



Enrolment Policy

Christian Community Ministries Ltd authorises the Principal of a College to enrol students, subject to this policy statement.

Definitions

Parent: Where the word parent or parents is used in this document, this also includes legally approved carers and guardians.

Principal: Where the word Principal is used in this document it means the person in authority at the College at any given time, or his or her delegate.

College: Refers to any School or College owned or operated by Christian Community Ministries Limited.

Policy Rationale

The primary purpose of the College is to provide children with a Christ centred education.

In order to obtain most benefit from enrolment at the College it is important that each family understand the Christian principles that govern the operation of relationships within the College. To this end the Board requires that parents seeking to enrol their children at the College be encouraged to attend information sessions designed to explain the basics of the Christian Gospel (such as "Christianity Explained" or similar), within a reasonable time after enrolling their children in the College.

The Board expects the enrolment process to be rigorous and thorough. They want to ensure that parents enrol their children in the full understanding of the commitment that will follow from the enrolment of their children. In this regard, the Board require 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 Enrolment Form.

The Board also expects parents to make an effort to be involved in voluntary help within the College. Whilst a written commitment from parents in this regard is not required, the Board does require that parents be advised of the needs within the College and of the avenues by which parents can assist, subject to volunteer procedures in place at the College.

Enrolment review

It is recognised that the 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. During this time the student's progress and behaviour will be assessed by the teaching staff and the Principal. If the student is adversely affecting the rights of others to obtain

fully the benefits of the education provided, or the student is not gaining benefit from his/her enrolment, then either the enrolment will be terminated, or the period of probation extended for a term, with clear guidance. The period of probation will not be extended into a third term, without the prior approval of the Principal's line manager. The confirmation of enrolment of the student or extension of the probation period will be communicated to the parent(s) in writing.

Enrolment acceptance criteria

All enrolments must be considered by the Principal in the light of the impact on the student body generally, especially so where an enrolment application is made for the enrolment of:

1. a student with behavioural problems or learning difficulties; or
2. a reference for either the family or student is cause for concern; or
3. there is some other complicating factor.

The Principal, in exercising his/her discretion as to whether or not enrol a potential student, will always uphold certain mandatory standards as detailed in this policy.

1. Every student will be enrolled subject to one semester's probation.
2. Every enrolling family will nominate two referees who may be contacted by the College to obtain additional background information.
3. The parent(s) of children for whom enrolment is sought may be required to submit a reference for each child. The reference may be from a former teacher or from their youth group leader (including organizations such as PCYC, Scouts, Guides, etc), Sunday School teacher or Pastor.
4. A parent or parents, who are not actively involved in a Christian church when enrolling their children, will be encouraged to attend an information session explaining the basics of the Christian Gospel, within a reasonable time of their child's enrolment.
5. Each enrolment application shall include a statement referring to the requirement that an enrolment application will not be processed unless certain specified conditions of enrolment are agreed upon. These conditions of enrolment concern:
 - a. Parental agreement to allow the student to participate fully in the life of the College;
 - b. Parental commitment to support the visions and goals of the College at all times;
 - c. Parental encouragement of the student to behave in ways that are consistent with the expectations of the College;
 - d. Parental acknowledgment of and commitment to following established College processes when dealing with any concerns that they may have with the College.
 - e. Parental agreement to empower the Principal to discipline the student whilst at the College.
 - f. Parental agreement to pay College fees by the due date; and
 - g. Parental agreement to the Standard Collection Notice.
6. The minimum age for enrolment for the state jurisdiction in which the College is located will be strictly observed.
7. The enrolment is only accepted on the basis that the parent(s) have properly completed a valid application form, including signing the form and providing a child's birth certificate as proof of age, sex and legal guardianship.

Enrolling adult students

Christian Community Ministries schools do not enrol students who are legally adults. The following exceptions apply:

1. The student becomes of legal adult age whilst they are already enrolled the College.
2. The student wishes to enrol in a program of Distance Education and is not required to be in regular attendance on campus at a College.
3. The student is legally an adult but transferring to continue their schooling at a CCM school. 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 CCM College is not more than 6 months.
4. The student holds a valid study visa and is applying under CRICOS regulations.

When enrolling an adult student:

1. The student must agree to abide by all conditions of enrolment through completion and signing of the enrolment contract.
2. A fee arrangement will be made directly with the student, or with somebody else who agrees to meet the student's financial obligations.
3. 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.

Enrolling independent students who are not adults

Subject to state or federal 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 to agree to the enrolment, the enrolment will be done subject to all other areas of this policy on the following basis.

1. The student must agree to abide by all conditions of enrolment through completion and signing of the enrolment contract. Whilst not holding legal weight, the signature will be obtained on the basis of good faith and mutual understanding.
2. The student must be residing with adults whose details they will give for the purposes of being the student's carer(s) and emergency contact(s). The College must obtain written agreement by these "carers" to act on behalf of the student for schooling purposes.
3. If possible, a letter will be obtained from the student's actual parents endorsing the enrolment and giving their endorsement for the "carers" to act on behalf of the child for all matters related to their schooling.
4. A fee arrangement will be made with the child or their "carers" on whatever basis the Principal deems reasonable.

Related Documents

1. CCM Enrolment Form
2. CCM Enrolment Process
3. CCM Enrolment Contract (college-specific versions via Edumate)