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|  | POLICY LOCATION: |
| | POLICY NUMBER: SAS003 |
| | POLICY AREA: Student Administration and Services (SAS) |
| POLICY TITLE: Enrolment Management Policy | |

1. PURPOSE

Riverside Christian College (The College) is committed to an educational philosophy that encourages all students to achieve personal excellence by developing their talents and abilities. This policy is designed to outline the protocols for managing the enrolments at Riverside Christian College.

This policy provides information for the Board, Executive and senior leaders, administration staff, parents/ carers and students about processes and responsibilities that ensure an equitable and sustainable model for enrolment is adhered to.

The purpose of this policy is to:

- Inform prospective parents.
- Inform members of the College community.
- Inform government agencies when required.
- Provide a basis for administration of the College’s enrolments; and
- Provide a reference point for related legal matters

2. SCOPE

This policy applies to all enrolments at Riverside Christian College for both Day School and Distance Education. It details rules, expectations and processes to be followed throughout the enrolment process. This policy aims to ensure equitable access to the College for students as well ensuring a sustainable business model with staff capacity to continue to deliver a high-quality service.

4. POLICY STATEMENT

1. Enrolment Expectations

Riverside Christian College has set the following expectations when considering an enrolment:

- a) A focus for enrolments shall ensure that the College creates and encourages a faith-based community, that supports all Christians in their chosen faith, and demonstrates the gospel of Christ to those who do not yet hold faith.
- b) The College has an open enrolment policy and draws its students from families who are willing to support its values, purpose and ethos as outlined in our Ethos Statement.
- c) The College acknowledges its obligations under the *Disability Discrimination Act 1992* (Aust Govt) and the *Anti-Discrimination Act 1991* (Qld) and the *Education (Accreditation of Non-State Schools) Act 2001* (Qld).

- d) The College shall not accept enrolments into Year 12 unless they have completed the required requisites.
- e) All potential enrolments shall be interviewed by the relevant Head of College and Head of Inclusive Education (as deemed necessary).

2. Conditions of Enrolment

Riverside Christian College has the following expectations as a condition of accepting an enrolment:

- a) All new enrolments are subject to a probationary period of one (1) term or ten (10) school weeks. The probationary period may be extended at the discretion of the Principal.
- b) The Principal may at any time cancel an enrolment where the Principal reasonably believes that the student or prospective student would pose an unacceptable risk to the safety or wellbeing of members of the school community.
- c) The Principal may at any time cancel an enrolment where a student has been excluded from another school in Queensland.
- d) If the prospective student has no remaining semester allocations (26 semesters). The Principal may accept an enrolment outside of this provision at an additional cost to the parents and caregivers.
- e) The Principal may at any time cancel an enrolment where the needs of the student cannot be met under current educational provisions or where accepting an enrolment may cause undue hardship or additional costs to the College.
- f) The Principal may at any time cancel an enrolment where College fees are not paid.

3. Capping of Enrolments

- f) Riverside Christian College reserves the right to cap enrolments when year level/class capacity has been reached based on requirements outlined in the Enterprise Bargaining Agreement and the staff Fulltime Equivalent (FTE) ratio compared to student ratio. The Board/Principal decision to cap enrolments in the identified above-capacity year levels shall be final and based on factual up-to-date calculations and to mitigate any identified risks to service delivery.
- g) The Board/Principal shall be responsible for the approval and acceptance of any enrolments that may exceed above capped year levels/class sizes.
- h) Potential enrolments that exceed capped class sizes shall be placed on a wait list. It will be communicated to parties that enrolments on wait lists does not guarantee entry into the College.

4. Guidelines for Acceptance of Enrolments on Waiting list.

Once it has been determined that year/level class capped sizes have been reached, and there is a risk to service delivery, the Board/Principal shall determine that pending enrolments for that year level/class shall be placed on a waiting list.

Waiting list numbers position on the list is confidential and being placed on the wait list does not guarantee placement at the College.

When determining who shall be granted a place from the wait list, the following shall be considered.

- a) Students whose parent or legal guardian is employed by the school.
- b) Siblings of current students at the College for junior college enrolments only.
- c) Children and young people who are subject to child protection orders that grant guardianship or custody to the Chief Executive Officer of the Department of Child Safety, Youth and Women.
- d) Past alumni.
- e) Previous MOU with partnership education facility.
- f) Church engagement.
- g) Scholarship – a student who demonstrates a high level of expertise in a particular subject or field.
- h) Current enrolled student wishing to transfer between Day School and Distance Education

5. Enrolments transfer between Day School and Distance Education

The following options shall be available to those families who wish to transfer their students between Day School and Distance Education, considering different circumstances, timeframes and enrolment availability.

5.1 Option One

This option enables an enrolment transfer between Day School and Distance School considering the requirements of this policy. This option is the more permanent solution for families who think they may be enrolled in either campus. Parents shall be requested to pay a transfer fee, as well as standard scheduled College fees (no sibling discount applies to cross campus enrolments).

Parents shall be advised their student/s existing enrolment shall be forfeited and may be allocated to students listed on a wait list.

5.2 Option Two

If parents request a temporary transfer to Distance Education for a short period, they may stay enrolled in Day School but communicate in writing that they wish their student/s to engage remotely (application process required to College Principal).

The College shall allocate the student a Day School class teacher and be forwarded the relevant Distance Education P-10 resources (which align with our Day School classes).

Work submissions and reporting shall be the responsibility of the Day School teacher. The student shall remain on the roll for Day School (and for Census reporting) and retain their enrolment in the day school. They shall be able to return any time. Students shall be able to log into Distance Education online lessons for the year level subjects to assist with teacher instruction, however the student's teacher will remain the day schoolteacher.

6. Cancellation of Enrolment

Riverside Christian College may cancel an enrolment at any time, under the following conditions:

- a) where the Principal reasonably believes that the student would pose an unacceptable risk to the safety or wellbeing of members of the school community.
- b) where the student has breached the College Care and Conduct Policy following a procedurally fair process.

- c) where a student has no remaining semester allocations (26 semesters).
- d) where College fees are not paid.
- e) Where a student has not met legislative requirements for their selected educational program.

7. Appeals and Disputes

If a Parent or Caregiver wishes to appeal a decision, the appeal must be made in writing to the Principal, then to the Chairman of the Board and then to NSAAB.

Parents and Caregivers may refer to the College Complaints Handling Policy.

5. RESPONSIBILITIES

Board/Principal: Authorise approval for capping of year level/class sizes and the establishment of a wait list for those pending enrolments in that year level/class.

6. DEFINITIONS

7. REFERENCES

- Disability Discrimination Act 1992 (Aust Govt)
- Anti-Discrimination Act 1991 (Qld)
- The Education (Accreditation of Non-State Schools) Act 2001 (Qld).
- Enterprise Bargaining Agreement 2018

8. RELATED DOCUMENTS

Enrolment Procedures
 Enrolment Conditions – Probation agreement
 Complaints Handling Policy
 Care and Conduct Policy

POLICY APPROVAL

| Name | Position | Date |
|-----------|-------------|---------------|
| PS Miller | Board Chair | February 2022 |

| Version No: | Document Revision Date | Description of Change | Document Owner | Position Title | Next Review Date |
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