



HORIZON CHRISTIAN SCHOOL

ENROLMENT POLICY

PURPOSE

The purpose of this policy is to provide a coherent school policy about the way we enrol students.

RATIONALE/BIBLICAL BASIS

Horizon Christian School was established to support Christian families and the broader community in the education of their children:

“fathers do not exasperate your children, instead, bring them up in the training and instruction of the Lord” Ephesians 6:4

The education of each student involves training then with a Christian worldview and Christian nurture that are fundamental principles of Horizon’s ethos. It is central to the functioning of Horizon Christian School that parents and carers work in partnership with Horizon staff.

“Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children” Deuteronomy 6:5-6

Horizon’s enrolling procedure seeks to use wisdom in all its dealings in order that each decision is made in loving kindness and justice.

“He has showed you, O man, what is good. And what does the Lord require of you? To act justly and to love mercy and to walk Humbly with your God”. Micah 6:8

“Therefore, as we have opportunity, let us do good to all people, especially to those who belong to the family of believers”. Galatians 6:10

This policy works in conjunction with the guidelines set out in the following sub sections [found in the Appendix]:

- Reception Enrolment
- Gifted and Talented Students [to be developed]
- Tuition Fee Policy
- Fee Relief Policy

TERMS & DEFINITIONS

School Community:	Includes staff, students, parents, supporters of the School
Association:	The governing body of Horizon Christian School
Board of Directors: [Board]	The Board of the Association
Christian:	One who unconditionally accepts the saving work of God's son Jesus Christ and follows Him as their Saviour and Lord through the Holy Spirit's guidance
Christian Worldview:	Taking the Word of God and Lordship of Christ and applying it to all of life

KEY POLICY STATEMENTS

Enrolment Criteria:

The following criteria will be taken into account when considering applications for enrolment.

- Minimum starting age
- Ability to meet the needs of the students [see "Special needs" in appendix]
- School Transfers
- Priority Category
- Class Availability
- Ability/preparedness to sign Parental Agreement
- Preparedness to undertake Parent Induction Process

At the Principal's discretion, students and parents may need to enter into an agreement to assist them to achieve agreed goals

Priority Categories:

1. Parents who are active Christians.
2. Siblings of enrolled students and children of past students [taking into account enrolment of non Christian families already enrolled in Horizon]
3. Transferring students of other Christian Schools
4. Families who are committed or prepared to commit to Parent Controlled Christian Education and the Biblical ethos of Horizon.

Class Availability:

The Board through the Principal will seek to allocate enrolments in accordance with the priority categories. The maximum enrolments in classes are:

- Reception – 20 with the flexibility to 25
- Junior School – 25 with flexibility to 27
- Middle School – 25 with flexibility to 27
- Senior School – 25 with flexibility to 27

In special circumstances class sizes may be adjusted after clear rationale is submitted to the Board before approval.

In every enrolment decision the Principal will consider:

- The welfare of the whole School community [including children, parents and staff]
- The Christian ethos of Horizon
- The capacity of Horizon to cater for the individual needs of the student and ability to provide appropriate level of education.

Exceptional circumstances may arise from time to time where the Board may override adherence to the enrolment criteria. All recommendations to override the enrolment criteria must be presented to the Board, along with supporting information, for a decision prior to the family commencing.

Enrolment Process:

All enquiries for enrolment will be sent a Parent Information Pack containing:

- Current information pamphlet
- Parent Information Booklet containing Horizon's policies, ethos and practices
- Procedure for enrolment
- Enrolment application form

Upon receipt of application and enrolment application fee, the information will be checked and recorded.

Parents or carers will be notified when there is a vacancy and invited to attend an interview with their child/children. Parents will be required to provide:

- One recent school report
- Literacy and numeracy report

Parents/Carers will also sign a consent form authorising Horizon to seek further information relevant to the enrolment when necessary. For example:

- School personnel from the student's current institution.

During the interview process, free and open communication will be encouraged with parents/carers in regard to their desire for Christian education, their child's individual needs and the progress of their application.

Subsequent to the interview the following information will be provided and a recommendation from the Principal or his delegate to the Board:

- Christian standing.
- Fee status
- Special Needs

Parents/carers are notified, generally in writing, of the Principal's decision. Acceptance letters will include:

- Parent Agreement
- Medical Form
- Association Forms & Procedures
- Uniform information
- Next "Parents in Partnership" Induction Session

Enrolment Responsibilities:

The following Parent/Caregiver and Student responsibilities are to be undertaken before a student commences at Horizon:

- Parents/Caregiver to sign Parent Agreement [see Appendix]
- Student to sign Parent Agreement [see Appendix]
- Parents/Caregivers to commit to attend a compulsory Parent Education & Induction Program called "Parents in Partnership" (to develop).

Approval of Enrolments:

Enrolments are subject to approval by a Board Meeting. In cases of new enrolments requiring immediate start and where there is no Board Meeting scheduled, the Principal has discretion to enrol students.

In order for the approval of some enrolments to take place, the following information may be made available to the Board:

- information provided on the enrolment application
- relevant priority category
- description of individual needs of the student and how these needs have been determined
- outcome of discussions with parents and others currently involved in the management of the student
- specific support requirements to meet the students needs and the estimated cost of providing the required resources
- potential sources of additional funding
- characteristics of the class and potential impact on Horizon community
- adherence to the parent partnership by way of support of Horizon and willingness to attend induction program
- other options considered

A recommendation will be provided to the Board by the Principal or his delegate based on available information.

Appeal's Process:

Where the family/carer is not in agreement with enrolment decision they may write to the Board outlining their reasons and provide any further supporting documentation. The Board will appoint a panel from its members to review the case and report back. The subsequent decision of the Board will be final. The family/carer will be notified of the decision.

Confidentiality:

All enrolment information is to be kept confidential and only viewed by the Business Manager, staff involved in the enrolment process, the Principal and the Board.

Prepared for implementation by end 2006.

Board to review policy by December 2007 and thereafter every three years. May be reviewed prior to these dates if found necessary.

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