

# Enrolment Policy

For use by: School Leadership and Administrators  
of Bethel Christian School



Purpose	Policy outlining the school approach to enrolment for new and continuing students.
Delegation	Principal / Leadership Team
First Written	24 June 2009
Date Approved	
Approved By	Board Chair on behalf of Governing Board
Review History	2020, 2023
Review Cycle	Annually

## Introduction

Our values of loving, belonging, and growing help us shape the way we do life at Bethel Christian School (Bethel). We are dedicated to reflecting the character of Christ as we create an environment where staff, students and the parent community at Bethel are safe and can flourish.

Bethel defines itself according to three distinctives that guide new and ongoing enrolments:

1. Bethel has a deliberate distinction as a **Christian** school where **every child encounters Jesus**.
2. Bethel produces **students of character**, ready to excel at life.
3. Bethel is a school where **rich and robust Education** is delivered.

Bethel determines to maintain a school culture where discipline and engagement are equally prioritised, and consistency of educational approach is demonstrated from Pre-Kindergarten to Year 12. Staff and students are equally valued as image bearers of God.

## Scope

This policy outlines the school's approach to new applicants for enrolment at Bethel and to students already enrolled at Bethel.

## Principles

- Bethel exists to provide a distinctly Christian education for children who are enrolled, based upon a biblical worldview.
- Bethel offers due consideration for the unique needs of individuals physically, intellectually, socially, and emotionally.
- Bethel fulfills its mission in partnership with families, who are the first educators of their children.
- Offer of enrolment is determined in accordance with the following guidelines:
  - 1) Children of Bethel Staff, Board and Association members, and other relevant Bethel community
  - 2) Siblings of those already enrolled at Bethel
  - 3) Commitment to school years at Bethel

## Exclusion of Prospective Student

Bethel accepts expressions of interest and applications from any prospective student. Each application received is considered according to eligibility and lawful rights of a child. The Principal reserves the right to decline an application in accordance with the guidelines previously stated, and based on the capacity of the school to provide an appropriate educational program.

## Compliance with Legislative Requirements

Bethel's enrolment policy and procedures comply with the requirements of the:

Western Australian School Education Act 1999

Western Australian Equal Opportunity Act 1984

Disability Discrimination Act 1992  
Disability Standards for Education 2005  
Public Health Act 2016

Legislative amendments by the WA Government that came into effect on 1 January 2019, require that, at the time of the most recent application for enrolment, a school is to request, obtain and assess an immunisation certificate for each child applying to enrol. The only acceptable documentation for completing this task are:

- An Australian Immunisation Register (AIR) Immunisation History Statement (IHS)\* that is no more than two months old (on the day that it is sighted by the school); or
- A valid immunisation certificate issued or declared by the Chief Health Officer.

Both the Commonwealth and State Non-Government Schools' funding guidelines place particular conditions on funding eligibility for students. Information on a child's birth certificate and visa status of an applicant (if applicable) will be examined as part of the determination of eligibility for enrolment.

## Procedure

### Expression of Interest

Prospective families should submit an initial expression of interest in Bethel by completing an online form on the school website. Information collected includes the prospective student's demographic information, degree of alignment with the school's purpose and values, and acknowledgement of fee structure and payment expectations.

### Previous Semester Report

Prospective families whose students may be invited to interview must provide the school with a copy of the students' immediately previous Semester School Report. This is sent to:

[enrolments@bethel.wa.edu.au](mailto:enrolments@bethel.wa.edu.au)

### Pre-enrolment Interview

Prospective students who are considered for enrolment will be invited to attend an interview with a member of the Leadership Team. During the interview, suitability and alignment with school values and ethos will be further explored. Information will be sought on the prospective student's learning, social and emotional, and medical needs. The intent is for Leadership to fully understand needs in order to assess the capability of the school to offer equity of access in educational programs.

### Enrolment Application

Leadership may at this stage invite applicants to complete a full enrolment application and provide necessary documentation to confirm eligibility for enrolment.

### Offer of Enrolment

Leadership will review all documentation received. As appropriate, the Principal will send a letter offering enrolment at Bethel. Acceptance of enrolment is formalised upon completion and return of

related documentation and signing up with EdStart, the school's fee management service provider. It is expected that fees will be paid in accordance with the EdStart agreement. Defaulting on payments can lead to termination of enrolment.

## **Breach of Enrolment**

If it is proven that parents/carers have knowingly withheld material information relevant to the application and/or enrolment process, the Principal reserves the right to refuse or terminate enrolment on those grounds.

## **Waiting List**

In the instance where an application is deemed acceptable to the school but there is no available class space, an applicant may be offered a position on a waitlist. Waitlists are reviewed at the commencement of each Semester and applicants will be contacted to determine whether they wish to remain on the list. Priority of offer follows the guidelines outlined earlier in this document, cross-referenced with earliest date of application.

## **Information and Records**

The school collects personal information about students and their parents/carers both prior to, and during the course of a student's enrolment at the school. Bethel's Privacy Policy sets out the manner in which the school collects, uses, protects, discloses and provides access to personal information.

All documentation relevant to enrolment decisions will be retained by the school.

## **Withdrawal**

Parents/Carers who wish to withdraw their child/children from the school must submit a withdrawal notification to the Principal one school term in advance of withdrawal. Failure to provide notice will result in the forfeit of fees to the equivalence of one term's fees.

## **Related Documents**

- Student Code of Conduct
- Parent/Carer Code of Conduct
- Privacy Policy
- Fee Policy and Procedures