

Enrolment Policy and Procedures

Revised: June 2017

Introduction

The School's policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the NSW Education Standards Authority (NESA) for registration of the school.

Vision Statement

The purpose of Pacific Hope School Ltd. is to provide a Christian Educational Community as a centre of teaching, learning and serving excellence, founded on Biblically based beliefs, values and behaviour.

Rationale

This policy provides guidelines for enrolment into Pacific Hope School Ltd. It seeks to acknowledge and continue the original vision of those who founded the School as a Christian educational community - a centre of teaching and learning excellence founded on biblically-based beliefs, values and behaviour – able to support the learning needs of students who are enrolled.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

Policy

Pacific Hope School Ltd. will seek to enrol students with diagnosed disabilities whose families seek a Christian Education for their children and who support the ethos of the School as encapsulated in the Mission Goals.

Principles

- God has created all people in His image and has made it possible for them to be in relationship with Him through the death and resurrection of His Son, Jesus Christ. Therefore, the school will give equal consideration to each applicant.
- Diagnoses of disabilities must be provided in writing at the time of application and must be issued from a registered Doctor or Therapist.
- The Principal carries final responsibility for decisions regarding enrolment positions.
- A register of enrolments will be maintained in the School Database management system in accordance with legislative requirements.

Relevant Legislation

- Disability Discrimination Act
- Race Discrimination Act
- Anti-Discrimination Act

These Acts make it unlawful to discriminate against a person on the grounds of their disability or race by refusing to enrol them at the School. The School is committed to fulfilling its obligations under the law in this Enrolment Policy.

Definitions

Throughout this policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a student entered on the waiting list or enrolled at the School and, where the student has only one parent, means that parent.

disability, in relation to a student, means:

- total or partial loss of the student's bodily or mental functions; or

- a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- a disorder, illness or disease that affects a student's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.

Enquiries

All enquiries are recorded. The Registrar will also forward relevant information to student families as applicable. This includes:

- Information letter directing them to the school website for further information
- Enrolment Application form
- Information regarding documentation required

Families wishing to seek more information about the school prior to completing an application are invited to have a tour of the school and have a preliminary meeting with the Director.

Applications

Upon receipt of Application Form and supporting documentation the Registrar will:

- check all relevant documentation is completed;
- receipt non-refundable application fee;
- check current class vacancies;
- schedule a collaborative planning meeting with the Principal and Director;
- place student's name on waitlist, pending Enrolment Interview outcome;
- schedule Enrolment Interview with Principal or Principal's delegate;

Requirements for Entry

Pacific Hope School Ltd. has been established as a special school. In light of this there is specific criteria that potential students must meet in order to be considered for enrolment. Pacific Hope School Ltd. has identified with NESAs that it will provide education for students who are diagnosed with a mild to moderate Autism Spectrum Disorder or Moderate Intellectual Disability. The definition of each of these criteria and the support documentation required is as follows:

Autism Spectrum Disorder Entry Criteria

Students enrolled at Pacific Hope School Ltd. under the criteria regarding classification on the Autism Spectrum must provide a current report from a specialist medical practitioner or registered psychologist with appropriate clinical experience. The report must detail the nature of the student's disorder using the DSM-5 diagnostic tool. Documented evidence must indicate a developmental disability affecting verbal and non-verbal communication and social interaction, which affects the child's ability to learn. There must be information of a functional assessment consistent with the student's disorder.

Intellectual disability

Students enrolled at Pacific Hope School Ltd. under the criteria regarding Intellectual Disability will need to have a diagnosis for a moderate range of impairment. To meet criteria for diagnosis of a moderate intellectual disability, students must have a full-scale IQ score of approximately three to four standard deviations below the mean on an approved individual test of intelligence. There must be information on the assessment of adaptive skills and school performance (where applicable) consistent with, or below this range of scores.

Students who do not meet the above criteria are not eligible for enrolment.

It is a requirement of entering Pacific Hope School Ltd. that parents provide medical, psychological or other reports from specialists outside the school that outlines the student's disability. Any assessments or reports required from non-school personnel will be at the parents' expense.

Interview Process

Registrar

The Registrar will conduct an initial interview to gather relevant family information and details as per the Enrolment Form and to outline the assessment and interview process. Should a vacancy exist or be pending, the Registrar will organise a suitable time for students and the family to attend interviews with the Registrar, the Principal, and the Director (or delegates). The Principal may exercise full discretion in varying the procedures relating to the interview process.

In considering all prospective enrolments, the School may ask parents to authorise the Principal or his delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Principal

The Principal will conduct an interview in which he explores the issues of Faith with the family and explains the distinctives of PHS, including:

- Christian education in all Key Learning Areas, policies and procedures
- Entirely staffed by Christians
- Transdenominational nature
- Faith, Critical Awareness and Character Development as primary goals
- Service and Mission
- Partnership with Parents
- Inclusion of students with Special Needs
- Vision and proposed Future Development
- Other ministries of Pacific Coast and Pacific Hope

Director

The Director will meet with parents and discuss the student/s application/s as per the Enrolment Form. The following is to be completed and/or discussed in the interview:

- Student's academic, social, emotional, physical needs.
- The outworking of the School's Christian ethos through staffing, daily devotions, Biblical Studies, worship services, Pastoral Care system, etc.
- Clearly states how the school will develop Individual education plans for each student that addresses their learning needs and enables learning success and progress to be experienced by each student.
- School's academic curriculum and other activities
- Discuss the opportunities available for integration into the mainstream classes or Pacific Coast Christian School activities.
- Explain the practical implications on the School-Parent partnership.
- Seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the School.

Enrolment Offer

At the satisfactory conclusion of the interview process, the School may make an offer to the parents to enrol the student. The Principal authorises enrolment of all students into the school after considering recommendations by the Director and consideration of available resources.

Notes regarding Offers of Enrolment

- Where information obtained by the School suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the

School is likely to be detrimental to other students, the staff or the School, notwithstanding that the student be the sibling of a current student, the Principal may decline to proceed any further with the enrolment process.

- The Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Principal determines that the student would require such services or facilities, the Principal will determine whether enrolling the student would impose unjustifiable hardship on the School. In making this assessment, the Principal will take into account all relevant circumstances of the case, including:
 - the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the School, the student, the family of the student, and the School community); and
 - the effect of the disability of the student; and
 - the School's financial circumstances and the estimated amount of expenditure required to be made by the School.

Where the Principal determines that the enrolment of the student would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer. As per the Disability Standards for Education 2005.

The School reserves the right not to offer any student a place at the School or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student.

The School also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their student's needs.

Acceptance of Enrolment:

To accept the offer, the parents must within fourteen days of receiving it, deliver to the School:

- Acceptance of Offer of Enrolment Form;
- Enrolment Fee and Exit Bond as specified in the Letter of Offer.
- Upon receipt of Acceptance of Offer, Enrolment Fee and Exit Bond, the Registrar will conduct a Post Enrolment Interview Meeting in order to schedule Uniform Shop Appointment, provide Student Information Pack (including Handbook, Stationery List, etc.), discuss Fee payment options and outline procedures for student's first day orientation.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the School.

Pacific Hope School Ltd. may grant a deferment for compassionate and compelling circumstances following receipt of a written request by the parent or guardian.

Register of Enrolments

A register of enrolment will be maintained in the School Database management system in accordance with legislative requirements.

The Registrar and Office administrators are responsible for entering the following information into the database system:

- name, age and address
- the name and contact telephone number of parent(s)/guardian(s)

- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- for students older than six (6) years, previous school or pre-enrolment situation
- If upon departure the destination of a student below seventeen (17) years is unknown, notes will be added to the database to identify that a Department of Education Officer with home school liaison responsibilities had been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, and indication of possible destination, other information that may assist officers to locate the student, and any known occupational health and safety risks associated with contacting the parents or student .

Conditions of Ongoing Enrolment

1) Removal from class

- a) Pacific Hope School Ltd. may remove a student from class studies on the grounds of misbehaviour by the student. Removal will occur as the result of any behaviour identified as resulting in removal in Pacific Hope School Ltd.'s Behaviour and Discipline Policy/Code of Conduct including but not limited to repeated or aggressive defiance of teacher's instructions; behaviour that puts the safety of other students at risk; ongoing disruption of learning.
- b) Students must abide by the conditions of their removal from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director.
- c) Where the student is provided with other studies for the period of the removal, the student must continue to meet the academic requirements of the course. This will be determined based on the student's disability and academic program that they follow at school.
- d) Removals from class will be recorded in the School's Student Records.
- e) Periods of 'removal from class' will not be included in attendance calculations as per Pacific Hope School Ltd.'s Attendance and Course Progress Policy

2) School initiated Suspension of Studies

- a) Pacific Hope School Ltd. may initiate a suspension of studies for a student on the grounds of misbehaviour by the student. Suspension will occur as the result of any behaviour identified as resulting in suspension in Pacific Hope School Ltd.'s Behaviour Policy/Code of Conduct.
- b) Suspended students must abide by the conditions of their suspension from studies which will depend on the welfare and accommodation arrangements in place for each student and which will be determined by the Director, the Principal or their delegate.
- c) Suspensions will be recorded on the School's Information Management System.
- d) Students will not return from suspension until after a satisfactory interview between the Parents and the Director.

3) Student initiated Suspension of Studies

- a) Student may request to suspend their studies subject to the school approving a written request outlining the basis of application. The School may approve the request based on compassionate or compelling circumstances.

4) Cancellation of Enrolment

- a) Pacific Hope School Ltd. may assert its right to cancel the enrolment of a student under the following conditions:
 - i) Failure to pay course fees or to settle outstanding financial accounts;
 - ii) Repeated failure to respond appropriately to the authority of the School including in respect to course progress, compliance with school requirements relating to uniform and equipment, and demonstrating acceptable behaviour.

- iii) Any behaviour that puts the safety of other students significantly at risk that significantly undermines the reputation and good standing of the school or that is identified as being unlawful.