. The delegated staff member may provide the family with a tour of the school/service and other information about the school. Discussions may include:

- The schools/services philosophy and motto
- The physical environment
- Approaches to documentation and key policies
- Introduction to educators and staff
- Administrative matters, cost, and fee paying methods
- How to provide feedback