



1.2 Enrolment Policy

Rationale

This Policy provides guidelines for enrolment into South Coast Baptist College. The College 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-centred education to families in the region and beyond, and an education of high academic standards that are 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

Thy Kingdom Come

Our Mission

Courage in Wisdom; Hope in Love

Our Values

Love, Hope, Wisdom, and Courage.

Our Vision

- Our vision is to be a thriving Christian community that inspires learning as a means of 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 all professionally authoritative clinical notes to the College prior to enrolment in order for the College to comply with its statutory obligations, including the assessment of any reasonable adjustments that may be made and to consult appropriately with parents/guardians.
- 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 and the submission of the completed Direct Debit Form. (Refer to fees schedule on the website) 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 Subsequent to receipt of Enrolment Forms and all associated documentation, when required by the College.

At the discretion of the College, some applications may be given preference on the waiting list in certain circumstances, including (but not limited to):



- Children and grandchildren of existing and newly appointed Staff - children and grandchildren of existing Board members
- Students who apply for placement in a program and are accepted into the program.
- Students who apply for a scholarship and are awarded the scholarship.
- Requirements of the cohort and children of the Christian faith
- Children of Alumni students from South Coast Baptist College or previously Maranatha Christian College Siblings of existing students at the College.
- Children who are enrolling from the South Coast Baptist College Childcare into 4-year-old Kindergarten at the College.

Student Withdrawal

When a student leaves prior to completion of Year 12, **one full Term's notice** in writing to the Principal or her delegate via an email to enrolments enrolments@scbc.wa.edu.au, is required by the parents/guardians. A Notice of Leaving Form will be emailed for completion and submission at that time.

Where less than one full Term's 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 (refer to the fees schedule on the website.) 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.
2. Parents/Guardians are required to complete once a letter of offer for enrolment is received, 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 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 and disclosure of all infectious diseases, medical conditions, learning needs and disabilities.
3. An enrolment place at South Coast Baptist College may be offered after parents/guardians and the prospective student have attended an interview with the Principal, Head of School, or his/her delegate. Please note that being offered an enrolment interview is no guarantee of a place at the College. Parents/Guardians will be contacted by the College to schedule a mutually agreeable interview date & time. Financial or other issues will be identified and may need to be resolved before a recommendation for enrolment can be made. At the interview the Principal, Head of School or his/her delegate shall ensure the family receives all information appropriate for enrolling in the College. Much of this information is located on the website.



4. Parents/Guardians must inform the Principal, Head of School, 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 must inform the Principal, Head of School, or his/her delegate of any special needs the student may have during the interview and provide relevant documentation.
6. Parents/Guardians are notified in writing, following the enrolment interview, of the outcome of the Enrolment Application.
7. A non-refundable Enrolment Fee (refer to fees schedule on the website) is payable upon an offer of enrolment of the first child.
8. A non-refundable Sibling Deposit (refer to the schedule on the website) is payable for the second and subsequent child/ren to secure the new child's place.
9. A Family Bond (refer to the fees schedule on the website) 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 Term's notice. The Family Bond instead will be retained to offset the costs associated with enrolling the student.
10. 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 and submission of the Direct Debit Form. 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.
11. Once the above steps have been completed, the student will be considered an enrolled student at the College.
12. Fees are payable in advance. All families are required to complete the Direct Debit/Credit Form.
13. 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.
14. 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 agree to ensure their child 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 child/children 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 for, and for the supply of goods and services to, their child 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. The College reserves the right to adjust the education timetable, as may be required, whilst ensuring it meets the mandatory teaching hours, with no adjustment made to fees.
14. Parents/Guardians who enrol their child in the College agree to accept liability jointly and severally for the cost of restitution for any damage caused by the actions of their child. Fees are to be paid by one nominated party and no split billing is available.
15. The College accepts no liability for personal property brought to the College or to a College excursion or event by the student.
16. The College reserves the right to inspect student lockers and bags upon request.
17. 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. They also agree to update the College of any changes in these conditions.
18. Parents/Guardians consent to their 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.
19. In the event of any medical emergency arising in which the College considers it impossible or impracticable to communicate 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.
20. 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.
21. The College reserves the right to amend these conditions and the College's Financial Information from time to time without prior notice.
22. Parents/Guardians have read and understand the Privacy Policy on the College website.



Students with Additional Needs

South Coast Baptist College welcomes all students and aligns our Enrolment Policies with the Disability Discrimination Act 1992 (Cth) (**DDA**) and the Disability Standards for Education 2005 (Cth) (**DSE**). All enrolment applications are assessed according to the rights and responsibilities the Standards and Legislation affords to prospective students, their parents/guardians, and the College.

Parents/guardians of students with additional needs may enquire and lodge an application before the College's official enrolment period. Such planning on behalf of any students with additional needs assists to prepare and discern the needs of the students, their family, and the College.

Parents/guardians are required to identify where a student has additional needs in the enrolment application, including providing supporting documentation (e.g. external assessments, etc). When an application is received, the Head of School will assess the enrolment with consideration for the students with additional needs. This process includes a series of meetings to discuss the needs with the Learning Support Area, classroom teacher and support teacher, the student (if appropriate), parent/guardians, etc.

The College may, in discussion with the student and parent/guardian, enrol a student on a conditional basis in light of the student's particular needs at the time of or during the student's enrolment so that the College's capacity to provide reasonable adjustments can be assessed. The College may conclude after a period of conditional enrolment and assessment that reasonable adjustments are (or are not) able to be offered on an ongoing basis without incurring unjustifiable hardship.

The College may decline an application for enrolment to the College after considering the capacity of the College to provide any reasonable adjustments for the proposed student, including in relation to providing an appropriate program, space, resources and staffing without incurring any unjustifiable hardship.

All applications for students with additional needs will be properly considered on a case-by-case basis in all the circumstances applicable at the time.

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.

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.

Discounts

Please refer to the Financial Information brochure on the College website for information about fee discounts.



Summary

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.
- Support for 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: 9/2/2024

Next Review: Term 1, 2027