

## Bethany Christian School Enrolment Policy



BETHANY  
CHRISTIAN SCHOOL  
Educating for Eternity

Publication Date	June 2020
Review Date	June 2023
Related legislation/applicable section of legislation	Education and Children's Service Act 2019 Section 60, Education Regulations 2012 Children's and Young People (Safety) Act 2017 Education and Early Childhood Services (Registration and Standards) Act 2011 (SA) Education and Early Childhood Services (Registration and Standards) Regulations 2011 (SA) Teachers Registration and Standards Act 2004 (SA)
Related policies, procedures, guidelines, standards, frameworks	Bethany Early Learning Centre Enrolment Policy 2018 Protective Practices for staff in their interactions with children and young people 2011 Protective practices 2019 Bethany Christian School's Workplace Health and Safety Policy 2020 Australian Privacy Principles Privacy Policy 2020 Privacy Amendment (Enhancing Privacy Protection) 2012 Australian Student Wellbeing Framework 2018 Collection Notice (Standard) 2016
Policy officer (position)	Debbie Clifford
Policy officer (phone)	8283 0000
Policy sponsor (position)	Deputy Principal
Executive director responsible (position and office)	Debbie Clifford – Deputy Principal
Applies to	Whole School
Key words	Student enrolment, class intake, waiting list, school, year level placement
Status	Active
Approved by	Principal
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Date	Version	Revision Description
25/6/18	1.0	Formatting, updated information
04/04/2019	1.1	Formatting, reviewed information BL
10/6/20	1.2	Reviewed, updated legislation and regulations
16/2/21	1.3	Section amended after review

### **Statement**

At Bethany Christian School it is believed that all students have a right to a quality education and that parents should have the opportunity to choose a school that supports their religious beliefs. As per South Australian legislative administrative instructions and guidelines, children are not required to attend school until they are 6 years old, and they are permitted to start school in the year that they turn 5, if it is by the 1<sup>st</sup> of May, with the exception of our Bethany Early Learning Centre.

### **Aims**

To ensure that Bethany Christian School provides quality Christian educational access to all students, our policy will ensure each individual's enrolment is completed per legal requirement. Our enrolment process will allow the child and their parents/legal guardians to feel safe and secure in the level of care provided to all students.

## **Implementation:**

### **Age Eligibility**

Bethany Christian School follows the Department of Education and Children's Services Administrative Instructions and Guidelines outlining that children are not required to attend school until they are six years old, however; Children that turn five before the 1<sup>st</sup> of May are permitted to be enrolled and attend school from the beginning of that year.

### **Immunisation Requirements**

As of the 7<sup>th</sup> August 2020, it is Federal law that all children attending Bethany Christian School ELC who are unvaccinated or whose vaccinations are not up-to-date (according to the National Schedule) will no longer be eligible for enrolment at the ELC. All enrolled unvaccinated students will be excluded until their immunisations are up-to-date. Medical exemptions to this requirement can only be given under the standards set by the Federal Government, or by the Commonwealth Chief Public Health Officer. For further details, please see <https://guides.dss.gov.au/family-assistance-guide/2/1/3/40>. Students who cannot be fully vaccinated due to a medical condition or who are on a recognised catch-up schedule may still be enrolled upon presentation of the appropriate form signed by a medical practitioner.

The ELC must be provided with up-to-date evidence from the Australian Immunisation Register (AIR) – Immunisation History Statement for each child to continue enrolment. The AIR will confirm that the child is fully immunised for their age or has a medical reason for why they are not immunised. Please note, this now replaces the formally known as, 'Blue Book' system.

### **Length of Learning from Reception to Year 2**

Bethany Christian School follows the Department for Education departmental policy and guidelines which state that children will access twelve terms between Reception, Year 1 and Year 2. As a guide, children will progress according to the following pattern:

- Children will be admitted at the beginning of first term and will have 12 terms, that is, three years in junior primary.
- The developmental needs of the child linked to the Australian Curriculum including such matters as the child's maturity, social, emotional and any special needs (both physical and intellectual) need to be taken into account when determining the progression for an individual child.

### **Age and Approximate Year Level Groupings**

Children usually start school in the year they turn five or the following year. The approximate year level groupings are usually as follows:

<b>Age</b>	<b>Year Level</b>
5 /6	Reception
6 /7	Year 1
7 /8	Year 2
8 /9	Year 3
9 /10	Year 4
10 /11	Year 5
11 /12	Year 6

### **Same First Day Policy**

- All children starting Bethany Early Learning Centre (ELC) will do so at the beginning of the year, one full year prior to beginning Bethany Christian School (Primary Years). Providing availability, students wishing to start within the school calendar year in the ELC would be at the discretion of the ELC Director.

- Bethany Christian School has a single intake in line with Department for Education policy. As with all government schools in South Australia, our students will have the same first day for all students, the beginning of Term One. Having the same first day of school will ensure that every child is guaranteed four terms of Reception before they go on to the rest of their primary schooling.
- The minimum age for starting school will be four years and eight months from 2014. Students starting in the ELC must be three years and eight months in January of their ELC year.
- In exceptional circumstances the length of time that particular children spend in the ELC and the ages at which they commence may be varied through discussion between parents, the Director and the Principal with advice from other professionals, if appropriate. The ELC Director/Principal, however has final say over a child's enrolment.
- At the discretion of the Principal or their delegated authority, students who are eligible for NDIS funding or identify as Indigenous may begin school a semester early, commencing in Terms 3 & 4 of the year prior to when they would be eligible to begin ELC. This provides two additional terms to their education.

### **Proof of Age**

At the time of enrolment parents/guardians are required to provide proof of their child's birth age. The following documents will be accepted by schools in this regard:

- Passport
- Birth certificate, or
- Official Centrelink documentation stating the child's name and birth date.

### **School Zoning**

- Bethany Christian School is an Independent school as is not impacted by zoning.
- A place is reserved for each Bethany Christian School student upon reaching Year 7 at Temple Christian College. As Temple is a separate school, separate Enrolment Policies and procedures are in place. Parents will need to enrol their child into Temple and follow the said procedures to officially secure a position.

### **Sibling Rights Rule**

- In those cases where a currently enrolled family member attends Bethany Christian School, enrolment of a sibling is guaranteed.
- If a family withdraws their child's enrolment, all current and future siblings identified in writing about their withdrawal will not have the sibling rights rule to guaranteed enrolment.
- Only students who have been withdrawn from enrolment for a period of one term's notice will not be financially penalised according to the withdrawal policy 2017. Late notification will have a full term's fee charged to each child being withdrawn.
- All withdrawn students must have an appointment made with the School Bursar to discuss the withdrawal policy and any outstanding school fees liable.
- If one or more students have been withdrawn, but one or more siblings remain either currently enrolled or on future accepted enrolment lists at the enrolment interview, any siblings that parents wish to enrol will be placed on a priority placement list.
- Any student of an enrolled family who has been excluded from the school on the basis of behaviour or financial suspension will also not be eligible for future siblings to be enrolled at Bethany Christian School.

### **Sibling Rights Rule-Half and Step Brothers and Sisters/Priority Waiting Lists**

- At Bethany Christian School, if a step-sibling and half-sibling that is residing with the currently enrolled parent, those siblings will be placed on a priority listing for future enrolment.
- Christian families who are active within the church with regular attendance will also be able to apply for priority listing.
- Parents wishing to enrol younger siblings with older siblings currently enrolled in Temple Christian College will need to apply for enrolment as per normal, but will be placed on priority listing under the sibling right rule.

- Alumni students wishing to enrol their children need to apply as per normal, however they will also be placed on a priority listing.

### **Right of Return**

Any parent wishing to re-enrol their child/ren after having already withdrawn their child will need to start the process from the beginning, and the children they wish to enrol will go on the current waiting lists.

### **Gifted students**

The decision as to where a child (in year level terms) attends at Bethany Christian School is determined according to the 'educational attainments' of the child. This is not determined by the parents but by the Principal in consultation with any relevant experts and the parents. However, ultimately the Principal has the final say.

### **Extended Enrolment**

The Principal may negotiate an extended enrolment when:

- Additional time in particular year levels at school is likely to significantly improve a child's learning and developmental outcomes.
- Consultation has occurred between the Principal, staff, parents and where applicable other specialists advising or supported this decision.

### **Home Educated Students**

- Families wishing to educate their children at home must complete an *Application for Exemption from Attendance at School for the Purposes of Home Education*.
- Applications are available upon request from the Home Education Project Officer, Office for Schools on telephone 8226 1327. On receipt of the application, the Home Education Project Officer will arrange a time to conduct a home visit to discuss in detail the application. Following the home visit, a report and a recommendation regarding the approval of an exemption from attendance is then made to the ELC Director or Bethany Christian School Principal for Improvement and Accountability consideration. Children and students are required to attend school until a determination is made regarding their application.

### **Overseas Enrolments**

- Students who are not Australian citizens or Australian permanent residents are allowed to enrol in Bethany Christian School, subject to certain conditions based on their visa sub-class.
- Overseas students for whom English is not their spoken language must attend a New Arrivals Program in a local government school for a minimum of 6 months before enrolling into Bethany Christian School.
- The type of visa-sub class also determines whether a child is a full fee paying or eligible to be recognised as a local student (therefore paying local fees only).
- For further information in this regard, schools/parents/guardians should contact International Education Services as per the details below:

Telephone: +61 8 8226 3402

Fax: +61 8 8227 2391

Email: [decsisp@sa.gov.au](mailto:decsisp@sa.gov.au)

<http://www.internationalstudents.sa.edu.au/default.asp?navgrp=home&id=benefits>

**Bethany Christian School Standard Collection Notice**

1. Bethany Christian School collects personal information, including sensitive information, about students and parents or guardians before and during the course of a student's enrolment at the School. The primary purpose of collecting this information is to enable the School to provide schooling and educational services for your child. Allied to this, information will also be used for enrolment and administrative purposes.
2. Some of the information we collect is to satisfy the School's legal obligations, particularly to enable the School College to discharge its duty of care.
3. Laws governing or relating to the operation of schools require that certain information is collected. These include relevant Public Health and Child Protection laws.
4. Health information about students is 'sensitive information' within the terms of the Australian Privacy Principles (APPs) under the *Privacy Act*. We may ask you to provide medical information and reports about your child from time to time.
5. The School, as required, either by law or as appropriate for proper discharge of our duties, will disclose personal and sensitive information to others for administrative and educational purposes. This includes disclosure to other schools, government departments, medical practitioners and people providing services to the School, including specialist visiting teachers, sports coaches and volunteers and counsellors.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information regarding academic and sporting achievements, student activities and similar news is published in School newsletters, magazines and on our website. Photographs of student activities such as sporting events, School camps and School excursions may be taken for publication in School newsletters and magazines and on our website. The School will obtain separate permissions from the student's parent or guardian prior to publication of photographs through the School Enrolment Form.
7. The School may store personal information in 'the cloud' which may mean that it resides on servers which are situated outside off Australia.
8. Parents or students may seek access to personal information collected about them by contacting the School. There will, however, be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the School's duty of care to the student, or where students have provided information in confidence.
9. The School Privacy Policy also sets out how you may register a complaint about a breach of privacy and how the School will deal with such a complaint.
10. The School also, from time to time, engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organizations that assist in the School's fundraising activities solely for that purpose. We shall not disclose your personal information to third parties for their own marketing purposes without your consent.
11. If you provide the School with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them that you are disclosing that information to the School and why, that they can access that information if they wish and that the School does not usually disclose the information to third parties.