



# MACKAY CHRISTIAN COLLEGE

Christian Education on Purpose

## 1S 26 Student Enrolment Policy

<b>Purpose:</b>	The purpose of this policy is to outline the procedure involved in the processing of enrolments and the withdrawal of students at Mackay Christian College (MCC).
<b>Scope:</b>	This policy applies to all student enrolments in any area of the College.
<b>Status:</b>	Approved, supersedes previous policy
<b>Authorised by:</b>	College Principal
<b>Date of Authorisation:</b>	May 2025
<b>References:</b>	MCC Student Enrolment Contract MCC Gifted Students Policy MCC Students With Disabilities Policy MCC Enrolment Committee Procedures
<b>Review Date:</b>	Every two years
<b>Responsible Person/s</b>	College Principal

The introduction of an online enrolment process has included changes to the enrolment policy.

The successful operation of MCC is dependent upon achieving and maintaining a sound student population.

For some parents/carers, the choice of a school for their children is one of the most important decisions they will make. The manner in which the College represents itself to parents/carers either enquiring about enrolment or making application for enrolment is of tremendous significance for converting enrolment enquiries into actual enrolments. There is a need for care in dealing with persons throughout the process leading to enrolment.

No agreement shall be entered into with any person/s or agency external to MCC for the purpose of representing the College in the recruiting of students for the College. No fees shall be paid to any person/s or agency who act in any way on their own initiative to recruit a student or students to the College. In all cases, the College shall represent itself to prospective students, through the Enrolments Officer (EO).

For enrolment enquiries, the EO shall be empowered to direct any person/s or agency to the enrolment application process.

### **Enrolment Enquiries**

In cases where an enquiry is received by phone, email or in person, the enquirer will be directed to the MCC website to complete the online enrolment application. Alternately, detailed information will be obtained from the enquirer by the EO or Reception staff including parent/carer name, student/s name, age, expected year level, contact details and expected year of entry. This information is entered into the Enrolment Pack spreadsheet and an Enrolment Pack is sent or given to the enquirer.

Tours/inspections of the College facilities by prospective families are conducted by the EO or their nominees, preferably by appointment. No person/s will be allowed to tour/inspect the College unaccompanied during term time. Appointments for a tour/inspection can be made by direct contact with the EO.

### **Enrolment Policy**

MCC offers a Christ-centred education. The doors of the College are always open to people from any background who wish to learn of Christ with an open mind and are prepared to enter willingly and fully into the spiritual life of the College.

The order of priority by which students are usually accepted is:

1. College Principal's discretion
2. College Principal's reference and/or school report that reflects generally good behaviour
3. Children of staff, existing families and good past families
4.
  - a. At least one parent/carer a Christian
  - b. At least one parent/carer in regular church attendancePreference will be given to families of MCF and supporting churches
5. Four plus children, three children, two children, one child to enrol now or in the future
6. Capacity to contribute to broader College life
7. Ability to meet fee commitment
8. Order of receipt of application form

For students with a recognised disability or learning difficulty, enrolments are based on the capacity of Learning Enrichment to provide reasonable adjustments and support. All students with possible learning support needs will be referred to the Head of Learning Enrichment, Head of Secondary or Head of Primary for recommendation.

Before enrolment can commence for Early Learning to Year 12 students, a legal birth certificate or proof of age must be sighted by the College.

Applicants for Early Learning will have turned three years of age by 30 June in the year preceding enrolment. Applicants must be four by 30 June in the year they enrol. Applicants for Prep will have turned four years of age by 30 June in the year preceding enrolment. Applicants must be five by 30 June in the year they enrol. Applicants for Year 1 must have turned five years of age by 30 June in the year preceding enrolment. Applicants must be six by 30 June in the year they enrol.

The College Principal is empowered by the College Board to admit students on a case-by-case basis, having due regard for the needs of the College and its capacity to effectively service the learning needs of all students.

The order of priority has been established to equitably process enrolments, both chronologically and with due regard to the affiliations and religious convictions and practices of applicants. The order of priority will be assessed by the EO in conjunction with the Head of Secondary or Head of Primary.

Applications deferred retain their chronological priority. Applications withdrawn lose their chronological priority. In the event that an application is withdrawn and a subsequent application is made, the date of application shall be the date that the new application is received by the EO.

### **Waiting List**

The College maintains a waiting list for full year levels. Vacancies which arise shall be filled by approved applicants in chronological order and according to the recognised 'order of priority'.

### **Advance Enrolments**

Applications will be processed for future years and waiting lists prepared. Current school report will be sought closer to the expected enrolment date. Interviews will be undertaken where appropriate.

### **Family Intention Forms**

Each year families are required to notify the EO of their intent to progress enrolment for the following year. The EO shall issue an electronic family intension request to all enrolled families at the beginning of Term 3 which families are required to respond to by mid-August. For families who indicate they are not returning, the EO will provide a Withdrawal Form which must be completed, signed and returned to the College.

### **Withdrawal or Deferment of Application**

Applications withdrawn and/or deferred will be stored in appropriate files for future reference. Files will be maintained by the EO. An application may be deferred pending the supply of information requested.

### **Probationary/Conditional Enrolment**

An application may be accepted on the basis of conditional clauses being added to the offer of a place e.g. requirements of good behaviour, or certain learning conditions being met by parent/carer and student. Students may also be placed on a good behaviour contract.

### **Enrolment Procedure (Summary)**

Parents/carers wishing to enrol their child/ren at MCC will complete the online application.

### **Enrolment Committee Considers Application**

Upon receipt of the completed application, the Enrolment Committee will determine the outcome of the enrolment. Students entering Prep should undergo a Prep Readiness introduction appointment to determine their aptitude to attend Prep.

For a student identified as having a disability or learning difficulty, or if the student has accessed previous learning support or specialist support, the Head of Learning Enrichment will be consulted for their recommendation. It is expected that parents/carers will provide full disclosure of all relevant information and documentation pertaining to any specific learning disabilities or learning difficulties, and the potential functional impact in an educational environment. If further information is sought, the EO or Head of Learning Enrichment may contact the student's previous school. A transfer note may be requested by the College. If full disclosure is not provided, the College reserves the right to withdraw the enrolment.

The College reserves the right to assess a potential student's aptitude and learning needs before enrolment is granted.

### **Special Conditions Regarding Split Families**

If one biological parent submits an application to enrol their child/ren, the EO is duty-bound to ensure that the Legal Guardian section on the application is completed, and that the College is provided with a copy of any court orders pertaining to that child prior to enrolment.

In the absence of court orders, the enrolling parent should provide the other biological parent's contact details, so that the College can inform both parents of a successful application. Under the Family Law Act both parents/guardians retain shared/equal responsibility for long-term decisions for the child/ren, until the child/ren are 18. One parent even if they have moved on to a new relationship or marriage cannot under law unilaterally initiate or terminate an enrolment or, change the surname of a child of the previous relationship just because they choose to. The EO will, as a courtesy, inform the enrolling parent that the other parent will be provided with notification of successful enrolment.

### **Successful Applications**

Once the student has been accepted for enrolment, a file is made by the Database Administrator. The Subject Selection Form, digital Student Acceptable Use of ICT Agreement, Prep Checklist, Learning Support documents and Creative Academy application form are distributed to the relevant area coordinators. The Direct Debit Request form will be sent to the Business Office.

A non-refundable application payment of \$50 per child is required. A registration fee of \$150 is also payable. A non-refundable enrolment deposit of \$150 is required at the time an Early Learning application is submitted.

### **Processing of Applications**

Applications can only be processed upon receipt by the EO of the following:

- a correctly completed online Enrolment Application
- a copy of the most recent academic report from the student's previous school for entry into all levels from Year 1 to Year 12. For entry into Prep a letter of recommendation from the child's Day Care facility or Kindergarten will be accepted (if applicable). If an original school report is provided, a copy will be produced and the original returned to the applicant.
- a copy of any Learning Support documentation, if applicable, including letter/s of diagnosis
- a copy of the student's Birth Certificate or an Extract
- a copy of a student's Visa, Permanent Residency or Australian Citizenship if born outside Australia
- a completed and signed Direct Debit Request form for the payment of fees
- a digital Student Acceptable Use of ICT Agreement read and accepted by both student and parent/carer for Year 3 to Year 12, and parent/carer only for students in Prep to Year 2
- a copy of any current Parenting Plan or Court Orders pertaining to the child, if applicable
- a copy of the parent's current Health Care Card or Pension Card, only if applicable
- a correctly completed and signed Subject Selection Form (for Year 7 to Year 12 only)
- for Prep entry a Prep Checklist

### **Additional Early Learning documents:**

- an Enrolment Deposit for Early Learning only at the time of submitting an Enrolment Application
- a correctly completed and signed Student Medical Record Form for Early Learning only
- a copy of the child's Immunisation Record for Early Learning only
- a correctly completed Incursion Form for Early Learning only
- for Early Learning entry, a Student Checklist

### **Optional documents:**

- as an expression of interest in our Instrumental Music Program, a Creative Academy Application Form

A full set of Application forms must be completed for each child who is applying.

The date of application, in each case, will be the date upon which a completed Enrolment Application with all supporting documents is submitted to the EO.

In the case of urgency, special measures, as determined on a case-by-case basis, may be used to process the application.

## **New Students Commencing During the Year**

Following acceptance for enrolment the following steps will occur:

1. The EO will issue a notice of new student to every teacher in whose class the student will be.
2. In Years 7 to 12, the student will meet with the Learning Pathways Coordinator to:
  - receive a relevant timetable
  - discuss and select elective subjects
  - have a 'buddy' appointed from their core class to assist a comfortable entry into the College.

## **Students with Learning Support Needs**

Please refer to MCC 1S 22 Students with Disability Policy

## **Other Students with Learning Support Needs**

When an application for enrolment is made on behalf of any student identified as needing classroom support, Learning Enrichment staff may administer testing or seek additional information from previous teacher or medical practitioner to determine the student's level of needs. This includes students who may require long term support for a learning difficulty. In some cases, a need for additional support may result from a medical condition or from giftedness.

Assessment may also be needed to confirm placement in a particular year level, especially for an interstate application.

Steps involved in processing the enrolment of a student with learning support needs or with suspected learning support needs are as follows:

- Indication on the Enrolment Contract or school report that there is likely to be a need for learning support
- Information forwarded to the Learning Enrichment teacher or Head of Secondary or Head of Primary
- Contact with parents/carers
- Gathering of extra information/data needed with parent/carer permission
- Interview with student and/or testing
- Report and recommendation from the Learning Enrichment teacher or Head of Secondary or Head of Primary
- Decision by Enrolment Committee of acceptance of enrolment
- Notification of outcome of application to EO
- Notification of outcome to parent/carer
- Enrolment is successful an enrolment interview is organised

The suitability of enrolling the student in the College should be decided by considering the degree of match or mismatch between the needs of the student and what MCC can provide to meet those needs. Learning Enrichment placement will also depend upon available positions in the required year level.

If with maximum support, there is such a degree of mismatch that the College cannot meet the requirements of the student, then an enrolment would be inappropriate.

If an enrolment of a student with learning support needs proceeds, an action plan should be written to address the needs identified. This action plan would include a Student Plan for the student. Parents/carers may be involved in constructing the Student Support Plan and will be informed of the content of the Student Support Plan. Other relevant teachers and aides will also be informed of the Student Support Plan.

## **Withdrawal of Enrolment by Parent**

When a student's enrolment is withdrawn from the College, a withdrawal form must be completed by the parent/carer. The EO will issue this form. These will also be made available from Secondary and Primary Receptions.

On occasion, parents/carers may need to temporarily withdraw a student from enrolment at the College. This may be done by sending a letter or email to the EO stating their intent. There will be no guarantee of a position upon their return however, the College will endeavour to re place the student/s wherever possible.

School fees may continue to be charged during a student's absence from MCC where the student has been temporarily withdrawn for a number of weeks within a school year.

No fees will be charged during a student's absence for a full school year or more from MCC provided the parent/carer has made written notification of their intent to temporarily withdraw their child's enrolment.

### **Withdrawal of Enrolment by Mackay Christian College**

A student's enrolment may be withdrawn at the discretion of the College following an Enrolment Committee Meeting and their recommendation made to the College Principal (see 1S 1 Student Behaviour Education Policy).

#### **Processing Withdrawal Forms**

1. Withdrawal Form or written confirmation of student withdrawal is received by the EO
2. Notification of student's withdrawal will be given to relevant staff and teachers by email
3. If a Student Transfer Note request is received, the EO should action the request within 10 working days
4. An academic report will not be issued by the College where the student has left the College within the first six weeks of that school term
5. The Database Administrator will make notation of the withdrawal on the student's record within the College's digital database and change the student's status to non-current
6. The student's College email account will be disabled and their student file will be placed in Past Students