



Enrolment Policy

Policy Document Information

Policy Name:	Enrolment Policy
Author/Supervisor:	Ian Shaw
Compliance	
Board of Studies	Registered and Accredited Individual Non-government Schools (NSW) Manual May 2012 (incorporating changes from 2004 to 2012)
Department of Education, Employment and Workplace Relations	Commonwealth Schools Assistance Act 2008
Legislative requirements	NSW Education Act 1990
Other Policy/Procedures Relationships	
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Date set for review:	March 2021

Enrolment Policy

1. GENERAL:

- 1.1. Kuyper Christian School is open to all children whose parents are seeking to give them an education which is consistent with the basis and aims of the school, provided the school has the resources to meet the child's particular needs, and subject to the availability of places.
- 1.2. Rules of eligibility shall be determined by the Board of Directors from time to time.
- 1.3. Priority of enrolment is on the basis of commitment to the basis and aims of the school, existing attendance of siblings, and date of application.
- 1.4. Initial priority will be determined on the basis of answers to questions on the enrolment application and a letter of reference from the pastor of the church currently attended. This will be later confirmed through an interview with the parents.
- 1.5. Order of priority for enrolments in Prep and Kindergarten is as follows:
 - 1.5.1. Sibling of current family;
 - 1.5.2. Child of a member of the School Association of at least 12 months standing;
 - 1.5.3. First child in a Christian family OR a child from Christian family who have applied to transfer all children into Kuyper;
 - 1.5.4. Prep or Kindergarten child in a Christian family with all children waiting for places at Kuyper;
 - 1.5.5. Christian family where some children attend another school;
 - 1.5.6. Non-Christian family, supportive of the ethos of the school
- 1.6. Order of priority for enrolments in Years 1 – 12 is as follows:
 - 1.6.1. Sibling of current family;
 - 1.6.2. Child of a member of the School Association of at least 12 months standing;
 - 1.6.3. Family transferring from another Christian school;
 - 1.6.4. Christian family who have applied to enroll all children at Kuyper;
 - 1.6.5. Christian family where some children attend another school;
 - 1.6.6. Non-Christian family, supportive of ethos of the school.
- 1.7. Within each category, priority will be on the basis of time order of application.
- 1.8. A Christian family is defined as one which regularly attends and is involved in a local church.
- 1.9. The aim of the school is that no more than $\frac{2}{3}$ of any Grade shall be made up of any one gender.
- 1.10. The number of children to be accepted into any Class is a maximum of 30. Any increase will be at the Board's discretion and temporary.
- 1.11. Normally children will be accepted into Kindergarten only if they have turned five before the 31st April that year. However, in exceptional circumstances, after careful testing, the Principal may admit younger children if they are considered socially, physically and intellectually mature enough to benefit from full time schooling.
- 1.12. Application for enrolment must be made on the appropriate form and accompanied by copies of the last two academic reports and most recent Naplan Results for the child/ren.
- 1.13. Interviews are generally conducted by the Principal, the appropriate co-ordinator and a Board Member. When these are not available, the Principal will nominate interviewers. Before offering a place to a student, the parents and student(s) will be asked to attend an enrolment interview to determine or confirm:
 - 1.13.1. Their commitment to or support for the Christian ethos of the school;
 - 1.13.2. Their support for the policies and practices of the school;
 - 1.13.3. Any special educational or other needs of the student and how these will be met.
- 1.14. If it is clear that the parents do not support the ethos and/or policies of the school the school will not offer a place.

- 1.15. If the readiness testing for Kindergarten indicates that a child does not meet the school's readiness criteria the school will consult with the parents and determine whether to offer a place in the following Year. If a child is not offered a place for that year a place will be offered for the following year provided the family meets other enrolment criteria.
- 1.16. Whenever the documentation from the parents or the school's testing indicates that a student has special needs these are to be discussed with the parents to determine whether the school is able to meet the student's needs. Where the school could not provide the resources needed to meet the needs of the student without causing unjustifiable hardship the school will not offer a place.
- 1.17. The final decision about any offer of a place rests with the interviewing committee.

Appendix 1: Enrolment Application Form

Please return this form together with:

- A copy of the birth certificate for each child
- A copy of each child's immunisation records
- A copy of your driver's licence

If you are applying for enrolment in Years 1 to 12, please also include:

- Copies of each child's latest 2 school reports
- Copies of each child's NAPLAN results from Year 3, 5, 7 and 9

ENROLMENT APPLICATION FORM

Details of children applying for enrolment at Kuyper:

Child 1:

Given name/s:

Last name:

Gender: Male Female

Date of birth: Country of birth:

Nationality: Religious denomination:

Languages spoken at home:

Child's position in family (please circle): 1 2 3 4 5 6

Which church does your child regularly attend (if any):

Is the child of Aboriginal or Torres Strait Islander origin?

No Yes Aboriginal Yes Torres Strait Islander

Current school: Current class/level:

Anticipated calendar year of entry to Kuyper:

2020 2021 2022 2023 2024 Term No.:

Anticipated class/level on entry to Kuyper:

Prep Kindergarten Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6 Year 7 Year 8
 Year 9 Year 10 Year 11 Year 12

PREP CLASS APPLICANTS ONLY:

Days: Tuesday only Wednesday only Tuesday & Wednesday

Is your child toilet trained? Yes No

Do you expect to enroll your child in Kindergarten at Kuyper? Yes No

Office use only

Interview date:

Interviewed by:

Enrolment application accepted yes no

Date family informed by phone:

Date correspondence sent:

Information to: All Staff email IT (via portal) Edumate Access

Staff Calendar with email reminder 3 days prior to start date

FURTHER INFORMATION:

Does your child have any special **physical** needs? No Yes, please specify

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Does your child have any special **medical** needs? No Yes, please specify

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Does your child have any special **educational** needs? No Yes, please specify

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Does your child have any special **behavioural** needs? No Yes, please specify

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Does your child have any special **emotional** needs? No Yes, please specify

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Is there anything else you would like the school to be made aware of regarding your child?

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Please attached all relevant documentation regarding the above.

Is your child's immunisation up-to-date?

- Yes, please attach a copy of the immunisation certificate
- No, please give the reason why not and attach any relevant documentation

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Child 2:

Given name/s:

Last name:

Gender: Male Female

Date of birth: Country of birth:

Nationality: Religious denomination:

Languages spoken at home:

Child's position in family (please circle): 1 2 3 4 5 6

Which church does your child regularly attend (if any):

Is the child of Aboriginal or Torres Strait Islander origin?

No Yes Aboriginal Yes Torres Strait Islander

Current school: Current class/level:

Anticipated calendar year of entry to Kuyper:

2020 2021 2022 2023 2024 Term No.:

Anticipated class/level on entry to Kuyper:

Prep Kindergarten Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6 Year 7 Year 8
 Year 9 Year 10 Year 11 Year 12

PREP CLASS APPLICANTS ONLY:

Days: Tuesday only Wednesday only Tuesday & Wednesday

Is your child toilet trained? Yes No

Do you expect to enroll your child in Kindergarten at Kuyper? Yes No

FURTHER INFORMATION:

Does your child have any special **physical** needs? No Yes, please specify

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Does your child have any special **medical** needs? No Yes, please specify

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Does your child have any special **educational** needs? No Yes, please specify

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Does your child have any special **behavioural** needs? No Yes, please specify

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Does your child have any special **emotional** needs? No Yes, please specify

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Is there anything else you would like the school to be made aware of regarding your child?

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Please attached all relevant documentation regarding the above.

Is your child's immunisation up-to-date?

Yes, please attach a copy of the immunisation certificate

No, please give the reason why not and attach any relevant documentation

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Child 3:

Given name/s:

Last name:

Gender: Male Female

Date of birth: Country of birth:

Nationality: Religious denomination:

Languages spoken at home:

Child's position in family (please circle): 1 2 3 4 5 6

Which church does your child regularly attend (if any):

Is the child of Aboriginal or Torres Strait Islander origin?

No Yes Aboriginal Yes Torres Strait Islander

Current school: Current class/level:

Anticipated calendar year of entry to Kuyper:

2020 2021 2022 2023 2024 Term No.:

Anticipated class/level on entry to Kuyper:

Prep Kindergarten Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6 Year 7 Year 8
 Year 9 Year 10 Year 11 Year 12

PREP CLASS APPLICANTS ONLY:

Days: Tuesday only Wednesday only Tuesday & Wednesday

Is your child toilet trained? Yes No

Do you expect to enroll your child in Kindergarten at Kuyper? Yes No

FURTHER INFORMATION:

Does your child have any special **physical** needs? No Yes, please specify

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Does your child have any special **medical** needs? No Yes, please specify

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Does your child have any special **educational** needs? No Yes, please specify

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Does your child have any special **behavioural** needs? No Yes, please specify

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Does your child have any special **emotional** needs? No Yes, please specify

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Is there anything else you would like the school to be made aware of regarding your child?

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Please attached all relevant documentation regarding the above.

Is your child's immunisation up-to-date?

Yes, please attach a copy of the immunisation certificate

No, please give the reason why not and attach any relevant documentation

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Child 4:

Given name/s:

Last name:

Gender: Male Female

Date of birth: Country of birth:

Nationality: Religious denomination:

Languages spoken at home:

Child's position in family (please circle): 1 2 3 4 5 6

Which church does your child regularly attend (if any):

Is the child of Aboriginal or Torres Strait Islander origin?

No Yes Aboriginal Yes Torres Strait Islander

Current school: Current class/level:

Anticipated calendar year of entry to Kuyper:

2020 2021 2022 2023 2024 Term No.:

Anticipated class/level on entry to Kuyper:

Prep Kindergarten Year 1 Year 2 Year 3
 Year 4 Year 5 Year 6 Year 7 Year 8
 Year 9 Year 10 Year 11 Year 12

PREP CLASS APPLICANTS ONLY:

Days: Tuesday only Wednesday only Tuesday & Wednesday

Is your child toilet trained? Yes No

Do you expect to enroll your child in Kindergarten at Kuyper? Yes No

FURTHER INFORMATION:

Does your child have any special **physical** needs? No Yes, please specify

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Does your child have any special **medical** needs? No Yes, please specify

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Does your child have any special **educational** needs? No Yes, please specify

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Does your child have any special **behavioural** needs? No Yes, please specify

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Does your child have any special **emotional** needs? No Yes, please specify

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Is there anything else you would like the school to be made aware of regarding your child?

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Please attached all relevant documentation regarding the above.

Is your child's immunisation up-to-date?

Yes, please attach a copy of the immunisation certificate

No, please give the reason why not and attach any relevant documentation

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Details of father/guardian:

Title: Given name/s:

Last name: Driver's Licence Number:

Residential address:

..... Postcode:

Postal address (if different to above): Postcode:

Telephone (mobile): Telephone (work/home):

Email address:

Occupation:

Country of birth: Nationality:

Languages spoken at home:

Religious denomination:

Which church does the father regularly attend (if any):

Is the father of Aboriginal or Torres Strait Islander origin?

No Yes Aboriginal Yes Torres Strait Islander

Do these children reside with the father? Yes No

What is the highest year of school the father/guardian has completed?

- Year 12
- Year 11
- Year 10
- Year 9 or below

What is the highest level of tertiary education the father/guardian has completed?

- Bachelor degree or above
- Advanced diploma/Diploma
- Certificate I – IV (including a trade certificate)
- No tertiary education completed

What is the occupation group of the father/guardian*?

*Please select the appropriate occupation group from the list on page 13 of this form.

If the father/guardian is not currently in paid work, but was employed during the last 12 months, use their last occupation. If the father/guardian has not been in paid work for more than 12 months, enter 8 in the box.

Details of mother/guardian:

Title: Given name/s:

Last name: Driver's Licence Number:

Residential address:

..... Postcode:

Postal address (if different to above): Postcode:

Telephone (mobile): Telephone (work/home):

Email address:

Occupation:

Country of birth: Nationality:

Languages spoken at home:

Religious denomination:

Which church does the mother regularly attend (if any):

Is the mother of Aboriginal or Torres Strait Islander origin?

- No Yes Aboriginal Yes Torres Strait Islander

Do these children reside with the mother? Yes No

What is the highest year of school the mother/guardian has completed?

- Year 12
 Year 11
 Year 10
 Year 9 or below

What is the highest level of tertiary education the mother/guardian has completed?

- Bachelor degree or above
 Advanced diploma/Diploma
 Certificate I – IV (including a trade certificate)
 No tertiary education completed

What is the occupation group of the mother/guardian*?

*Please select the appropriate occupation group from the list on page 13 of this form.

If the father/guardian is not currently in paid work, but was employed during the last 12 months, use their last occupation. If the father/guardian has not been in paid work for more than 12 months, enter 8 in the box.

Details of other person/s residing at the same address as the child/ren and possessing parental or quasi-parental rights and responsibilities for them:

Person 1:

Title: Given name/s:

Last name:

Residential address:
..... Postcode:

Postal address (if different to above): Postcode:

Telephone (mobile): Telephone (work/home):

Email address:

Occupation:

Relationship to child/ren:

Person 2:

Title: Given name/s:

Last name:

Residential address:
..... Postcode:

Postal address (if different to above): Postcode:

Telephone (mobile): Telephone (work/home):

Email address:

Occupation:

Relationship to child/ren:

Details of other parenting/custody/welfare arrangements:

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Please attach documentation, if applicable. (e.g. court orders, parenting agreements, AVO)

Directions for correspondence:

Please forward the child/ren's school reports and correspondence to:

- Father & mother jointly, at the same address
- Father & mother at separate addresses
- Father (and not mother) Mother (and not father)
- Other (provide details)

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Please forward the child/ren's school accounts to:

- Father & mother jointly, at the same address
- Father & mother at separate addresses
- Father (and not mother) Mother (and not father)
- Other (provide details)

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How do you intend to pay your child/ren's school fees?

- in full by term monthly fortnightly

How did you hear about Kuyper Christian School?

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What are your reasons for considering Kuyper Christian School for your child/ren's education?

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Please sign below, and make sure you have attached the following, so that we can proceed:

- Birth Certificate/s Immunisation History Statement (or letter re non-vaccination)
- Last two academic reports for each child NAPLAN (if applicable) for each child
- Any other applicable reports (e.g. psychologist, OT, cognitive/emotional/physical diagnoses)

Signature of father/guardian: **Date:**

Signature of mother/guardian: **Date:**

Other siblings (not enrolling at Kuyper):

Name: DOB:

Other school/occupation:

Name: DOB:

Other school/occupation:

Name: DOB:

Other school/occupation:

GROUP 1

- Senior management in a large business organisation, government administration and defence and qualified professionals
- Senior executive/manager/department head in industry, commerce, media or other large organisation
- Public service manager (*section head or above*), regional director, health/education/police/fire services administrator
- Other administrator (*school Principal, faculty head/dean, library/museum/gallery director, research facility director*)
- Defence Forces Commissioned officer
- Professionals generally having a degree, or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems and teach others
- Business (*management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer*)
- Air/sea transport (*aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller*)
- Health, education, law, social welfare, engineering, science, computing technician, associate professional

GROUP 2

- Other business managers, arts/media/sports persons, associate professionals
- Owner/manager of a farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- Specialist manager (*finance/engineering/production, personnel/industrial relations/sales/marketing*)
- Financial services manager (*bank branch manager, finance/investment/insurance broker, credit/loans officer*)
- Retail sales/services manager (*shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency*)
- Arts/media/sports (*musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof reader, sportsman/woman, coach, trainer, sports official*)
- Associate professionals generally having a diploma/technical qualifications, support managers and professionals
- Health, education, law, social welfare, engineering, science, computing technician, associate professional
- Business administration (*recruitment/employment/industrial relations/training officer, marketing/advertising*)

GROUP 3

- Tradesmen/women, clerks, skilled office, sales and service staff
- Tradesmen/women generally having completed a 4-year Trade Certificate, usually by apprenticeship (*all tradesmen/women are included in this group*)
- Clerks (*bookkeeper bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk*)
- Skilled office, sales and service staff
- Office (*secretary, personal assistant, desktop publishing operator, switchboard operator*)
- Sales (*company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher*)
- Service (*aged/disabled/refuge/child care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor*)

GROUP 4

- Machine operators, hospitality staff, assistants, labourers and related workers
- Drivers, mobile plant, productions/processing machinery, other machinery operators
- Hospitality staff (*hotel service supervisor, receptionist, waiter, bar attendant, kitchen hand, porter, housekeeper*)
- Office assistants, sales assistants and other assistants
- Office (*typist, word processing/data entry/business machine operator, receptionist, office assistant*)
- Sales (*sales assistant, motor vehicle/caravan/parts salesperson, check-out operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker*)
- Assistant/aide (*trades' assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant*)
- Labourers and related workers
- Defence Forces ranks below Senior NCO not included above
- Agriculture, horticulture, forestry, fishing, mining worker (*farm overseer, shearer, wool/hide classer, farmhand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand*)
- Other worker (*labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, care/park attendant*)