Enrolment Policy

Approved by Board – 15 August 2013
Read and Amended by Principal – March 2014
Amendments Approved by Board – 20 March 2014

1. The vision of Green Point Christian College (the College) is Excellence in Christ Centred Education. As a ministry of Green Point Baptist Church, the College aims to support Christian parents in the education of their children. However, places are available for children from families that are supportive of the policies of the College but are not practising Christians provided 80% of the students in each year come from practising Christian families.

2. A practising Christian family is considered to be a family who:
   - recognises and testifies to the Lordship of Jesus Christ;
   - has a commitment to model and teach Biblical principles in the home;
   - is actively involved in the ministries of and regularly attends the services of worship in a local Christian church.

3. The administration of this Enrolment Policy is the responsibility of the Principal of the College. All prospective enrolments are subject to an enrolment interview to ensure that all families with children enrolled in the College are supportive of the ethos and policies of the College.

► APPLICATIONS FOR ENROLMENT

4. All enquiries and applications for enrolment are to be directed to the Registrar. At the time of enquiry, a College Prospectus will be sent to each family. To cover processing costs, a non-refundable Application Fee of $250 for each child must be included with each application for enrolment.

   - Completed Application for Enrolment form
   - Birth certificate
   - Copies of school reports (if applicable)
   - Recent photo of the student (can be digital or on paper)
   - Pastor’s reference (where possible) or a personal reference or contact details to enable a reference to be obtained by telephone

5. If, after an interview has been arranged and completed, an offer for placement is made then it is necessary for the College to receive written acceptance of the offer and a non-refundable Enrolment Fee of $200 before enrolment can proceed.

► WAITING LIST

6. Where there are no positions available in a particular grade, the applicant’s name may be added to the waiting list, should parents so desire. The waiting lists are prioritised as follows:

   - Priority 1  Children of families attending Green Point Baptist Church
   - Priority 2  Church Affiliated (practising Christian) Siblings
   - Priority 3  Church Affiliated (practising Christian) Families*
   - Priority 4  Non-Church Affiliated Siblings
   - Priority 5  Non-Church Affiliated Families
     *Children from other Christian Schools may be given priority
INTERVIEW PROCEDURE

The Registrar will arrange an interview for each new applicant and his/her parents (or guardian(s)). That interview, which will usually be conducted by the relevant Head of School but may be conducted by the Principal, will normally take ½ hour. Parents must come equipped with any information that may assist in assessment of the application, such as reports, special awards, samples of work, external professional assessments (where appropriate) and any other certificates that the applicant has gained.

The purpose of the interview is for the College to get to know the family and its value system as well as give the College an opportunity to understand the particular gifting of the applicant. The interview is not meant to be a threatening procedure but parents should be prepared, in the confidential nature of the interview, to be open and honest and answer a variety of related questions. Both parents and child are requested to attend this interview. Parents should come prepared to ask any questions about the College and its operation or share any concerns they may have.

Parents will be informed of the decision in relation to their application as soon as possible after the interview. It should be understood that decisions on enrolment applications are a matter for the Principal.

CONDITIONS OF ENROLMENT

All parents are expected to read the Conditions of Enrolment available from the College website. By signing the Application for Enrolment parents indicate their acceptance of those Conditions. The College reserves the right to add to and amend these conditions of enrolment from time to time as they see fit. However, any proposed change to the conditions of enrolment will be indicated in The Messenger and/or on the College’s website and an opportunity for comments will be provided before any change is made.

FEES

The College recognises the need to try to keep fees as affordable as possible.

It is a requirement of the College for all families to complete a Fee Agreement form when they accept the enrolment offer.

Fees are billed annually at the beginning of each academic year, and may be paid by instalments by entering into a payment plan. It is a requirement of the College for all families to complete a fee payment form at the beginning of each year to advise method of payment.

If no payment plan is entered into then fees are to be paid quarterly within 7 days of the commencement of each term.

The College realises that some families may experience unexpected short term financial difficulty and will attempt to offer grace and understanding where there is a difficulty in paying fees. Where problems occur parents should contact the Business Manager. Non-payment of fees without explanation will be followed up in the normal course of College management and may incur additional charges. Failure to pay fees may result in termination of enrolment.

The College has a percentage sibling discount (family rebate) for the 2nd, 3rd and subsequent children in a family.

ATTENDANCE

All students are expected to be in attendance each day of the College year. All students are expected to be in attendance at special College functions including sports days. Where a child is absent with parental permission, the College is to be notified by either:

- an email to the College office (office@gpcc.nsw.edu.au)
- a facsimile (to 4363 1082)
- a telephone call to the College’s absentee line (4367 9950)
- a letter sent to the College
All absences must be followed up with a note on the child’s return. Absent notes must clearly explain the reason for absence and be signed by the parent.

If a child is absent and there is no known reason the parents will be sent an SMS by 11am to alert them to the absence and request them to notify the College of the reason.

► **COMMUNICATION PROCEDURE**

Parents are requested to respect normal operation of the College and not to make direct contact with teachers at their classroom or at home. Any contact with teachers should be done through the office email where an appointment can be made or a teacher requested to telephone a parent.

As the College staff attend devotions each day from 8.15am - 8.30am, parents are requested not to telephone the office before 8.30am.

Apart from individual messages, the College will communicate with students and their parents via its weekly newsletter, called *The Messenger*, and via the College’s website, [www.gpcc.nsw.edu.au](http://www.gpcc.nsw.edu.au).

► **EXIT PROCEDURES**

Where a student is to be withdrawn from the College, parents must give 10 school weeks’ written notice. Where such notice is not given, the College will charge ten (10) weeks’ notice fee plus GST in lieu of notice.

Any student who is withdrawn must complete a Student Exit Checklist and ensure that all equipment and books are returned. Failure to do so will result in additional charges being levied.