Dubbo Christian School Policy

ENROLMENT – pebbles / PREP

<table>
<thead>
<tr>
<th>RANGS Reference</th>
<th>3.8</th>
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<tbody>
<tr>
<td>Date of Last Review</td>
<td>1 June 2010</td>
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<tr>
<td>Ratified by the Board</td>
<td>2008</td>
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<tr>
<td>Owner</td>
<td>Principal</td>
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RATIONALE

The Dubbo Christian School was established with the task of providing formal schooling which equips children from Christian families to take a proper place in the life of this world. As the School has grown, demand for places has exceeded the number of spaces available.

Our selection criteria are established to reflect the ethos of our School. Consequently, we seek to enrol those children we judge to be best able to benefit from the academic program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand and are supportive of the Christian aims and objectives of the School.

We will assess all applications to enrol against these criteria. We will enrol students according to the policy described below.

1. OUR ENROLMENT PROCESS

Points at which we take in new student

Our normal entry point is at the commencement of the school year. We will consider applications for entry at other times, but only if places are available. Due to the high demand for places, we advise parents to apply for entry for their child well before the desired year of entry.

We have limited places to offer. After we offer places we will draw up a waiting list and will use this list to make later offers of enrolment if students to whom initial offers were made decide not to accept their offers, or if students already enrolled withdraw from DCS pebbles / PREP.

You cannot defer an offer

If we offer a student a place for a particular entry time, that offer only applies to that point of entry. It cannot be deferred to a later date, except by our agreement.
### Our enrolment timetable

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<tr>
<th>Our action</th>
<th>Parents’ action</th>
<th>Comments</th>
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| We develop a list of prospective students from completed Application to Register forms | Parents may have their child placed on the list of future prospective students by completing an Application to Register form and paying the Registration Fee. | • As we receive each form we add the child’s name and contact details to our list of prospective students for the relevant year.  
• The Registration Fee is non-refundable and paying it does not guarantee a place. |
| We send Application to Enrol forms to all students on the list | If parents wish to proceed with their application they will complete the Application to Enrol form and return it along with the Enrolment Fee. | • We will send all children on the list Application to Enrol forms.  
• The Enrolment Fee is non-refundable and paying it does not guarantee a place. |
| We receive and process completed Applications to Enrol. | | • In order to allow students to begin on the first day of the school year we must receive all completed applications to enrol before 8 December in the year before the prospective students’ desired entry time.  
• Applications received by this date do not guarantee an offer of a place. However every effort will be made to process applications as quickly as possible, particularly those with extenuating circumstances for late applications eg. employment transfer. |
| We will assess applications against our selection criteria. We may notify parents that we have decided not to consider their child for a place at DCS pebbles / PREP. | | • We may request further detail about information parents have provided on the Application to Enrol form to assist us in our assessment. |
| The Principal (or delegate) will interview students and parents. Attend interview with their child at the time arranged. | | • An interview doesn’t guarantee an offer of a place. |
| The School Board will interview parents. Attend board interview. | | • An interview doesn’t guarantee an offer of a place. |
| Offer of a place which includes mailing an Enrolment Contract. Accept the offer of a place by signing the Enrolment Confirmation and paying the pebbles / PREP Family Bond, or reject the offer. | | • We will send offers of places immediately after each monthly Board meeting.  
• The number of places offered reflects the number of positions available. We will advise parents if we are offering a place, or if we’re placing their child on a waiting list.  
• The Family Bond is payable when a place is accepted. |

### FEES DURING THE ENROLMENT PROCESS

For future enrolments only (more than 2 years hence):

A Registration Fee of $35.00 (including GST) to be paid by the parents and forwarded with the Application to Register form. This fee is charged per prospective student, is non-refundable and does not guarantee the offer of a place at DCS pebbles / PREP.
An Enrolment Fee of $50.00 (including GST) to be paid by the parents and forwarded with the Application to Enrol form. This fee is charged per student, is non-refundable and does not guarantee the offer of a place at DCS pebbles / PREP. The enrolment fee will only be charged once for each student in the DCS Pre-Kindergarten program. A second fee will not be charged for students progressing from pebbles to PREP.

A pebbles / PREP Family Bond of $100.00 (GST free) to be paid by the parents when they accept an offer of a place. The bond is charged per family and may be refunded at the completion of pebbles / PREP providing all fees are accounted for. For pebbles / PREP students accepted into Kindergarten, this bond will be transferred to be a part payment of the K-12 Family Bond.

This payment is not required for existing families who have already paid their Family Bond.

3. PRIVACY OF INFORMATION SUPPLIED

All enrolment information parents’ supply during the enrolment process will be kept confidential and accessed only by those staff involved in the enrolment process. If an application to enrol is not successful we will retain the information, with the permission of the parents, in case a place should become available later.

4. ENROLMENT CONTRACT

Parents may accept a place for their child by signing the Enrolment Confirmation and paying the pebbles / PREP Family Bond. This will establish the parents’ agreement to support the school rules and policies, to pay the school fees, to accept the Terms of Enrolment and the consequences of suspension or termination.

Parents’ declaration

In completing the Application to Enrol form we will ask the parents to declare that to the best of their knowledge they have:
4.1 disclosed any special needs of their child
4.2 provided a copy of any Parenting or Restraint Order that applies to the prospective student and parent(s) and
4.3 completed fully the Application to Enrol form.

If a parent withholds information relevant to the registration and enrolment process then we will reserve the right to refuse or terminate the enrolment process on these grounds.

Obligation to attend all school activities

When a place at the school is accepted the student will be expected to attend all the activities of the school, including classes and curriculum based excursions, extra curricular activities and special school functions.

School Fees

pebbles / PREP fee instalments must be paid one term in advance and are due on the first day of each term. The first term’s fees are non-refundable even if the student does not proceed with the enrolment after having previously accepted the place. The current School Fees will be set out in the Fee Schedule which will be included in the enrolment pack. All fees and charges are reviewed annually.
5. **WHEN GUARDIANS OR CARERS ARE ENROLLING CHILDREN**

In this policy we have referred to ‘parents’ to indicate those people responsible for enrolling students. Most of our enrolments involve the natural parents of children so we have chosen to use this terminology to simplify our documents. However, we readily accommodate applications to enrol in which guardians or carers have responsibility for a child’s application.

6. **OUR ENROLMENT POLICY MAY CHANGE**

Dubbo Christian School reserves the right to alter its Enrolment Policy. Changes to the Enrolment Policy will be notified in the school’s Annual Report. Parents are encouraged to contact the School to find out if there have been any changes.

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<th>Related Policies &amp; Procedures</th>
<th>Person Responsible</th>
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<tr>
<td>Enrolment Procedures</td>
<td>Principal</td>
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