



ENROLMENT POLICY

This policy was last updated in May 2023

To be reviewed May 2025

1. INTRODUCTION

- 1.1 The purpose of this policy is to help you learn more about Donvale Christian College (**the College**) and whether it is the right school for your child. This policy also outlines the process that we use to consider the Application for Enrolment.
- 1.2 While application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse a place to any student in accordance with this policy.
- 1.3 If you have a question in relation to enrolment at the College, you can contact the Registrar by phone on 9844 2471 or via email to enrolments@donvale.vic.edu.au.

2. MEANING OF WORDS AND EXPRESSIONS

- 2.1 "We", "us" and "our" refers to the College.
- 2.2 "You" and "your" refers to the Applicant.
- 2.3 "Applicant" means the person or persons named in the Application for Enrolment seeking to enrol their child at the College.
- 2.4 "Executive Principal" means the Executive Principal of the College and/or their nominee.

3. DELIVERING A CHRIST CENTRED EDUCATION

- 3.1 Our College is a non-denominational co-educational Christian school for students, from Prep to Year 12, which is located at 155 Tindals Road, Donvale, Victoria 3111.
- 3.2 The College was commenced by a group of Christian people to serve Christian families by providing a biblically directed, Christ-centred education.
- 3.3 We believe parents are responsible for the education of their children and to bring up their children in 'the discipline and instruction of the Lord'. Therefore, we commit to a mutual partnership between parents and the school in the task of education.
- 3.4 We believe that we have a shared responsibility with parents for the educational outcomes of their children and therefore we aim for quality outcomes, parent engagement and teaching and learning based on a Christian world view.
- 3.5 We believe that we are to prepare children to serve Christ in all areas of life, and therefore we undertake to encourage each student towards an authentic and growing faith in Christ; model Christ in all we do; teach justice, kindness and humility; and encourage each student to identify their God-given gifts and passions and fulfil their potential.
- 3.6 At the College, we seek to prepare our students for their future beyond school in which they will fulfil their calling as ambassadors for God. In partnership with parents,

we prepare our students to be people who, with spiritual discernment, intellectual honesty, and a passion for the gospel of Christ, will humbly attempt to interpret and apply Biblical themes and values to their own cultural setting and to the work to which God calls them.

- 3.7 Through high quality teaching and learning in a nurturing, stimulating and biblically directed environment, students grow in their understanding of God's world and in their commitment to serving Christ in all areas of life.
- 3.8 The College expects Applicants to support the mission, values, beliefs and policies of the College.
- 3.9 The College also expects Applicants to support and accept the College's Statement of Biblical Principles and that such values and beliefs will be affirmed within their household and concerning the prospective student.

4. ENROLMENT PROCEDURE

- 4.1 Applicants are provided with the College Prospectus outlining the Christian mission, values and beliefs of the College, the enrolment procedure and appropriate educational information.
- 4.2 Following an Application for Enrolment being lodged, the College may contact Applicants to discuss the enrolment and the suitability of the College, the prospective student and Applicant.
- 4.3 All enrolment applications will be considered fairly, transparently, and in accordance with this policy.
- 4.4 Applications must be made on the official Application for Enrolment form.
- 4.5 Consistent with this commitment, the College will implement the following procedure to consider your Application for Enrolment:
 - a) The College requires both biological parents of a child to complete and sign the Application for Enrolment (unless the Executive Principal authorises otherwise on the basis of an exception, including but not limited to, where a court order disclosed to the College specifies otherwise or a biological parent is deceased or has lost capacity).
 - b) In the event the Applicant is not the natural parent/s, copies of supporting documentation evidencing legal guardianship of the child must be supplied to the College with the Application for Enrolment.
 - c) The following fees and additional information must be delivered to the College with the Application for Enrolment:
 - (i) payment of the application fee (which is non-refundable) per family;
 - (ii) a copy of the child's birth certificate;
 - (iii) identification as required by the College;
 - (iv) a full copy of the child's visa/passport (if applicable);
 - (v) details about any special needs the child has (e.g. due to an illness, allergy, physical disability, or intellectual disability);
 - (vi) an acknowledgement of the acceptance of the College's Statement of Biblical Principles and that such values and beliefs will be affirmed within their household and concerning the prospective student, in

particular;

- a written statement as to the Applicant's reasons for seeking to enrol their child into the College and, in particular, the reason for seeking a Christian educational environment; and
- a letter of reference from the pastor, minister, elder or priest establishing that the Applicant or student is actively involved in a Church and attends Church regularly; and

(vii) any additional information requested by the College.

The information in this clause 4.5(c) must be given to the College within any reasonable period of time specified by the College so that the College can assess the Application for Enrolment to which the information relates in a timely manner.

- d) On receipt of the Application for Enrolment, the College will:
- (i) send a letter to the Applicant to acknowledge receipt; and
 - (ii) record the Application for Enrolment on a waiting list for the nominated year of enrolment, according to the date of lodgement (unless a priority applies as per clause 5).
- e) The College may arrange for the Applicant to attend interviews with the Executive Principal (or their nominee) The interviews provide an opportunity to discuss the Applicant's:
- (i) personal Christian faith journey (this interview will include a Board member);
 - (ii) any special needs of the child; and
 - (iii) obtain any other additional information requested by the College (including school reports) to ensure that the College can properly consider the application.
- f) The College may in its absolute discretion, for the purpose of discussing the letter of reference or any other relevant matter, have a representative contact the pastor, minister, elder or priest of the Church who has provided a letter of reference.

4.6 The College requires an immunisation status certificate to permit enrolment at the College. This must be provided to the College prior to commencement.

4.7 The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- a) the physical numbers of currently enrolled students;
- b) the resources available to cater for the educational needs of students; and
- c) the willingness of the child and the Applicant (where applicable) to comply with the College's policies and procedures.

4.8 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

4.9 At the conclusion of the enrolment application process, the College will either:

- a) make a formal offer in writing to the Applicant;

- b) notify the Applicant in writing that the application was unsuccessful; or
 - c) notify the Applicant in writing that they are on the waiting list.
- 4.10 To accept a formal offer, the Applicant is required to comply with the directions set out in the formal offer, including by providing the College with the necessary payment of fees.
- 4.11 An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:
- a) relevant information is withheld, information provided is found to be inaccurate or Applicants fail to provide information within a reasonable period of time pursuant to clause 4.5(c) above; or
 - b) there is a significant change in the circumstances of the Applicant and/or their child which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the relevant Applicant and their child.
- 4.12 Once enrolled at the College (e.g. in Prep), a student's enrolment will continue through to Year 12, unless the student is formally withdrawn at the initiative of the College or the student's parent/guardian.
- 4.13 The College will assume that Year 6 students graduating from the Primary School will automatically continue to the Secondary School. No re-enrolment is required. If a Student is being withdrawn, the parent/guardian will need to notify the College pursuant to the Enrolment Terms and Conditions.
- 4.14 In order to be enrolled as a domestic Australian student, the Student must qualify to be enrolled as such in accordance with the requirements of the Department of Home Affairs as updated from time to time. To qualify, students must be:
- a) an Australian citizen;
 - b) an Australian permanent resident;
 - c) a permanent humanitarian visa holder; or
 - d) a New Zealand citizen.
- 4.15 All payments, fees and charges payable by Applicants under this clause must be made using the method or system of payment determined by the College (including through a third-party payment provider), which may be changed by the College from time to time.

5. PRIORITY ORDER OF ENROLMENT

- 5.1 Due to the high volume of applications received by the College, and to ensure that each application is treated fairly, the College maintains a waiting list for each year of enrolment. Applicants are recorded in the waiting list according to the date that they lodged their enrolment application.
- 5.2 At the discretion of College, some enrolment applications may be given preference on the waiting list (irrespective of date of lodgement) on the basis of criteria such as:
- a) siblings of current students;
 - b) children of staff members.

6. FEE SUPPORT

- 6.1 The College in its absolute discretion may provide successful Applicants engaged in full-time paid ministry work with financial assistance to pay for school fees.
- 6.2 Such arrangements will be subject to review and amendment on an annual basis, or more

frequently if the College requires. The fact that financial assistance has been provided in the past by the College does not guarantee ongoing financial assistance or the repeat of any arrangements.

- 6.3 Sibling discounts are offered for biological siblings, and the College has a discretion, but no obligation, to extend similar discounts to step-siblings, foster children or other family members.

7. ADJUSTMENTS

- 7.1 The College will consider enrolment applications in accordance with equal opportunity legislation, including in circumstances where a child seeking enrolment has a disability.

- 7.2 "Disability", in relation to a child, means:

- a) total or partial loss of the child's bodily or mental functions; or
- b) total or partial loss of a part of the body; or
- c) the presence in the body of organisms causing disease or illness; or
- d) the presence in the body of organisms capable of causing disease or illness; or
- e) the malfunction, malformation or disfigurement of a part of the child's body; or
- f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- g) a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

- 7.3 Where information obtained by the College indicates that a child seeking enrolment has a disability, the Executive Principal will consult with the Applicant to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College.

- 7.4 Following the consultation process, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

- 7.5 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- a) the nature of the child's disability;
- b) the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
- d) information provided by, or on behalf of, the child about his or her preferred adjustments;
- e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- g) the costs and benefits of making the adjustment.

- 7.6 The Executive Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the College to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 7.7 If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Executive Principal will take into account the relevant circumstances of the case, including the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and their family). This includes (without limitation):
- a) costs arising from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
 - b) benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
 - c) the effect of the disability on the child;
 - d) the College's financial circumstances and the estimated amount of expenditure required to be made by the College, including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - e) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - f) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
 - g) the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 7.8 The Executive Principal will discuss with the Applicant the concerns that the College has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 7.9 If the Executive Principal is satisfied that it has sufficiently consulted with the Applicant, and the adjustments required are not reasonable, or would cause unjustifiable hardship, or where the student could not or cannot participate in or continue to participate in or derive or continue to derive any substantial benefit from the educational program even after the adjustments were made, the College may decline to accept the enrolment application.
- 7.10 Throughout the consultation process above, the College will consult with the Applicant and the relevant child (as appropriate).

8. PRIVACY

- 8.1 The College will collect, use and disclose personal information for the purpose of completing the enrolment process.
- 8.2 Please refer to the Privacy Policy on our website for more information.