



1. INTRODUCTION & PURPOSE

Toongabbie Christian College is a ministry to primarily Christian families. We believe parents have the responsibility of raising their children enlist the support of Christian educational institutions to assist them in this task. Toongabbie Christian College is a Christ-centred learning community where teachers and families serve together in partnership to assist students to grow up into Christ. TCC seeks to provide a high quality Christian education that reflects the biblical worldview and the way of life that it inspires which is consistent with our mission statement.

2. PURPOSE

To function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

3. POLICY

Enrolment is available to students who meet the criteria that they have at least one parent who is a Christian and part of a local Church, or, in exceptional circumstances, where only the child shows a Christian commitment. For students with disabilities, parents are required to provide details during the application process of all necessary documentation and recent professional reports at their own cost. In doing so, the school will be able to determine reasonable education adjustments. For enrolment to proceed to interview, families must indicate their support of the stated purpose of the school, its ethos and policies by signing the Conditions of Enrolment, the Privacy Notice, the Cybersafety Use Agreement and the school Statement of Faith.

In keeping within this framework, the following categories show the priority order in which we accept students:

Primary Enrolments

- 1 Siblings of children already enrolled in the school
- 2 Children of established families of Toongabbie Baptist Church
- 3 Children transferring from other Christian schools (based on our criteria)
- 4 Children involved in the life of Toongabbie Baptist Church
- 5 Children with at least one parent actively involved in a Protestant church other than TBC
- 6 Other children, at the Principal's recommendation in consultation with the Board Chair and Pastor representative or other Board members in the absence of the above

Secondary Enrolments

- 1 Children from our Primary Department.
- 2 Siblings of children already enrolled in the school
- 3 Children of established families of Toongabbie Baptist Church
- 4 Children transferring from other Christian schools (based on our criteria)
- 5 Children involved in the life of Toongabbie Baptist Church
- 6 Children with at least one parent involved in a Protestant church other than TBC
- 7 Other children, at the Principal's recommendation in consultation with the Board Chair and Pastor representative or other Board members in the absence of the above

Kindergarten Starting Age

It is strongly recommended that prospective students enrolling in Kindergarten turn five years old on or before 30th April in the year of commencement. Individual cases, where parents would like consideration to enrol a child at a younger age will be considered at the discretion of the Principal.

Conditions of Enrolment

Enrolment at Toongabbie Christian College is subject to the following terms and conditions.

1. That the parents/carers will agree to allow the child to participate fully in the life and program of the School, including activities that reflect the school's Christian emphasis.
2. That the parents/carers undertake to provide the child with the correct uniform approved by the School, and is to be worn neatly and well maintained.
3. That the parents/carers undertake to provide the child with all necessary text books and other equipment of a personal nature that may be required to enable the child to benefit from the education offered.
4. That the parent/carers agree to support the child and measures taken by the School to assist the child to meet the academic and attendance requirements of NESA and those of other providers at which they are enrolled.
5. For students with disabilities, parents/carers are required to provide current documentation to assist the school in making reasonable education adjustments. Disability, in relation to a student, means:
 - Total or partial loss of the student's bodily or mental functions; or
 - total or partial loss of a part of the body; or
 - the presence in the body of organisms causing disease or illness; or
 - the presence in the body of organisms capable of causing disease or illness; or
 - the malfunction, malformation or disfigurement of a part of the student's body; 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 judgement or that results in disturbed behaviour.
6. That the parents/carers accept the right of the School to employ such discipline as it seems wise and expedient for the child, and agree to uphold in every way possible the School's authority and right to administer appropriate discipline in accordance with the policies of the School.
7. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the school Business Manager before the due date, to enable alternative arrangements to be considered. Failure to do so may result in your child not being allowed to enter a new term. Any outstanding fees must be paid by the end of each term. Should an external debt collection agency be involved, all costs will be added to the amount owing to the school.
8. That the parents/carers will give at least one term's notice of termination of enrolment in writing and failure to do so will result in a liability to pay half of one term's standard fees.
9. That the parents/carers will support the Christian ethos of the School so that the child will be given every opportunity to grow up into Christ.
10. The parents/carers agree to supply at their own cost:
 - copies of any Court Orders or Parenting Plans regarding parenting/fee arrangements;
 - AVO's relevant to the child or family;
 - copies of health professional and other specialist reports.
11. That the School may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's policies.

† Parents agree not to make alcohol freely available at any 18th birthday party or other celebrations while their child is enrolled at TCC as this would be a breach of their enrolment conditions.

Conditions of Ongoing Enrolment

1. The parent/carer agrees to ensure that their child will exhibit appropriate standards of behaviour as outlined in the Student Handbook and School policies and to refrain from involvement in any activity that significantly brings the name of the School into disrepute. This will include but is not limited to the following: dress; speech and behaviour; use of tobacco and alcohol†; possession, use or supply of drugs or prohibited substances; use/misuse of the internet; use/misuse of technology; bullying/cyberbullying; pornography; possession and use of weapons; any illegal activity and behaviour which is not consistent with the School's Christian ethos and the Statement of Faith.
2. Students are expected to exhibit behaviour that does not put the safety of others significantly at risk.
3. That all fees are payable in advance by the tenth day of each term. In cases where this requirement would cause hardship, parents must make contact with the school Business Manager before the due date, to enable alternative arrangements to be considered. Failure to do so may result in your child not being allowed to enter a new term. Any outstanding school fees must be paid by the end of each term. Should an external debt collection agency be involved, all costs will be added to the amount owed to the School.

4. PROCEDURE

New Enrolments

- Initial telephone, email or counter contact;
- Information, Prospectus and applications forms sent;
- Application fee is payable at the time of application;
- Upon application form and all supporting documents being received, interview arranged with Principal or person delegated by the Principal;
- The Principal will require all health professional reports and may require additional testing or contact with the previous school of a student in determining the level of Educational Support needs or EAL/D assistance. If the interview is successful an offer of enrolment is made.
- Offer accepted by payment of enrolment deposit, and signed acceptance of the Conditions of Enrolment. This amount is later deducted from the student's first term fees, upon the student commencing at the school. If the student does not commence at the school, the enrolment deposit is non-refundable.
- Bond to be payable either on enrolment or, if not starting until the start of the following year, by the end of November of the preceding year.
- In the initial stage of enrolments for Kindergarten and Year 7 in each new year, 50% of places are to be held for siblings and 10% of places are to be held for established families of Toongabbie Baptist Church until 30th November i.e. 15 months prior to the student/s commencement day. After 30th November any remaining places in these years can be filled as per the priorities. When all places are filled a waiting pool is created from which casual vacancies in these years, prior to commencement day, will be filled as per the priorities;
- If vacancies do not exist in any of the grades being applied for, the parents are advised in writing of the outcome and the student is placed in a waiting pool for that grade;
- Unsuccessful applicants are advised in writing.

Guidelines Regarding the Enrolment of Children of Separated Parents

Under the Family Law Act, both parents have joint parental responsibility for their children, unless court orders are made that change this.

The ideal situation is to have both parents enrol the child and therefore two individuals jointly and separately responsible (and for the payment of school fees).

Enrolling parents need to supply the School with clear guidelines regarding their child(ren)'s living arrangements, picking up and dropping off.

The overarching question should always be "what is in the best interests of the child?"

As a matter of practice, day to day decisions regarding the child are the responsibility of the parent with whom the child is living, but decisions regarding the longer term care, welfare & development of a child are the responsibility of both parents.

Even if there are no court orders, there may be a parenting plan or agreed arrangements. The parents of the enrolling students need to communicate any information and/or details regarding living arrangements, picking up and dropping off, etc to the School.

The following general procedures are to be followed regarding the enrolment of a child of separated parents.

1. In the case of a mother applying to enrol a child and providing no information about the father:

- a) Unless the child's birth certificate does not identify a father, we need to enquire (directly or indirectly) about the role of the father.
- b) We need to confirm the father's understanding and agreement/consent in writing.
- c) If the child has not yet started school and there are no court orders in operation, seek the father's consent to the enrolment.
- d) If the child should be enrolled in school, but is not yet enrolled anywhere or has been removed from another school and is not currently enrolled anywhere, allow the child to commence on the basis of a conditional or temporary enrolment – subject to the father's agreement or any court order to the contrary.

2. If the child lives with the mother the vast majority of the time and the parents cannot agree on a school, allow the enrolment subject to any later agreement or court orders to the contrary.

3. **If the child is presently enrolled elsewhere and the mother wants to move the child but the father wants the child to stay where they are**, then generally the status quo should prevail until the parents reach agreement or a court orders otherwise.

4. **If the mother moves away from the location of the present school, such that continuing the enrolment of the child in the present school is impractical whilst the child lives with the mother**, then the child may need to move schools unless the father lives near the present school and the child moves to live with the father. If the child stays with the mother and the parents cannot agree on a new school closer to mum then, on the basis that the current enrolment ends, allow the mother's choice to prevail pending any court orders to the contrary. If the child is in their teens the child's own wishes may need to be considered in choice of school.