



Enrolment policy

for school education (Foundation to Year 12)

Version 2.1A
effective 09 January 2024

QUEENSLAND

Chinchilla Christian College
Dalby Christian College
Endeavour Christian College
Groves Christian College
Livingstone Christian College
Staines Memorial College
Warwick Christian College
Whitsunday Christian College

SOUTH AUSTRALIA

Blakes Crossing Christian College
Hope Christian College
Seaview Christian College

WESTERN AUSTRALIA

Cornerstone Christian College
Dunsborough Christian College

NEW SOUTH WALES

The Lakes Christian College

Publication detail	
Title	Enrolment Policy for School Education (Foundation to Year 12)
Classification	Corporate Policy
Policy Domain	Business Operations
Purpose	<p>Christian Community Ministries authorises the Principal of a College to enrol students in school education (Foundation to Year 12), subject to this policy statement.</p> <p>Through this policy and related processes, the College endeavours to provide to parents a reasonable explanation in order to clarify its management of applications for enrolment. The policy and processes apply to all families and students applying for enrolment at a CCM College and all families and students accepted for enrolment.</p>
Policy owner	Board
Responsible officer	Chief Executive Officer
Related documents	<ul style="list-style-type: none"> • CCM Statement of Faith • CCM Enrolment application form for school education • CCM Enrolment contract for school education • Fee policy (College specific) • Inclusive education planning procedure (internal document) • Flowchart for determining enrolment eligibility of non-Australian citizens (internal document)
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Version	Approval date	Authorised by	Next review	Changes
2.1A	09/01/2024	CEO	February 2026	Updated scope to include Hope Christian College
2.1	07/02/2022	Board	February 2026	Minor amendments
2.0	08/02/2021	Board	September 2024	New policy
1.1	08/01/2016	Board	January 2020	Minor amendments
1.0	Late 2012	Board	January 2016	Original enrolment policy

1. PURPOSE AND SCOPE

- 1.1 The purpose of this policy is to outline the basis for student enrolment in school education at Colleges that are members of the CCM Group.
- 1.2 The policy and processes apply to all families and students applying for enrolment at a College and all families and students accepted for enrolment into the College.

2. CONTEXT

- 2.1 Christian Community Ministries Limited ABN 96 105 961 135 (CCM) is a not-for-profit company limited by guarantee, registered with Australian Charities and Not-for-profits Commission (ACNC).
- 2.2 CCM is the corporate member of other entities that together with CCM comprise the Christian Community Ministries Group (CCM Group).
- 2.3 CCM provides primary and secondary school education and is an approved operator of Early Childhood Education and Care (ECEC) Services in Queensland (Approved Provider PR-00001134).
- 2.4 Christian Community Ministries Registered Training Organisation (RTO #31056) is nationally registered to provide a range of vocational education and training courses.
- 2.5 CCM schools seek to provide a distinctly Christian education from a Biblical worldview which transforms lives through spiritual formation, academic growth and character development.

3. SCOPE

- 3.1 The arrangements outlined in this policy apply to the following entities:
 - (a) all schools for which CCM is recognised as the governing body, including any school, for which CCM becomes the governing body subsequent to the effective date of this policy including:
 - (i) Blakes Crossing Christian College;
 - (ii) Chinchilla Christian College;
 - (iii) Cornerstone Christian College;
 - (iv) Dalby Christian College;
 - (v) Dunsborough Christian College;
 - (vi) Endeavour Christian College;
 - (vii) Groves Christian College;
 - (viii) Livingstone Christian College;
 - (ix) Seaview Christian College;
 - (x) Staines Memorial College;
 - (xi) The Lakes Christian College;
 - (xii) Warwick Christian College;
 - (xiii) Whitsunday Christian;
 - (b) the following schools and entities within the CCM Group for which CCM is not currently the governing body but are to be included in the application of this policy as part of an integration and alignment process;
 - (i) Hope Christian College;
 - (c) any other school that the CCM Group is in the process of developing or commencing but has not been formally accredited or registered.
- 3.2 This policy does not apply to the following ECEC services which are considered separately in accordance with the enrolment policy for early childhood education and care services:
 - (a) Chinchilla Christian College Kindergarten;

- (b) Dalby Christian College Early Learning Centre;
- (c) Groves Christian College Early Learning Centre, Kindergarten and School Age Care Service;
- (d) Hope Christian College OSHC;
- (e) Livingstone Christian College Early Learning Centre;
- (f) Staines Memorial College Kindergarten;
- (g) Whitsunday Christian College Outside School Hours Care Service.

4. DEFINITIONS

- 4.1 **Acceptance:** This is the acknowledgement made by the family that they wish the enrolment to proceed to contract.
- 4.2 **Application for enrolment:** This is the document/documentation providing the information required to properly allow the College to consider whether an offer can/will be made by the Principal.
- 4.3 **CCM** means Christian Community Ministries Limited.
- 4.4 **College** means the schools listed in Clause 3.1.
- 4.5 **Enrolment Contract:** This is the formal agreement, in writing and signed, by which each party accepts that they can comply with and support the expectations of the other.
- 4.6 **Inclusive Education Planning Procedure** is an internal resource, available to the Principal, to assist and support the enrolment of students with disability or at educational risk.
- 4.7 **Principal** means the most senior person in authority at the relevant College at any given time, or their delegate.
- 4.8 **Parent** includes a natural or biological parent of a student as well as legally recognised carers and guardians.
- 4.9 **Offer:** This is the invitation made in writing to the family for the student to enrol and attend the College.
- 4.10 **School Education:** The education program for school years Foundation to Year 12 and includes pre-Foundation year where this is offered at a College in accordance with applicable State legislation. It does not include early years education programs offered by CCM's ECEC services that operate in accordance with Education and Care Services National Law and the regulatory oversight of the Australian Children's Education and Care Quality Authority.
- 4.11 **Sibling:** For the purpose of this enrolment policy (and related fees policy), a sibling is defined as a biological child of one of the parents, a child by legal adoption, a child in long term foster care under the direction of the relevant government authority, or by the marriage of the biological parent to a step-parent, and living in the same household as other siblings.

5. POLICY STATEMENT

- 5.1 CCM Colleges enrol children of those parents who choose for their children and themselves to participate in a Christ-centred educational community in the Christian faith tradition of the College, including as outlined in the [CCM Statement of Faith](#). Parents seeking enrolment for their children undertake to support the College in its creation of a community of faith, which will both nurture and support Christians in their faith and reveal the gospel of Christ to those who do not yet hold that faith.
- 5.2 An enrolment can only be accepted where the student can be classified as:
 - (a) A domestic student eligible for Australian Government recurrent funding; or
 - (b) An international student enrolling in CRICOS registered study program; or
 - (c) An overseas student eligible to study in Australia but not eligible for Australian Government recurrent funding.
- 5.3 In assessing whether to make an offer of enrolment, Colleges consider a range of factors including:

- (a) availability of places and composition of classes;
 - (b) adequate classroom and specialist facility space and resources being available;
 - (c) parent/carer and student commitment to support the Christian faith tradition of the College;
 - (d) ability of the College to meet student needs; and
 - (e) impact on the student body if the applicant was to be accepted.
- 5.4 Receipt of an application for enrolment by a College does not guarantee that an offer of enrolment will be made.
- 5.5 CCM is committed to complying with mandatory reporting and other student protection duties as well as working with relevant government authorities as required.

6. GUIDING PRINCIPLES

- 6.1 The guiding principles of this policy provide direction for the Principal in determining the processes and procedures for an individual College when considering enrolment of students.
- 6.2 CCM expects the enrolment process to be thorough and that parents seeking to enrol their child have a full understanding of the commitment that will follow from an enrolment acceptance. In this regard, CCM requires parents, as a pre-condition to the enrolment coming into effect, to provide their written agreement to specific conditions of enrolment which are detailed on the *CCM Enrolment Contract*.
- 6.3 Following enrolment, parents should be provided with opportunities to further their understanding of Christian schooling and the Christian Gospel.
- 6.4 The *CCM Enrolment application form* and *CCM Enrolment contract* are mandatory for use in all Colleges in entirety and without alteration.
- 6.5 Each enrolment application includes a statement advising that certain specific conditions are to be agreed upon to enable the application to be processed. These conditions address expectations regarding parent and student conduct and engagement.

Regarding parents, these expectations include, but are not limited to, expectations that parents will act:

- (a) Faithfully, supporting at all times the Christian faith basis as well as the vision, mission, ethos and values of the College, including as are set out in the CCM Statement of Faith;
- (b) Respectfully, honouring the College leadership and their decisions;
- (c) Relationally, speaking with staff members, students and other community members with sensitivity and respect, and complying with published processes to raise concerns;
- (d) Educationally, allowing their student to participate fully in the life of the College, encouraging appropriate behaviours consistent with College expectations and being an active partner in the education of their children;
- (e) Financially, ensuring the timely payment of fees and charges;
- (f) Socially, helping build up the College community for the benefit of students as well as speaking positively and assisting occasionally as time permits (this could include, where requested, helping on a regular basis as a volunteer); and

For students, engagement expectations (which increase with age) include:

- (g) Striving to achieve their personal best;
- (h) Participating fully in College activities; and
- (i) Contributing positively to the life of the College, which includes the welfare of others
- (j) Respectfully, honouring the College leadership and their decisions;
- (k) Relationally, speaking with staff members, students and other community members with sensitivity and respect, and complying with published processes to raise concerns;

- (l) Personally, observing compliance with the College policies, rules and procedures, exercising appropriate self-discipline and following the established College and classroom rules, and behaving in a way that does not bring dishonour to the name of Christ, or disgrace to the College.
- 6.6 The minimum age for enrolment for the state jurisdiction in which the College is located will be strictly observed.
- 6.7 CCM believes that God wonderfully and immutably creates each person as female (girls) or male (boys); these two distinct, complementary biological sexes (genders) together reflect the image and nature of God (Genesis 1:26-27) and an individual's biological sex aligns with the image of God within that person.
- 6.8 Parents are responsible for payment of fees and charges applicable to the enrolment of their child. The College makes limited provision for fee concessions for cases of financial hardship or other necessitous circumstances, subject to qualifying guidelines and a comprehensive confidential evaluation.
- 6.9 Any offer of enrolment will be based upon the information provided by parents during the enrolment process. If any of this information is subsequently revealed to be inaccurate, false or misleading, the College reserves the right to review the enrolment and to withdraw the offer, or if it has been accepted, terminate the enrolment contract.
- 6.10 Ongoing enrolment, once students have commenced at the College, is contingent on the demonstrated support by both the student and their parents/caregivers for the College's values, policies and procedures and the maintenance of diligent application by the student in all aspects of their studies program.
- 6.11 If the carer(s) applying to enrol are not the biological parents of the student, proof of legal guardianship should also be provided. Where an informal guardianship arrangement is in place, the Principal should satisfy themselves that the arrangement is undertaken with the acknowledgment of the biological parents and/or legal guardian. If this is not possible due to extenuating circumstances, then a statement to this effect should be obtained from the carer(s).
- 6.12 If only one biological parent is applying to enrol the student, the Principal should satisfy themselves that the arrangement is undertaken with the acknowledgment of the other biological parent. If this is not possible due to extenuating circumstances, then a statement to this effect should be obtained from the enrolling parent.

7. ENROLMENT ACCEPTANCE CRITERIA

- 7.1 All applications for enrolment are considered according to a range of criteria. The chief general criterion is based on the notion of mutual benefit. CCM Colleges enrol students who will benefit from a Christian education at the College and from whom the College will benefit by their enrolment.
- 7.2 To determine whether a prospective enrolment would be to the benefit of both the student and the College, the student's commitment to the following should be evaluated using any available evidence (e.g. report cards, references, interviews, assessments):
 - (a) Abiding by all the policies, rules and procedures of the College as they apply from time to time and maintaining good behaviour;
 - (b) Participating in the College's academic program, including the completion of homework and assessments;
 - (c) Participating in the Christian and faith-based activities of the College program, including but not limited to Chapel, Biblical studies and other similar activities;
 - (d) Participating in the College's cultural and sporting programs;
 - (e) Wearing the College uniform in accordance with the uniform policy and comply with the College's dress standards at school and to and from school;
 - (f) Participating in the College's co-curricular program.
- 7.3 All enrolments must also be considered by the Principal in the light of the impact on the student body and College.

- 7.4 The Principal, in exercising their discretion as to whether or not to enrol a potential student, will always uphold certain mandatory standards as detailed in this policy:
- (a) Every student will be enrolled subject to one semester's (two terms) probation.
 - (b) Parents will nominate two referees who may be contacted by the College to obtain additional background information regarding the child and their family.
 - (c) Parents give an undertaking that they will honour the financial commitments required by the College and that failure to do so will jeopardise the enrolment of the student.
 - (d) The parent(s) have properly completed a valid application form, including signing the form and providing a child's birth certificate or equivalent government issued identification document (or alternative documentation satisfactory to the CCM Chief Executive Officer) as evidence of identity, age, biological sex and legal guardianship.
 - (e) The parent(s) have supplied any other documentation requested by the College or required by State regulations (for example, immunisation records).
- 7.5 Where applications exceed the number of places available, the following order of preference shall normally apply:
- (a) Children with siblings already in attendance at the College;
 - (b) Children whose parents are current members of staff (teaching and general staff);
 - (c) Children from Christian families;
 - (d) Children from families who are willing to accept and support the aims, objectives and philosophy of the College;
 - (e) Date of receipt of applications may be used if all other priorities and factors prove equal.
- Regardless of the above order of preference, no student shall be regarded as having automatic right of acceptance.
- 7.6 Prior to enrolling a student, the College Registrar must establish whether the student is entitled to be enrolled at the College based on their citizenship and residency status and whether they are entitled to receive Commonwealth recurrent funding.

8. INCLUSIVE EDUCATION

- 8.1 As outlined in this Clause 8, when considering an application for enrolment for students with disability or who are at educational risk, the Principal will take into account reasonable adjustments that may be required to support student engagement in the educational program of the College.
- 8.2 Where information obtained by or provided to the College indicates that the student has a disability or is at educational risk, the Principal is required to use the *Inclusive Education Enrolment Considerations Process* (an internal document) to identify and assess the nature of the student's needs and strategies required for educational planning and provision for the student. This enables the Principal to determine whether the student, if enrolled, would require some reasonable adjustment to assist the student to participate in the College's courses or programs or to use College facilities or services. Non-disclosure of known special needs may have significant implications for the ongoing support of a student seeking enrolment and may result in the cancellation of the enrolment process or termination of an enrolment contract.
- 8.3 In respect of any prospective enrolment, the College reserves the right to have members of its staff undertake testing or assessment of the student and liaise with the student's current or previous school in order to more accurately assess the learning needs of the student.
- 8.4 The College may require parents to provide medical, psychological or other reports from specialists outside the College or otherwise obtain an independent disability assessment of the student.
- 8.5 Where the Principal determines that the student would require such adjustment or adjustments, the Principal will seek to identify whether those adjustments required are reasonable in that they balance the interests, including safety, of all concerned (students and staff).
- 8.6 Where the Principal determines that the enrolment of the student would require the College to make adjustments that impose unjustifiable hardship on the College, to enable the student to participate in

the College's courses or programs, or to use the College's facilities and services, on the same basis as other students, the Principal may decline the offer of a position or defer the offer.

9. ENROLMENT REVIEW

- 9.1 It is recognised that the application process and enrolment interview does not always indicate how well a particular student may fit into the College. For this reason, all new students will be enrolled on probation for a period of one semester (two terms). During this time the student's progress, behaviour and attendance will be assessed by College staff and the Principal. If these are considered to be unsatisfactory, then at the Principal's discretion the enrolment will be terminated, or the period of probation extended for one further term in accordance with the terms of the enrolment contract.

10. ENROLMENT OF ADULT STUDENTS

- 10.1 CCM Colleges do not enrol students who are legally adults. The following exceptions apply:
- (a) The student becomes of legal adult age whilst they are already enrolled the College.
 - (b) The student is legally an adult but transferring to continue their schooling. In this case, the student was previously enrolled at a school and the period of time between the last day of attendance at the previous school and the first day of attendance at the College is not more than 6 months.
 - (c) The student is enrolling as an international student under CRICOS regulations and meets the age eligibility specified in the College's international student enrolment requirements.
 - (d) Any other extenuating circumstances approved by the Chief Executive Officer.
- 10.2 When enrolling an adult student:
- (a) The adult student must agree to abide by all conditions of enrolment through completion and signing of the enrolment contract either as sole signatory or jointly with their parents.
 - (b) A fee arrangement will be made directly with the student, or with somebody else who agrees to meet the student's financial obligations.
 - (c) The College may require the student to obtain suitability clearance (e.g. working with children card) depending on the student's involvement with minors at the College.

11. ENROLMENT OF INDEPENDENT STUDENTS WHO ARE NOT ADULTS

- 11.1 Subject to state or federal government regulations regarding recurrent funding or student enrolment, if a student who lives independently of their parents wishes to enrol at the College and the parents are not contactable or otherwise not agreeable to the enrolment, the enrolment may be accepted subject to all other areas of this policy on the following basis.
- (a) The student must agree to abide by all conditions of enrolment through completion and signing of the enrolment contract as confirmation of good faith and mutual understanding regarding the enrolment.
 - (b) The student must be residing under supervision of an adult whose details they will give for the purposes of being the student's carer and emergency contact. The College must obtain written agreement by these "carers" to act on behalf of the student for schooling purposes.
 - (c) If possible, a letter will be obtained from the student's natural parents or legal guardians endorsing the enrolment and giving their endorsement for the "carers" to act on behalf of the child for all matters related to their schooling.
 - (d) A fee arrangement will be made with the student or their "carers" on whatever basis the Principal deems reasonable.

12. WITHDRAWAL OF ENROLMENT

- 12.1 Notice of a student's withdrawal of enrolment from the College must be provided in writing. The College cannot accept a verbal notice as an official notice of withdrawal. A notice of withdrawal form, or written communication of the intention to withdraw a student's enrolment from the College, must be provided by the parent and sent to the Principal in accordance with the notification period. Formal notice of withdrawal is not required for a current Year 12 student who will be completing Year 12 that year.
- 12.2 Standard notification period for withdrawal of enrolment is ten calendar weeks. For example, if a parent plans to withdraw a student and intends to leave at the end of the school year the notice of withdrawal is to be provided by the start of Term 4.
- 12.3 Failure to provide required written notice of withdrawal may require payment of up to one term's fees in lieu of notice. This amount is payable in acknowledgement of the loss suffered by the College, which committing resources on the basis of confirmed enrolments, will incur expense in filling the student's place and otherwise suffer loss from the early termination.
- 12.4 All outstanding fees and accounts are to be paid in full, and all College-owned resources are to be returned, prior to the last day of attendance.

13. POLICY REVIEW

- 13.1 This policy may be reviewed at any time at the absolute discretion of CCM, including where such is necessary to address legal requirements.
 - 13.2 Application and enrolment procedures of CCM Colleges may also change from time to time.
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