



SOUTH COAST
BAPTIST COLLEGE

OUR MISSION

Shaping rigorous minds
and compassionate hearts

OUR VALUES

Wisdom, Grit,
Love and Hope

OUR VISION

SCBC is a thriving Christian community
that inspires learning as a means of
transforming and empowering lives

1.2 Enrolment Policy

Rationale

This Policy provides guidelines for enrolment into South Coast Baptist College. The College is operated by South Coast Baptist College Incorporated, consisting of members of the Rockingham Baptist Church. It is administered by the South Coast Baptist College Board and is a member of the Association of Independent Schools of Western Australia, Baptist Schools of WA Network and Christian Schools Australia.

South Coast Baptist College commenced in 1985 as Maranatha Christian Community College, as an initiative of Rockingham Baptist Church. The College was founded to provide a Christ-centered education to families in the region and beyond, for the purpose of providing an education of high academic standards that is based on an acceptance of the Lordship of Christ, and an acceptance of the Bible as the revealed Word of God. South Coast Baptist College is committed to employing practicing Christians who reflect the faith of the College.

Families who seek to enrol do not need to have Christian faith but must be supportive of the Christian ethos of the College.

Our Motto

Rigorous Minds, Compassionate Hearts.

Our Mission

Shaping rigorous minds and compassionate hearts.

Our Values

Love and Hope, Wisdom and Grit.

Our Vision

- Our vision is to be a thriving Christian community that inspires learning as a means to transforming and empowering lives.
- Students who have compassionate hearts and rigorous minds, and are active participants in the local, national and global community.

- Our students are competitive for post-secondary destinations and first choice for employers because of their character and educational standards.

Enrolment Policy

Applications for enrolment are welcomed from all families who undertake to support the aims, objectives and philosophy of the College, regardless of race, ethnic background, gender, religion, ability or disability. The Enrolment Policy of South Coast Baptist College is designed to satisfy the requirements of relevant legislation by treating all applications in a fair, balanced and reasonable manner. The Policy aims to ensure that parents, guardians and students understand the philosophy, curriculum, educational objectives and facilities of the College and encourage open sharing of information between the College and parents/guardians of prospective students.

It is the Policy of South Coast Baptist College that:

- Parents/guardians seeking enrolment for their child/ren undertake to support the College in its creation of a community which both nurtures and supports Christians in their faith, and reveal the gospel of Christ to those who do not yet hold that faith.
- When children are enrolled, parents/guardians undertake to support the mission statement, beliefs and values which underpin the College and support daily Christian worship as part of College life.
- It is a condition of enrolment for parents/guardians of a child/ren with special needs, to provide professionally authoritative clinical notes to the College prior to enrolment.
- South Coast Baptist College charges fees to enrol and attend the College, which are reviewed annually. No student may commence until initial fees and charges have been paid. These include the non-refundable Application Fee, Enrolment Fee or Existing Family Enrolment Fee and the refundable Family Bond. On acceptance of enrolment at South Coast Baptist College, parents/guardians agree to pay all school fees for the duration of their child/ren's schooling at the College, in accordance with the Financial Information Schedule.
- Continued enrolment of all students depends on compliance with the Terms and Conditions detailed in the Enrolment Agreement and current Parent Handbook and agreement and by abiding with the required Code of Conduct for both students and parents of the College.

Enrolment Practices

Enrolment Criteria

South Coast Baptist College will consider all applications for enrolment.

Waiting List

Applications are placed on a waiting list in order of receipt of Enrolment Forms and associated documentation, when required by the College.

At the discretion of the College, some applications may be given preference on the waiting list on the basis of the following:

1. Children of existing and newly appointed staff members.
2. Siblings of existing students at the College.
3. Children who are enrolling from the South Coast Baptist College School of Early Learning Childcare into 4 Year old Kindergarten at the College.

4. Children of Alumni students from South Coast Baptist College or previously Maranatha Christian College.
5. A returning student who was offered priority at the time of departure.
6. Students who apply for a scholarship and are awarded the scholarship.

Student Withdrawal

When a student leaves prior to completion of Year 12, **one full Terms notice** in writing to the Principal (principal@scbc.wa.edu.au) is required by the parents/guardians. A Notice of Leaving Form will be emailed to you for completion and submission at that time.

Where less than one full Terms notice of withdrawal is given in writing to the Principal, one Term's College tuition fees (inclusive of GST) will be payable in lieu of notice. An equivalent fee may also be payable when enrolment is cancelled after having accepted a place to commence the following year, where less than one full Term's notice of withdrawal is given in writing to the Principal.

Enrolment Procedure

The procedure the College follows in enrolling new students is as follows:

1. A Registration Form for each student must be lodged with the required non-refundable Application Fee (\$50 per student). This fee covers costs associated with processing the application. Lodging a Registration Form and payment of the Application Fee does not guarantee acceptance into the College. A Prospectus, Enrolment Form, Direct Debit/Credit Form, Enrolment Policy and other relevant information will be provided to the parents/guardians.
2. Parents/Guardians are required to complete a Direct Debit/Credit Form together with the Enrolment Form. Parents/Guardians must provide any associated documentation requested (documents required are listed on the Enrolment Form). Consideration will only be given to the enrolment of a student following the provision of all of the required documents and all the information necessary for the College to understand the needs of the student seeking enrolment. This includes making a full declaration of all infectious diseases, medical conditions, learning needs and disabilities.
3. An offer of a place at South Coast Baptist College will only occur once parents/guardians and the prospective student have attended an interview with the Principal or his/her delegate. Parents/Guardians will be contacted by the Enrolments Officer to schedule a mutually agreeable interview date & time. The Principal or his/her delegate will assess the application through the interview process and decide whether to make an offer of enrolment. Financial or other issues will be identified and may need to be resolved before a recommendation can be made by the Principal or his/her delegate. At the interview the Principal or his/her delegate shall ensure the family receive all information appropriate for enrolling in the College, which may include a Parent Handbook, Financial Information Schedule, Uniform Pricelists, Booklists, etc.
4. Parents/Guardians are expected to inform the Principal or his/her delegate of any current Court Order restrictions in relation to the custody or access of the student during this interview process and provide relevant documentation.
5. Parents/Guardians are notified in writing, following the enrolment interview, of the outcome of the Enrolment Application.
6. A non-refundable Enrolment Fee of \$250 per family is payable upon an offer of enrolment of the first child.
7. A non-refundable \$100 Sibling Deposit is payable for the second and subsequent child/ren to secure the new child's place. This will be credited towards the child's fees after they have been at the College for a Term.

8. A Family Bond of \$600 per family is payable upon enrolment of the first child. The Family Bond is to be refunded when the last student of the family leaves the College, providing no money or property is owing to the College at that time and all other conditions have been met. The Family Bond is not refundable if the offer of a place is accepted but later withdrawn before the student commences at the College, without first giving one Terms notice. The Family Bond instead will be retained to offset the costs associated with enrolling the student.
9. To accept an offer of enrolment, parents/guardians must respond before the due date and have paid, in full, the Enrolment Fee and Family Bond. Once the Family Bond has been paid, the Enrolment Agreement is legally binding and can only be terminated by the withdrawal of the student/s from the College in accordance with this Policy. The Enrolment Form contains an Enrolment Agreement to accept the Policies of the College. The College reserves the right to terminate the enrolment when the disclosure of a student's needs has not been provided or if there is a serious or persistent breach of the College's Behaviour Policy by the student. Specific College Policies are provided in the current Parent Handbook. Where significant changes are made to the Policies, these will be conveyed to parents in writing through the newsletter or via special mailing.
10. Once the above steps have been completed, the student will be considered an enrolled student at the College.
11. Fees are payable in advance. All families are required to complete the Direct Debit/Credit Form and a fee free direct debit, from your bank account for the full yearly fees, will be withdrawn on an annual, quarterly, monthly and fortnightly basis.
12. This Enrolment Policy should be read in conjunction with the Enrolment Agreement (contained within the Enrolment Form), particularly with respect to the payment of tuition fees and withdrawal of students from the College.
13. It is the parent's/guardian's responsibility to notify the College promptly of a change of address or family status.

General Conditions

1. Students and parents/guardians agree to actively support the College's mission, vision and values.
2. Students are required to attend the College during the Term dates published by the College. Students absent may forfeit credit for assessments missed during their absence. Student attendance is required at official College functions and events including, but not limited to, graduations, sporting fixtures and camps.
3. The student will participate in all devotional, curricular and co-curricular activities conducted with the approval of the College.
4. All students are bound by the College rules and regulations issued by the Principal from time to time. Parents agreed to ensure their student obeys the rules and regulations.
5. The College reserves the right to discipline students for breaches of College rules and general misbehaviour. The Principal reserves the right to suspend, or permanently exclude, a student from the College.
6. Parents/Guardians agree to provide their student/s with the correct uniform, support the Uniform Policies and ensure the uniforms worn are in good and clean condition.
7. Parents/Guardians agree to provide all equipment as specified in the booklist.
8. The College's Financial Information document outlines all mandatory College fees and charges. The parent/guardian/person(s) responsible for the payment of fees shall pay South Coast Baptist College such fees and charges for the education and maintenance or, and for the supply of goods and services to, their student as determined by the College Board from time to time.
9. Parents/Guardians are jointly and severally liable for the payment of fees and charges in accordance with the Financial Information document.
10. A credit reference check may be conducted prior or subsequent to enrolment.
11. The payment of full fees is required to hold a guaranteed place whenever a student is absent from the College for any period of time during the year.

12. International students will be charged the fees that apply to Australian students, plus an amount equivalent to the Commonwealth and State revenue that would have been received if the student were an Australian citizen, plus any administration fees applicable for International students.
13. Parents/Guardians who enrol their student in the College agree to accept liability jointly and severally for the cost of restitution for any damage caused by the actions of their student.
14. The College accepts no liability for personal property brought to the College or to a College excursion or event by their student.
15. The College reserves the right to inspect student lockers and bags upon request.
16. Parents/Guardians agree to provide the details of any mental, physical, emotional and/or behavioural conditions of a student enrolled at the College that may affect their learning or welfare, or the learning or welfare of another student, or the welfare of any other person at the College. And agree to update the College of any changes in these conditions.
17. I/We consent to my child travelling by College bus or any form of public or private transport where such transport is considered in reasonable opinion of the College to be necessary or desirable, for College related activities.
18. In the event of any medical emergency arising in which the College considers it impossible or impracticable to communication with the parents/guardians or other emergency contacts, the College will take all reasonable care of a student suffering accident or illness but will not be responsible for the costs of any ambulance, medical or dental attention or treatment administered to the student in such event, nor will it be responsible directly or indirectly for any action or omission of any medical or dental practitioner or medical officer attending or treating the student, including attention provided by College staff.
19. In this Policy, the expression 'Principal' including any Acting Principal and/or his/her delegate carrying out the duties of or exercising the authority of the Principal as delegated by the Principal or the Governing Board.
20. The College reserves the right to amend these conditions and the College's Financial Information from time to time without prior notice.
21. Parents/Guardians have read and understand the Privacy Policy on the College website.

Immunisation History Statement

From 1 January 2019, all schools are required to request and record the vaccination status of new students commencing or enrolling at their school. The new requirement in the School Education Act 1999 and School Education Regulations 2000 (Gazette 21 December 2018) is for schools to record in their enrolment registers the vaccination status of each student.

We therefore respectfully request that parents/guardians provide a copy of their child's Immunisation History Statement. It must be current and not more than 2 months old from the time of submission to South Coast Baptist College Enrolments. The College will record the vaccination status as required and retain a copy of the certificate on the student's file.

It is important to note that the request is not a requirement for your child to be vaccinated, it is a documentation request/requirement. Also important to note, if your child is over the age of 14, they will need to set up their own MyGov and Medicare online account (see instructions below).

Please also be aware, if your child is enrolling for Kindergarten, new Legislation dictates that all children MUST be fully immunised, in accordance with their age, at the time of submission of the Immunisation History Statement.

The Immunisation History Statement required can be downloaded from the Medicare website via your MyGov account as per the steps below.

Immunisation History Statement Retrieval

For Existing On-line Users of MyGov & Medicare Holders

1. Log into your MyGov account by visiting:
<https://my.gov.au/LoginServices/main/login?execution=e1s1>
2. Click on the Medicare link.
3. Accept conditions and proceed to your online account.
4. Select required boxes and request Immunisation History Statement.
5. Access pdf document of immunisation history statement by clicking on the link.
6. Once the record has been retrieved, you can sign out of the account.

Note: If you do not have a Medicare online account, please follow steps 10 – 22 below.

For New On-line users (i.e. new to MyGov and Medicare – including students over the age of 14 years)

1. Visit: <https://my.gov.au/loginservices/main/login?execution=e1s1>
2. Click "Create an Account"
3. Enter your email address into the box. A security code will be emailed to your email address.
7. Enter the security code that was emailed to you, into the next box.
8. Enter your phone number, alternatively skip this step.
6. Answer 3 security questions over the next 3 screens
7. Enter a password and confirm your password
8. Log into your MyGov account using your email address and your password
9. Answer your security question
10. Link a service to our existing account – in this case, Medicare
11. If you don't have an online Medicare Account, the system will need to verify our identity by checks
12. Enter details contained on your Medicare Card as prompted by the system
13. Enter the DOB and corresponding numbers of every other person listed on the Medicare Card where prompted
14. Enter personal information and address details as prompted
15. Enter details of last visits to the doctor and specialist
16. If all the information provided matched the records on file, you will receive a message to confirm that you have been successfully identified, and your Medicare Account has been successfully linked to our MyGov account
17. You will then click on the link, which will transfer you to the Medicare Website

18. Accept conditions and proceed to your online account
19. Select required boxes and request Immunisation History Statement
20. Access pdf document of Immunisation History Statement by clicking on the link
21. Once record has been retrieved, you can sign out of your account
22. Email the pdf file or print

In the event that parents and/or students cannot access the records online, you will need to visit the Medicare Office. In this instance, it can take up to 10 working days to get the records.

Conclusion

Enrolment at South Coast Baptist College assumes a commitment by parents/guardians to the life of the College. This commitment may include, but is not limited to:

- Support for the Christian Ethos of the College and compliance with College Rules and Policies.
- Providing the College with all required documentation upon enrolment at the College and keeping the College informed of any changes.
- Agreement to support the correct wearing of the College Uniform in accordance with College Uniform and associated Policies.
- Positive support for teachers and non-teaching staff.
- Attendance at Parent/Teacher nights and information sessions held by the College.
- Attendance at special celebrations and events held by the College.

It is an offence under the Crimes Act 1900 to provide false or misleading information/material to the College when making an application for enrolment. If false or misleading statements are made in the enrolment forms or if relevant information was not disclosed at the time of the application and/or confirmation of enrolment, the Principal can terminate the enrolment at any time, or suspend the enrolment until all relevant facts are known.

Reviewed: 01/04/2021

Next Review: Term 1, 2023