



BROUGHTON
ANGLICAN COLLEGE

STATEMENT ON ENROLMENT GUIDELINES AND PROTOCOLS

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1. Rationale

Broughton Anglican College aims to offer families in the Macarthur region and surrounding districts an opportunity to have their children educated in a disciplined, caring environment in which students are given the opportunity to develop spiritually, morally, intellectually, physically, emotionally and socially.

2. Policy Statement

Broughton Anglican College is a comprehensive co-education Pre Kinder to Year 12 College providing an education underpinned by Christian values and operating within the policies of the Board of Studies, Teaching and Educational Standards NSW.

The enrolment procedures and protocols of Broughton Anglican College reflect both the Christian ethos and culture of the College as an essential part of community building and compliance with the relevant legislation.

The College, in undertaking its Christian worldview, seeks to show proper respect to all people by working towards transparency and openness in the enrolment procedure. This is particularly important in relation to the integrated Christian worldview that is expressed in all aspects of the College's teaching and learning as well as social and cultural development.

All aspects of the enrolment policy are designed to reflect the Biblical principles upon which the Sydney Anglican Diocese is based. These include, but are not limited to, maintaining the integrity of the individual throughout the enrolment process, by showing proper respect (1 Peter 2:17) and by speaking the truth in love (Ephesians 4:15).

3. Definitions

Acceptance Fee: This fee is paid by parents with students moving from Year 6 into Year 7 from St Peter's Anglican Primary School. This fee will be deducted from the first term's fees if the student commences at the College. The fee is non-refundable for anyone who does not continue or commence at the College.

Application Fee: This non-refundable fee is payable at the time of application for enrolment.

Conditions of Enrolment: This list of conditions is set by the Campbelltown Anglican Schools Council and must be agreed upon by the family of a prospective student before being accepted as a student of the College.

Enrolment: Process by which a child is accepted to be a student of the College.

Enrolment Fee: This fee is a non-refundable fee set by the Campbelltown Anglican Schools Council which must be paid ***upon the acceptance of*** an offer of enrolment for students entering from Pre Kinder onwards.

Offer of Enrolment: A letter sent from the Head of College to the parents of the prospective student offering a position in the College.

Prospective Student: Someone who has approached the College about seeking enrolment.

Prospective Student/Student with Additional Needs: A child with a physical or psychological condition that may require additional provisions and support in the classroom.

4. Procedures and Protocols

4.1. Applications for enrolment

a. Applications for prospective students to the College

- i. Parents interested in enrolling their child (children) at the College are required to complete an *Application for Enrolment* form, returning the form to the Enrolment Office, along with the *Application Fee*.
- ii. The submission of an *Application for Enrolment Form* enables the student to be placed on a waiting list. Prospective families will be contacted when and if a place

becomes available. The College does not guarantee an offer of a place will be made.

- iii. A child must be 4 years of age on or before the 30 April in the year they commence Pre Kinder.
- iv. A child must be 5 years of age on or before the 30 April in the year they commence Kindergarten. Where there is a request for variation the College shall access the child's school readiness.

Submissions for enrolment should be accompanied by copies of the following documents:

- The student's birth certificate (the original certificate needs to be sighted by the College staff) or a certified copy.
- The last 2 school reports for students entering Years 1–12.
- NAPLAN results.
- An up to date copy of the student's Record of School Achievement if available and evidence of completion of *All your own work* where appropriate.
- Citizenship or Visa documentation where applicable.
- Current Immunisation History Statement issued through Medicare or a Medical Contraindication Form or Conscientious Objection Form if your child is unable to be immunised due to medical, religious or philosophical reasons.
- Any applicable legal papers or court orders.
- All educational, developmental or medical assessment reports which will assist the College to plan for the student's educational program. Failure to provide this information may delay the enrolment process or prevent an offer of a place being made.
- A completed Interstate Student Data Transfer Note or permission to obtain the information relating to this, for students transferring from schools in another state.

Applications for enrolments cannot be processed without the required documents.

- v. Factors determining enrolment relate to whether the prospective student:
 - Is a child of Anglican clergy or members of staff.
 - Is a child of local clergy.
 - Has a sibling already enrolled at Broughton Anglican College or St Peter's Anglican Primary School.
 - Are children of parishioners of St Peters Anglican Church.

- Has parent's actively involved in other Anglican parishes.
 - Has parent's involved in other Christian churches.
 - Has (one or more) parents who were past students of Broughton Anglican College.
 - Others.
- vi. A senior member of College staff will interview parents and the prospective student to give further information that parents may require to make an informed choice relating to the enrolment. Further information which will allow for the preparation of a recommendation to the Head of College may also be obtained. Appropriate specialist staff may be invited to participate in the interview to allow the parents to discuss the specific needs of the student and the appropriate programs that are available in the College.
- vii. After consideration of the information obtained through the application and interview process relating to curriculum, welfare and learning support matters should be discussed with appropriate personnel to determine the availability of resources to enable the College to meet the specific needs of the student.
- viii. The Registrar or delegate will collate information gained through the enrolment process and make a recommendation relating to the enrolment to the Head of College or Heads of School in relation to the Enrolment Application. The Head of College retains the right to determine whether an Offer of Enrolment is to be made.
- ix. Where the Head of College offers a position into the College, an *Offer of Enrolment* will be made in writing and accompanied with an *Acceptance of Enrolment* form which the parents are to complete. The *Offer of Enrolment* letter should outline starting dates etc. and the *Acceptance of Enrolment* form will outline any special conditions for enrolment. Parents are advised to read Section 9 [Conditions of Enrolment] carefully, before signing the *Acceptance of Enrolment* form.
- x. Parents have 14 days, as per the Conditions of Enrolment, to accept the position by completing the *Acceptance of Enrolment* form, provide the appropriate paperwork as requested and pay the *Enrolment Fee*.
- xi. Parents are to return the completed *Acceptance of Enrolment* form with the *Enrolment Fee* by the nominated date. Parents accepting the offer of enrolment for students commencing during term time should return the *Acceptance of Enrolment* form with the *Enrolment Fee* before the student commences at the College. Parents

of current students at St Peter's Anglican Primary School who are transferring the enrolment to Broughton Anglican College are required to pay an *Acceptance Fee*.

- xii. If a student is not offered enrolment the parents will be informed in writing.

b. Progression from Pre Kinder to Kindergarten

- i. Students currently enrolled in Pre Kinder at Broughton Anglican College are expected to continue on into Kindergarten. If withdrawing, the protocols for withdrawal are followed.

c. Progression from within Broughton's Junior School into the College's Senior School

- i. Students currently enrolled in Year 6 at Broughton Anglican College are expected to continue on into Year 7. If withdrawing, the protocols for withdrawal are followed.

d. St Peter's Anglican Primary School Year 6 students enrolling into the College's Senior School

- i. Enrolling in Year 7

The following criteria will apply to students enrolled in Year 6 at St Peter's Anglican Primary School and wishing to enrol in the Senior School at Broughton Anglican College.

- The Application for Enrolment procedure must be followed.
- School fees have been promptly paid or satisfactory alternative arrangements made.
- Parents have been supportive of the schools by attending official school functions.

Students enrolling into Year 7 from St Peter's Anglican Primary School will be required to pay an Acceptance Fee as stated in the Conditions of Enrolment.

e. Progression from Year 10 to Year 11

- i. Students currently enrolled in Year 10 at Broughton Anglican College are expected to continue on into Year 11. If withdrawing, the protocols for withdrawal are followed.

f. Application of Prospective Student with Additional Needs

- i. The College will process the application of the prospective student following the same protocols as those for any prospective student.
- ii. The Head of School will convene an individual planning process about the prospective student's additional needs, consulting with the parents and other appropriate services and professionals, to determine the necessary adjustments. Those adjustments are either declared reasonable or to be ones that would impose an unjustifiable hardship on the College, the prospective student or students of the College. This process may be conducted with the involvement of the Head of Teaching and Learning Development, the Gifted and Talented Coordinators and the Association of Independent Schools.
- iii. Parents of the prospective student are expected to provide relevant information about the student's additional needs and how it affects the student, and about the issues regarding which the College consults with them, in a timely way. Failure to provide this information may delay the enrolment process or prevent an offer of a place being made.
- iv. Documentation is kept regarding the people involved and the issues discussed in a format which allows objective notes on possible adjustments, agreed actions and a timeframe. This format can be used on an on-going basis to document the individual planning process and will be a protection for the College in the case of a complaint.
- v. The Head of College will be informed if it is believed that the application may be declined.
- vi. The process the College will use to manage the ongoing issues which might require further adjustments will be discussed with the family, including the possibility of a collaborative team involving the College, the family and relevant experts to deliver mutually agreed outcomes.

4.2. Protocols for withdrawal of a student

- i. Notice of intention of withdrawal is required in writing addressed to the Head of College. One term's notice is required. In lieu of one term's notice a term's fees will be payable.
- ii. Corporate Services Office is notified of the withdrawal of the student.
- iii. A letter acknowledging the receipt of the intention of withdrawal and an *Exit Form* is sent from the Registrar.
- iv. Yellow/Purple forms generated from which the Head of College sends a letter acknowledging the withdrawal of the student.
- v. Students are issued with a *Leavers Sheet* which students are required to complete, indicating that all resources on loan from the College are returned.
- vi. Upon completion at the College, the student's information is recorded in the College's data base system, Edumate. The student's file is archived appropriately.

5. Responsibilities

Registrar

To ensure that the protocols are followed accordingly.

To ensure all documentation regarding prospective students is collated.

To organise interviews with the Head of School or delegate.

To ensure that Edumate is kept up to date.

Heads of School

To interview (or delegate interviewer) each prospective student.

To convene individual planning process for students with disabilities or deemed to be gifted and talented.

To make recommendation of enrolment to the Head of School.

To ensure student is placed into appropriate class/es.

Head of College

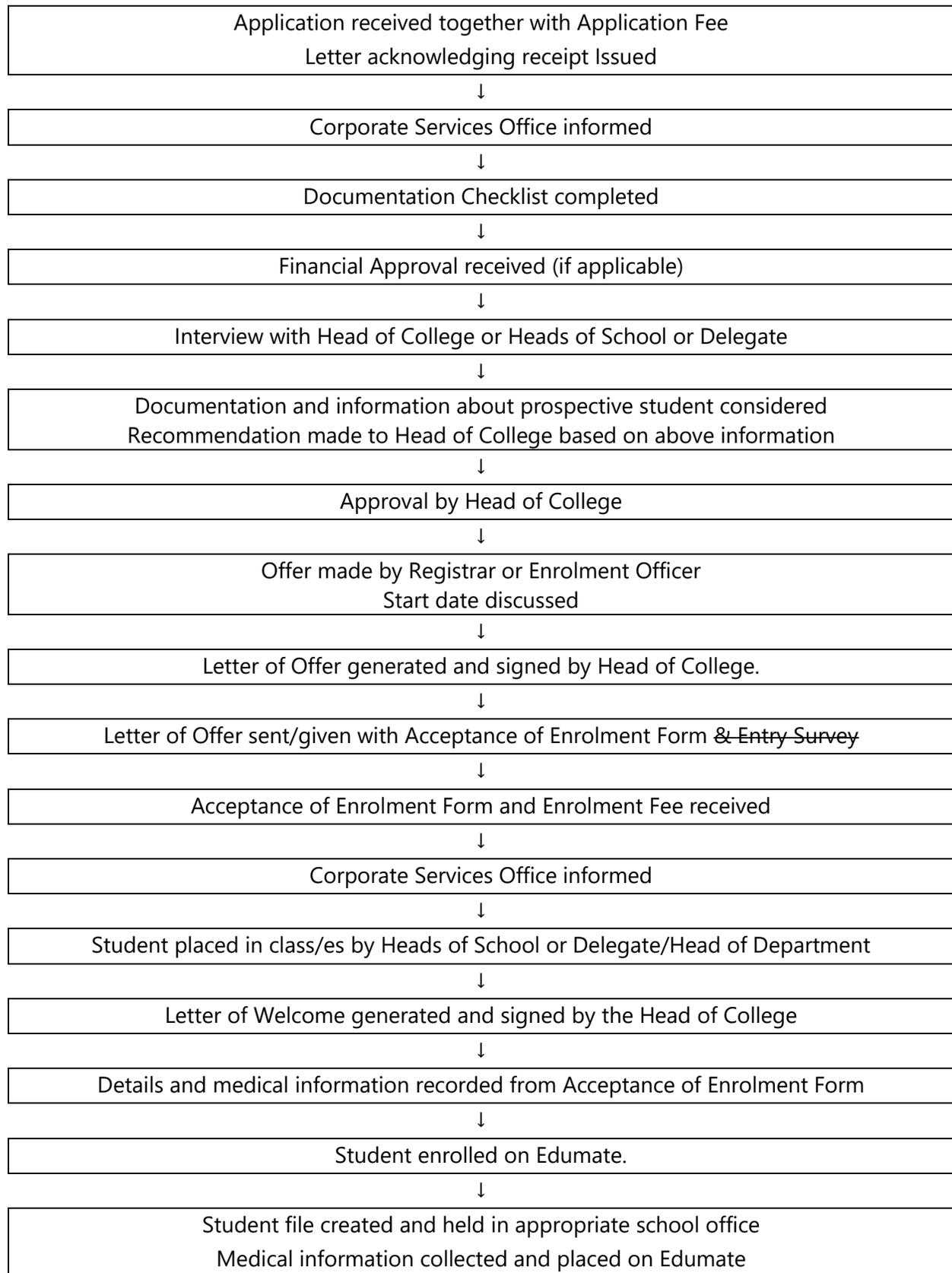
To interview each prospective student whose parent is a Schools Council member, Broughton Anglican College or St Peter's Anglican Primary School staff member and a current student at St Peter's Anglican Primary School. To make Offer of Enrolment to prospective student based on recommendation of the Heads of School, if deemed that the College can cater for the needs of the prospective student without unjustifiable hardship to the College.

To provide letter of welcome to the new student upon commencement at the College.

6. Evaluation and Review

These protocols will be reviewed as per schedule of College protocol reviews.

Appendix 1 Flow Chart for Enrolment Procedure



Appendix 2 Conditions of Enrolment

Conditions of Enrolment

These conditions may be modified at any time at the discretion of Schools Council. Any changes will be notified to parents through normal communication channels.

a. Acceptance of Enrolment Offer and Enrolment Fee

- i. Completing and signing the *Application for Enrolment* form signifies your acceptance to the conditions relating to payment of fees and charges and to any other condition or rule which may be implemented by the Campbelltown Anglican Schools Council, or its appointed representatives, to ensure the orderly conduct of the College.
- ii. The offer of a place at the College is subject to attendance at a satisfactory interview with at least one parent or guardian and the intending student with either the Head of College or a senior member of staff and photocopies of all relevant documentation provided. The College may seek further information regarding the prospective student's development and experience from other sources before an offer of enrolment is given.
- iii. In accepting the offer of enrolment a parent or guardian is acknowledging that the College may seek any additional information regarding the student from the school they are currently attending.
- iv. Acceptance of the offer of enrolment is done through returning the offer signed by the parent or guardian and through the payment of the enrolment fee.
- v. Students entering Year 7 from St Peter's Anglican Primary School are required to pay an Acceptance Fee which is credited to their first term's fees. This fee is not refundable if the student does not commence at the College.
- vi. The enrolment fee covers the administrative cost involved in enrolling the prospective student, and is not refundable. It is also not refundable in the event that the student is withdrawn prior to their first day of attendance at the College.
- vii. If the signed acceptance of offer of enrolment, together with the enrolment fee, is not received within 14 days of the offer being made, the offer may be withdrawn.

b. General Conditions of Enrolment

- i. The Head of College, in consultation with Schools Council, determines the courses offered and the teaching practices used at the College. The elective subjects available to students

in the Senior School are also at the discretion of the Head of College. The courses and programs offered at the College may be amended at the discretion of the Head of College.

A student must attend the College throughout the school year, which is divided into four terms. Absences from school must be explained by the parent or guardian through a note on the day a student returns to school or through the attendance email link provided on the SMS attendance message. A request by a parent or guardian for leave of absence during term time is required under the Act, to apply to the College for an Exemption of Attendance on behalf of their child/ren. After approval of this application, the College is required to issue a Certificate of Exemption for the period of absence.

- ii. Students are required to participate in devotions, Biblical Studies, chapel services, sporting activities and other official functions as determined by the Head of College. Absences from such activities must be explained in writing by a parent or guardian.
- iii. Students **and** their parents are expected to attend all evening Term Services, Information Nights, Parent and Teacher interviews, Presentation Evenings and other official evenings and events as determined by the Head of College.
- iv. All students are expected to wear the official school uniform, as directed by the Head of College, and conduct themselves in a manner consistent with the ethos of the College.
- v. Students are responsible for their personal belongings and the College will not be liable for any loss of these belongings.
- vi. Parents/guardians agree to support the Head of College, or his delegate, in disciplinary actions undertaken by the College which are deemed as appropriate strategies to modify student behaviour. These actions may include:
 - withdrawal of privileges
 - detentions at lunchtime or after normal College hours where due notice has been given to parents
 - suspension
- vii. If a student needs urgent medical or hospital treatment of any nature and the College is unable to contact the parent or guardian after making reasonable efforts the parent or guardian authorises the College to give authority for such treatments. The parent or guardian indemnifies the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

- ix. Parents have the responsibility to inform the College of any changes relating to the details of the student. The College should be advised of any changes to residential address, mailing address, email address, telephone numbers, medical details, custody arrangements and emergency contact details.
- x. Exclusion from the College
 - Continual disobedience or serious breaches of discipline may result in a student being suspended from school. Suspension may occur in situations where a student's gross misconduct or continual disobedience is affecting the care and wellbeing of other students and staff and/or obstructing the teaching and learning environment, or is a harmful, dangerous example to other students. The return of the student after a suspension is at the discretion of the Head of College, or his delegate, after this meeting.
 - If the Head of College, or any person deputising for the Head of College, considers a student is guilty of a serious breach of rules or has otherwise engaged in conduct which is prejudicial to the College or its students or staff the Head of College, or his delegate, may exclude the students permanently or temporarily from the College.
 - If the Head of College believes that a mutually beneficial relationship of trust and cooperation between a parent or guardian and the College has broken down to the extent that it adversely impacts on that relationship the Head of College, in consultation with the Chair of Schools Council, may require the parent to remove the child from the College.

No refund of fees will apply in any of these cases.

c. Fees

- i. Schools Council reviews tuition and other fees towards the end of each year and fees for the ensuing year are determined and communicated to parents at that time.
- ii. All fees are due and payable on the first day of each term or on the first day of attendance if a student commences after the first day of the term. Fees can be paid by Fortnightly Direct Debit by the Terms of the Direct Debit Agreement. An overdue account charge will be added to the amount of any fees and other charges not paid within 30 days of the date of invoice/statement.
- iii. Where fees are still outstanding at the end of the term and satisfactory arrangements for payment of such fees have not been made the student may not be accepted back into the College in the following term.

- iv. Absence from the College during the whole or any part of the term does not remove the obligation to pay the term's fees.
- v. The College fees are divided into three categories:
 - Tuition fees
 - Service fee – includes textbooks (Years 11 and 12 only), compulsory camps, excursions, sport and provision of basic consumables in practical subjects. Additional charges may be incurred for optional camps and excursions, elective and representative sport, musical and cultural events. Additional charges may be incurred for additional music, language and sport tuition services (non-curriculum related) and are generally a direct financial arrangement with the tutor.
 - Capital Works Fund – to help meet the cost of future building programs
- vi. In the event of a student being withdrawn from the College at any time, the College requires notice of at least one term. In lieu of a terms notice, one term's fees will be payable.

Appendix 3 Enrolment Privacy Policy

1. Broughton Anglican College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a student's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son or daughter.
2. Some of the information we collect is to satisfy the College's legal, census and government obligations, particularly to enable the College to discharge its duty of care. This information does not necessarily affect eligibility but is used to determine whether the College can meet the needs of your child.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about students is sensitive information within the terms of the National Privacy Principles under the Privacy Act. We ask you to provide medical reports relating to your child from time to time.
5. Broughton Anglican College from time to time discloses personal and sensitive information to others for administrative and educational purposes. This includes to other Colleges, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. If we do not obtain the information referred to above we may not be able to enrol or continue the enrolment of your child.
7. Personal information collected from students is regularly disclosed to their parents or guardians. On occasions, information such as academic and sporting achievements, student activities and other news is published in College newsletters, magazines and on our website.
8. Parents may seek access to personal information collected about them and their child by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, or where students have provided information in confidence.
9. As you may know, the College from time to time engages in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. We may include your contact details in a class list and College Directory. If you do not agree to this, you must advise us now.

11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them: that you are disclosing that information to the College and why; that they can access that information if they wish; and that the College does not usually disclose the information to third parties.