



**HOPEPOINT**  
CHRISTIAN SCHOOL

# Enrolments Policy

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## Enrolments Policy & Procedures

### 1. Introduction

Applications for enrolment may be made at any time through the year, by the parent/carer(s) of students to commence at HopePoint Christian School.

The School will base any decision about offering a place to a student on:

Family relationship with the school:

- sibling of a current or ex-student;
- either of the parents attended the school; or
- related to current student - eg. cousins, etc.

The student:

- the contribution that the student may make to the school, including the co-curricular activities
- The student's reports from previous schools or prior to school service e.g. the NSW Department of Education's Transition to School Statement

The school:

- ability to meet the special needs or abilities of the student
- Order of receipt - when the application to enrol is received by the school

Urgency will be placed on applications for immediate start given availability of positions in the class/es, and that the parents/guardians provide all required information, within a timely manner, upon application.

### 2. Age Requirements

To enrol in Kindergarten at HopePoint Christian School, children must be turning five before the 30th June in the year they begin their schooling. In NSW, it is required that all students are enrolled in schooling by their sixth birthday.

#### 2.1 Early School Entry

Many factors need to be considered for a child to be entered into school life before the prescribed entry date. At HopePoint Christian School any parent wishing to enrol their child early will need to discuss the best entry

date with the Principal, during their Enrolment Interview. Some of the areas to be discussed could include the child's social ability, preschool recommendations, the results of a psychometric assessment, the child's behaviour, and attitude to learning.

## 3. Application Process

### 3.1 Initial Enquiry

Upon initiating first contact with HopePoint Christian School, via phone call, email or website, families are directed to the **Inquiry Form** on the School website, which once completed, notifies the Registrar of the new enquiry lead.

### 3.2 School Tour & Enrolment Application

Once received, the Registrar contacts each enquiry, arranging private tours of the School within school hours, with either the Registrar, Principal, or Deputy Principal. Proceeding the tour, the family receive a welcome bag, inclusive of a HopePoint Christian School Prospectus, and are directed to the HopePoint Christian School website, once again, to complete the **Enrolment Application**.

Enrolment Applications are also available from the School Office upon request, in printed form.

#### 3.2.1 Additional Information

HopePoint Christian School requires that additional information be provided alongside the Enrolment Application.

The additional information includes:

- Birth Certificate
- Passport, or Proof of Australian Citizenship
- Visa (if applicable)
- Medicare Immunisation History Statement
- Any previous school reports (if applicable)
- Any relevant medical, speech therapy, psychometric or learning reports (if applicable)
- If the student was born in Australia, but the parents were born overseas, the parents passports, visa, and/or Australian citizenship.

### 3.3 Enrolment Interview

The Principal of HopePoint Christian School meets with every family for a formal **Enrolment Interview** prior to offering a position to each new student. During the interview, the Principal may discuss the expectations from

the family and the School, and form an understanding of family dynamics, learning ability and needs of the child, and anything else that will further assist the School in providing the best possible learning experience for the child.

### **3.4 Offer of Position and Acceptance**

A **Letter of Offer** is received by families successful in the application of enrolment for their child, within their **Enrolment Pack**. It is the responsibility of the parents/guardians to sign the **Acceptance of Offer** and return it to the School Office with the **Bond Payment** of \$400 for a single student, or \$550 for a family of two or more students, to secure their position. Families enrolling their second child are only required to pay the additional \$150, and not the full \$550.

The **Bond Payment** can be refunded to families, upon request, once their youngest student's education at HopePoint Christian School has been completed.

Each **Enrolment Pack** also includes a **Standard Collection Notice** and **Fee Policy**. It is required that both documents are read and understood, and that the **Standard Collection Notice** is signed and returned to the School Office with the **Acceptance of Offer**.

## **4. Fees**

For information on School Fees, please refer to the HopePoint Christian School Fee Policy.

## **5. Continued Enrolment**

Students at HopePoint Christian School will automatically continue throughout their education at our School unless otherwise specified. We have a heartfelt desire that all students will enjoy a rewarding, strengthening and complete Christian education.

### **5.1 Discontinued Enrolment**

HopePoint Christian School will move to discontinue enrolment, with full consultation with parents/guardians in advance, if it cannot meet the child's needs or if the education of other children are being seriously disadvantaged by the child's presence.

If a family decides to withdraw their child from HopePoint Christian School, they must give a term's notice. They will otherwise be required to pay the next term's school fees.

### **5.2 Expulsion**

For information on Expulsion, please refer to the HopePoint Christian School Suspension and Expulsion Policy.

## 6. Exemptions

### 6.1 Exemption Summary

A certificate of exemption can be granted or cancelled by the Principal of HopePoint Christian School. Exemptions are granted when the applicant has clearly demonstrated that the exemption is in the student's best interests and when, where appropriate, other alternatives have been explored. Under Section 25 of the NSW Education Act (1990), Principals have been delegated authority by the Minister for Education for the granting of an exemption from school.

Applications for an exemption are to be made in writing, in advance. Exemptions will not be granted retrospectively.

### 6.2 Certificate of Exemption from Enrolment

The Principal of HopePoint Christian School has been delegated the authority of the Minister, to grant or cancel exemptions from enrolment, for the following reasons.

- Age, where the child turns six years on or after 1 October or later in a school year.
- Health, learning or social needs, or disability of a child necessitating the continuation of an individual program supported by medical specialists not longer than 6 months after the child's sixth birthday.
- Special circumstances, typically only necessary in high school for traineeships or apprenticeships.