Enrolment Policy & Procedures

1. **Rationale:**

Bethel Christian School provides a Christian education for parents who want their children to be taught in a Bible based and Christ centred school. The school believes that the values taught at home and at school must be the same if the child is to grow up without confusion.

Bethel Christian School has high expectations of both parents and students. Students are expected to behave in a manner that brings honour to the school and to Christ our head, and to be fully involved in all areas of school life. Parents are expected to support the school by supporting the school philosophy and ethos, upholding all the school policies by adhering to them and speaking well of them at home, including uniform and discipline policies, paying school fees and committing themselves to being involved with school community events such as working bees, Parents & Friends meetings and interviews with teachers.

Bethel Christian School wants all parents who desire a Christian education to be able to attend the school. A student does not have to be a Christian to attend Bethel Christian School, but parents and the child (if in Secondary) must agree to the Statement of Faith and understand that they will be taught from a Biblical Worldview.

2. **Procedures:**

- Parents/Guardians will receive an information pack containing a letter from the Principal, Enrolment Policy, Conditions of Enrolment, The Confession of Faith, Application for Enrolment, School Fees, Kindy/Pre Primary Booklet and School Information Booklet.
- Parents/Guardians and prospective students may come and have a school tour.
- Parents/Guardians then fill in an Application Form, including a signed Confession of Faith document.
- A formal interview is scheduled with the parents, Principal and a member of the Leadership Team (usually from the area of the school that the student is going to be in). If the student to be enrolled is a secondary student, they must also attend the interview.
- Parents/Guardians must bring to the interview; copies of past school reports, birth certificate, immunization details, any copies of specialist reports and a reference from a Pastor or past school. (Not applicable for Kindy, Pre Primary and Year 1)
- Depending on the circumstances, the applicant may be informed at the interview or later by mail of whether or not their application was successful.
- Parents/Guardian must sign the Conditions of Enrolment form.
- A formal enrolment form is to be filled in plus a deposit of school fees (negotiated amount with the parents/guardians)
- After interview new enrolment procedure is sent through to the office indicating if enrolment is accepted or not. The office will then inform teachers, inform board and write a letter of acknowledgement is written to the applicants.
- Parents/Guardians must purchase all school uniforms and class requirements before their child/children begin school.
3. **Conditions of Enrolment:**

1. The parents/guardians agree to allow the student to share fully in the life and program of the school.

2. The parents/guardians agree fully with the Confession of Faith and sign a copy of this to acknowledge their support of the Christian Ethos of the School.

3. The parents undertake to provide the student with the correct uniform as expected by the school and ensure that their child/children wear the uniform correctly and neatly. The student should also travel to and from school in the correct uniform. Where students are given permission to wear clothes other than uniform, the parents/guardians undertake to ensure that the student is dressed appropriately and modestly.

4. The parents/guardians undertake to provide the student with all necessary equipment, as stated by the school, so they are able to fully participate in the school's educational program.

5. The parents/guardians accept and agree to support the school's Discipline and Behaviour Management Policy and the right of the school to employ such legal discipline as it deems wise and expedient for the student and to uphold the school's authority and right to administer appropriate discipline in accordance with the policy.

6. Parents/Guardians understand that priority of enrolment into the school will be given to those students who were enrolled the previous year or who have siblings already attending the school.

7. Parents/Guardians agree to pay the required amount of school fees. Payment schedules can be organized with the school’s bursar. Parents/Guardian will meet with the bursar as part of the enrolment procedure. If hardship arises alternative arrangements can be made with the bursar. The Board may at it’s discretion terminate an enrolment if fees are in arrears for more than two terms and communication with the bursar has been ignored or alternative arrangements can not be agreed upon.

8. Parent’s/guardians will give at least one term’s notice of termination of enrolment. Failure to do so may render the parent liable for one terms fees, unless the school agrees otherwise.

9. A refund of unutilised fees on termination of enrolment for any reason will be solely at the discretion of the school.

10. The student will behave in a manner that does not bring dishonour on the name of Christ or disgrace to the school.

11. The student will obey the school rules and conditions of enrolment.

12. Parents/Guardians understand that the school may suspend or terminate enrolment at it’s discretion for failure to comply with these conditions or other serious breaches of the school rules.

13. The school may, at it’s discretion, grant a conditional enrolment, prior to granting a full enrolment.

14. Parents/Guardians fully inform the school of any medical condition their child has that may effect the school’s duty of care to the child or other person at the school, including any medication the child needs to administer at school.

15. A student must make their school bag, locker or other possessions available for search upon the request of the Principal or Leadership Team.
4. **Special Conditions:**

- For Secondary students the enrolment may be conditional for the first 6 weeks depending on the circumstances of the enrolment.
- A student’s former school may be telephoned for any clarification before an enrolment is accepted.
- For disciplinary reasons a student may be put on a conditional enrolment at anytime during their enrolment at Bethel Christian School.

5. **Waiting Lists:**

If a class is full students will be placed on a waiting list and parents contacted when a position becomes available in that class. Priority will be given to students with siblings already in the school. Waiting lists will be reviewed on a 6 monthly basis and families contacted to see if they wish to remain on the waiting list.

6. **Conclusion:**

The administration will make every effort to enrol a student into Bethel Christian School. Parents have an obligation to share all necessary information about a student with the administration throughout the enrolment procedure.

Supporting Documents:

- Enrolment Forms
- Conditions of Enrolment
- Confession of Faith