



ROUSE HILL ANGLICAN COLLEGE

Enrolment Guide

Enrolling at Rouse Hill Anglican College

This document gives guidance concerning enrolment criteria and procedures to those within the College community and to those who would seek to join this community.

The Registrar
enrolments@rhac.nsw.edu.au

ENROLMENT GUIDE

Rouse Hill Anglican College is a comprehensive co-educational Pre-K to Year Twelve school. Established in 2002, it provides an education underpinned by Christian values and operating within the enrolment policies of The Anglican Schools Corporation (TASC) (and the National Education Standards Authority (NESA)).

Mission and Values

Students at Rouse Hill Anglican College will be given an education that is relevant to the present and which also prepares them to become successful, contributing members and leaders of the community. Their education will equip them to accept responsibility, to take initiative and to show sensitivity to the needs of others. It will offer them stimulation to develop intellectual curiosity, to solve problems, to think creatively and logically and to work co-operatively.

Christianity is taught as the spiritual and moral basis of life, and students will be encouraged to adopt their own decision in coming to a personal faith in Jesus Christ.

The care values of Rouse Hill Anglican College, which are explicitly taught are:

R – Respect, Responsibility

H – Honesty / Integrity

A – Attitude, Acceptance

C – Commitment, Care, Co-operation

Relevant Legislation

- Disability Discrimination Act
- Sex Discrimination Act
- Race Discrimination Act
- Anti-Discrimination Act
- These Acts make it unlawful to discriminate against a person on the grounds of their disability, sex, or race. The College is committed to fulfilling its obligations under the law in enrolment practices.

Definitions

Throughout this document, unless the context requires otherwise:

College refers to Rouse Hill Anglican College.

Parents includes guardians or any other person who has applied to have a child entered on the waiting list or enrolled at the College and, where the child has only one parent, means that parent.

Principal refers to the person occupying the position of, or acting as, Principal of Rouse Hill Anglican College.

Disability, the Disability Discrimination Act defines disability broadly as:

- total or partial loss of 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 child's body; or
- a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
- a disorder, illness or disease that affects a child's thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour;

and includes a disability that:

- presently exists; or
- previously existed but no longer exists; or
- may exist in the future (including because of a genetic predisposition to that disability); or
- is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

Rights Reserved

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its sole discretion, particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

If a parent withholds information relevant to the potential enrolment of the child, the College reserves the right to refuse or to terminate the enrolment process on these grounds.

Disclaimer

While this document endeavours to be comprehensive, there will inevitably be some situations which are not specifically covered. In such instances, it is at the College's sole discretion as to the appropriate course of action in those circumstances.

Stages of Enrolment

Enrolment at the College will often take the following course:

1. Enrolment enquiry
2. Application lodgement and Application Fee
3. Application review and processing
4. Waiting List
5. Application assessment
6. Interview
7. Application evaluation
8. Offer of enrolment
9. Acceptance of offer

Enrolment Enquiries

The College will send anyone enquiring about enrolling their child at College, details for enrolment at the College including:

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1. a Prospectus;
2. a Fee Schedule; and
3. an Application for Enrolment.

Enrolment information can also be downloaded from the College website www.rhac.nsw.edu.au.

College Entry Points

Enrolment for entry to the College is normally in:

- Pre-Kindergarten;
- Kindergarten;
- Year Three;
- Year Seven; or
- Year Eleven.

Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the College year depending upon vacancies.

Pre-K and Kindergarten

Children whose 4th birthday falls before 30 April of the year of proposed entry, are eligible to commence Pre-K.

Children whose 5th birthday falls before 30 April of the year of proposed entry are eligible to commence Kindergarten.

Application Lodgement and Application Fee

Parents complete and return the Application for Enrolment together with the non-refundable Application Fee, as set out in the annual Fee Schedule, and

- a copy of the child's birth certificate
- Where both parents were born overseas, a copy of one parent's visa/residency documentation or *Australian* passport.
- Where the child was also born overseas, a copy of the student's *Australian* passport or visa/residency documentation.
- A copy of both parent's Australian state or territory driver's licence or other form of photo and address identification.

In completing the Application for Enrolment parents declare that, to the best of their knowledge, they have:

- a. disclosed any special needs of their child; and
- b. provided a copy of any parenting or court order, medical or specialist reports, asthma and/or allergy action plans.

Application Review and Processing

The Application for Enrolment is reviewed for accuracy and completeness. Additional information is sought, if required. An incomplete Application for Enrolment will not be processed.

No application will be processed without payment of the non-refundable Application Fee.

When the application is complete and the Application Fee paid, the child's name is placed on the enrolment waiting list and written confirmation is sent to the parents.

Waiting List

The College maintains a waiting list of prospective students based on complete enrolment applications.

Names of children will be entered on the waiting list in order of receipt and date of application, being the date upon which a complete Application for Enrolment is received.

Failure to provide all required information may result in the College declining to enter the child's name on the waiting list or delaying such entry, and may also result in the College declining or delaying the child's enrolment.

Application Assessment

The College will undertake an assessment process at a time determined by the College after the child's name has been entered on to the waiting list. As part of the assessment process, the College may ask the parents to provide more information about the child.

Any assessments or reports required from non-College personnel will be at the parents' expense.

In considering prospective enrolments, the College reserves the right to contact:

- a. the principal of the child's previous school to confirm information pertaining to the child;
- b. any medical or other personnel considered significant for providing information pertaining to the educational needs of the child.

Interview

The College undertakes enrolment interviews when vacancies exist with parents and the child, based on the waiting list in order of date of application of the Application for Enrolment, after priority is afforded to:

- a. siblings of current students
- b. children of staff
- c. children of past students (alumni)

Interviews will be offered for major intakes as follows:

- a. Pre-K – from April the year prior to proposed entry;
- b. Kindergarten – from April the year prior to proposed entry;
- c. Year Seven – from February the year prior to proposed entry; and
- d. all other grades
 - 1) when vacancies are confirmed from August the year prior to proposed entry; or
 - 2) when vacancies occur having regard to the time of application and proposed entry to the College.

The College will contact parents by phone to arrange a suitable interview time during office hours, Monday to Friday.

Parents are required to bring copies of any or all of the following documents to the interview:

- Medicare Immunisation Schedule;
- the child's last two (2) academic school reports;
- NAPLAN results;

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- relevant documents of any medical, developmental or behavioural condition that require special educational or wellbeing consideration.

At the interview, the College will:

- a. inform the parents of their responsibility to the College in relation to fees and the expectation that the payment method is understood;
- b. discuss any specific educational needs, which may require further investigation and determination of the ability of the College to cater to the needs of the student
- c. seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College. This expectation includes full participation of the student in the religious education program of the College; and
- d. inform, discuss and enquire about other matters related to enrolment.

Evaluation

Following the interview, the College will evaluate the application to determine if an offer of enrolment will be made. The College may seek further information, consultation and assessment before making a determination.

Where, due to a disability, a child requires educational support services to assist them participate in the College's courses or programs or to use the College's facilities or services, the College will make an assessment of the child's support needs (for more details, see the section "Disability support services").

In respect of any prospective enrolment, the College reserves the right to have members of staff visit or contact the child's school or preschool to more accurately assess the learning needs of the child.

Pre-K and Kindergarten

Children seeking to enter Pre-K and Kindergarten must undertake a readiness for school assessment. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who are assessed as being not yet ready for school, the College may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. Unless specific learning needs are identified, the College reserves the right to not to make an offer of enrolment for the upcoming year and defer the enrolment offer to the following year.

Offer of Enrolment

When considering making offers of a place at the College, the College gives preference to:

- a. the date of lodgement of the Application for Enrolment;
- b. siblings of the child already at the College;
- c. children of staff of the College;
- d. children of alumni (Collegians); and
- e. scholarship recipients.

At the satisfactory conclusion of the interview and assessment process, the College may make an offer to the parents to enrol the child. In addition to the general conditions of enrolment, the College may include specific conditions related to the child's enrolment.

Acceptance of Offer

To accept the offer, the applicants must, deliver or post to the College within fourteen (14) days of the date of the offer:

- a. the Acceptance of Offer and Conditions of Enrolment signed by both parents/legal guardians, which includes acceptance of the Parent Code of Conduct, and all future amendments,
- b. the non-refundable Acceptance Fee as published in the Fee Schedule,

The College does not accept scanned and emailed delivery of the Acceptance of Offer of Enrolment.

Failure to reply within the required time will result in the offer deemed to be declined and the position being offered to other applicants, where there are other children on the waiting list.

Holding of Places and Deferring Enrolment

Whilst it is possible to defer a child's *Application for Enrolment* to a later point of entry, it is not possible to defer an *Offer of Enrolment*. If the College offers a child a place for a particular entry point, that offer only applies to that point of entry only; it does not apply for a later entry point.

For example, if the College offers a place starting Term One Kindergarten, but the parents decide that they wish to defer the child's entry until Year Seven, they cannot defer the original offer to take it up at the later entry point. They can, however, choose to have their child remain on the normal waiting list for the next point of entry. The *Application for Enrolment* will be reconsidered at the next entry point in accordance with the enrolment policy.

Where an *Offer of Enrolment* is accepted and before the child commences enrolment, the parents wish to defer the acceptance of offer of enrolment, the child's *Application for Enrolment* will be returned to the waiting list. The Acceptance Fee paid will be held by the College to secure any future *Offer of Enrolment* made. Where there is an increase of fees, parents will pay the difference between the original Acceptance Fee and the increased Acceptance Fee upon acceptance of any further offer.

Places at the College will not be held for students who are withdrawn from the College for a period of longer than one College term and require one term's fees in advance to hold the place, which will be credited to the fee account once the student recommences at the College.

Longer leave and re-enrolment is at the sole discretion of the College.

Continuing Enrolment

Continuing enrolment from one year to the next is assumed through to the completion of Year Twelve, however, is subject to:

- c. the student's adherence to and parental support of College rules and policies;
- d. payment of all College fees and charges, as and when they fall due; and
- e. the parents' adherence to and support of the Parent Code of Conduct.

Continuing enrolment is at the sole discretion of the College.

Notice of Withdrawal

A full term's notice in writing must be received by the Principal before any student is removed from the College before the completion of Year Twelve.

For example, to withdraw a student at the completion of Term Four, notice must be received by the Principal in writing no later than the day before the first day of Term Four.

If the required notice is not provided, an additional term's fees is payable in lieu of notice. This amount is a genuine pre-estimate by the College of the loss that it would suffer if it does not receive the required notice.

Disability Support Services

When considering enrolment for a child with specific educational needs, in order to provide appropriate adjustment for a prospective enrolment, the College needs all available information to make the best decision. This information includes, but is not limited to:

- a. Reports from relevant professionals and therapists; and
- b. Meetings with any professionals currently working with the prospective student.

In accordance with the Standards for Enrolment - Part 4.2 Disability Standards for Education 2005, the College will take reasonable steps to ensure that the prospective student is able to seek admission to, or apply for enrolment, on the same basis as a prospective student without a disability.

The College will decide whether it is necessary to make an adjustment to ensure that the prospective student is able to seek admission. The following factors will be considered when determining reasonable adjustments:

- a. Whether it balances the interests of all parties affected.
- b. The effect of the adjustment on the student.
- c. The effect on anyone else (includes the College, staff and other students).
- d. The costs and benefits of making the adjustments.

An enrolment offer may be refused if, after investigation, it is determined that:

- a. unreasonable adjustments are required, or
- b. compliance would impose unjustifiable hardship on the College



CONDITIONS OF ENROLMENT

Rouse Hill Anglican College is a school within the Anglican Schools Corporation. In accepting and signing an Acceptance of Offer of Enrolment and these Conditions of Enrolment, those documents set out the terms of the enrolment contract between the Parents and Anglican Schools Corporation.

Interpretation

"Corporation" means the legal entity, Anglican Schools Corporation, ABN 63 544 529 806.

"Parents" means the Student's parent/s, carer/s or legal guardian/s, who are responsible for the Student's education.

"Student" means the person who is enrolled as a student at the School.

"Principal" means the principal or acting principal of the School, by whatever title he or she is known, and/or his or her nominee.

"School" means the school or college conducted by the Corporation at which the Student is enrolled and is an operational part of the legal entity, Anglican Schools Corporation.

"Group Office" means the shared administrative and advisory office of the Corporation.

Fees and Charges

1. The Parents are to pay to the Corporation in respect of the School, all fees and charges for school fees, extra subjects, activities including camps and excursions, and the supply of other goods and services to the Student, as determined by the School or the Corporation, or incurred on behalf of the Student from time to time (**Fees and Charges**).
2. The Parents are to pay all Fees and Charges in advance. Payment may be made using a Corporation-approved payment method and paid either at the end of the first week of each term (where no direct debit arrangement is in place), or via a Corporation-approved direct debit arrangement, other than Fees and Charges on amended invoices raised for mid-term enrolments, which the Parents are to pay within seven days from the date of the invoice. If the Parents fail to pay an invoice for Fees and Charges within 21 days of the due date, they will be liable to pay an overdue charge which reflects (among other things) the administrative and financial cost of collecting the outstanding Fees and Charges. The Parents may enquire as to the current amount of the overdue charge at the Group Office of the Corporation.
3. While an invoice for Fees and Charges remains outstanding, the Student may not be permitted to participate in any discretionary activity offered by the School (for example, excursions, local, interstate or overseas trips).
4. If an invoice for Fees and Charges is not paid in full within 60 days from its due date, the Student's enrolment may be suspended and the Principal may without further notice refuse entry of the Student to the School and/or the Principal may terminate the Student's enrolment. The Fees and Charges remain payable to the Corporation in respect of the School. The School may also cancel the future enrolment of a student from the same family where Fees and Charges remain outstanding.
5. The School and/or the Corporation may take all actions it considers appropriate to collect overdue Fees and Charges and all other amounts owed to the School and/or the Corporation. The Parents agree to reimburse the School and the Corporation for all liability, loss, costs and expenses (including, without limitation, legal fees and debt recovery agents fees) in connection with any failure to pay the overdue Fees and Charges and all other amounts owed to the School and the Corporation.
6. The Parents are to give at least one full term's notice in writing to the Principal before terminating the Student's enrolment. The notice must be given no later than the day before the first day of student attendance of the last term of enrolment. If the Parents do not give one full term's notice of termination of the Student's enrolment, they are to immediately pay to the Corporation in respect of the School, one full term's Fees and Charges.
7. No remission or refund of Fees and Charges, either in whole or in part, will be made if the Student is absent due to illness, leave, suspension, expulsion, or any other reason.
8. The School may incur from time to time such incidental expenditure on behalf of the Student as it may consider necessary, including for items such as books, excursions, educational programs, stationery and equipment. This incidental expenditure will be included in the Fees and Charges invoiced to Parents.
9. The Parents are to pay all medical and ambulance expenses incurred by the School and/or the Corporation on behalf of the Student (which the School and/or the Corporation are not able to otherwise recover).

10. The School reviews the Fees and Charges at least annually and these Fees and Charges are generally increased on an annual basis. In general, prior to the end of each year, Parents are advised of the Fees and Charges for the following year, and the timing requirements of the payment options.

Requirements of Students

11. Students are to:
- a. demonstrate high standards of behaviour;
 - b. abide by the School rules and code of conduct as they apply from time to time;
 - c. act courteously and considerately to each other and to staff, visitors and other members of the School community at all times;
 - d. support the goals and values of the School;
 - e. meet the minimum standards of effort, attitude and behaviour required by the School;
 - f. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or other electronic media whether during or outside of School hours;
 - g. attend and, as required, participate in:
 - i. chapel services and assemblies;
 - ii. the School sports program;
 - iii. important School events such as Speech Presentation Day/Night or other events determined by the Principal;
 - iv. Christian living/Biblical studies classes;
 - v. activities including camps and excursions that are an integral part of the School curriculum;
 - h. wear the School uniform as prescribed at School and when travelling to and from School, and on all School occasions unless otherwise authorised, and follow conventional standards of appearance in accordance with the School's guidelines and the expectations of the School community; and
 - i. attend the School during school hours, except in the case of sickness or where leave not to attend has been approved.

Requirements of Parents

12. The Parents are to:
- a. accept and abide by the requirements and directions of the Principal relating to the Student or students generally and not interfere in any way with the conduct, management and administration of the School;
 - b. be aware of, acknowledge and support the Corporation's Vision, Mission, Strategic Objectives and Philosophy of Education published on the Corporation's website, www.tasc.nsw.edu.au;
 - c. support the goals, values, and Christian foundation and activities of the School;
 - d. read the School newsletter and any other communications from the School;
 - e. advise the School in writing of any change of previously communicated information including home, mailing, email address, other contact details, and information on the Application for Enrolment/Placement on a Waiting List, within one month of such change. Applications for a Student place may be cancelled if the School loses contact with the Parents or has mail returned to it;
 - f. ensure the Student has each item of official required uniform, clean and in good repair, and all other requirements such as textbooks, stationery and other equipment specified by the School;
 - g. accept and abide by the directions of the School and the directions of School staff in relation to picking up and dropping off the Student at or near the School's premises;
 - h. while on the School's premises or attending School activities elsewhere, comply with School procedures, the requests of School staff, any applicable code of conduct of the School or the sporting association of which the School is a member, and encourage others attending in relation to the Student to do the same;
 - i. not do or say anything which may adversely affect the reputation of the School, or the Corporation, including in print, or on social or electronic media;
 - j. comply with any School or Corporation community code of conduct, guidelines and policies;
 - k. communicate with students, parents, staff, visitors and other members of the School community in a courteous manner, and follow the communication guidelines laid down by the School from time to time; and

- l. use their reasonable endeavours to attend parent-teacher interviews, parent forums, and participate in courses offered by the School which are relevant to the Student's education.

Progress

13. The Principal may determine minimum standards of effort, attitude and behaviour to be required of students before they will be allowed to progress to the next academic year level. If there are deficiencies in any of these areas, the School may require the Student to repeat the academic year, exclude the Student from certain activities, temporarily suspend the Student or exclude the Student from the School in accordance with clause 14 below.

Exclusion of Students

14. The Principal may in his or her absolute discretion, suspend or expel the Student for:
 - a. failing to abide by the requirements set out in clauses 11 or 13, above;
 - b. breaches of rules or discipline; and/or
 - c. behaviour prejudicial to the welfare of the School, its staff or students.
15. The Principal may in his or her absolute discretion terminate the Student's enrolment if:
 - a. any Parents have failed to comply with these Conditions of Enrolment;
 - b. any Parents have failed to abide by the requirements set out in clause 12; and/or
 - c. the Principal considers that a mutually beneficial relationship of trust and cooperation between the Parents and the School has broken down to the extent that it adversely impacts on that relationship.

Leave

16. Requests for leave from School activities, including academic and co-curricular programs, and for early departure at the end of a day or term and/or late return from breaks are, in general, considered only in exceptional cases, and only on receipt of written application from the Parents by the Principal or any other process required by the School. No arrangements or commitments should be made prior to the application being approved. In addition, Parents are to explain in writing to the Principal any Student absence for a part or whole day during term time, including late arrivals or early departures and should follow any other process relating to absences as required by the School.

Educational Offering

17. The Principal determines the educational and other programs and activities conducted at the School from time to time at his or her absolute discretion, and the method of delivery of those programs and activities. The School may change its programs and activities, and the content and delivery of these programs and activities without notice. This may include discontinuation of teaching subjects and other programs.
18. The Student will be required to participate in all compulsory programs and activities unless the Principal agrees otherwise, and the School will determine which programs and activities are compulsory.

Medical/Educational Needs

19. The Parents are to disclose fully any needs, or changes in needs, of the Student (including but not limited to any medical, physical, learning or psychological needs) at the time of applying for enrolment and by the stated date to the School. By accepting an Acceptance of Offer of Enrolment, the Parents warrant that they have provided all relevant information (including any report or diagnosis of doctors or other treating professionals) regarding the Student's needs to the School and the School's Offer of Enrolment is conditional upon the Parents having done so. Following enrolment, Parents must inform the School of any needs of the Student, not previously communicated, as soon as they become aware of those needs, and immediately of any changes in needs previously communicated.
20. The Parents are to accurately complete and return the Student's medical form/s or plan/s by the stated date as required by the School. Parents must immediately inform the School of any changes to the Student's health previously communicated on the medical forms/ or plan/s. Parents must also provide any medical information about the Student requested by the School, including medical reports.
21. If the Student is ill or injured, necessitating urgent hospital and/or medical treatment (for example, injections, blood transfusions, surgery) and if the Parents are not readily available to authorise such treatment, the Parents authorise the Principal or, in the Principal's absence, a responsible member of the School staff to give the necessary authority for such treatment.

Health and Safety

22. The Parents must notify the School immediately if the Student has a communicable infection or condition or a notifiable condition under public health regulations.
23. The Parents acknowledge that the Student may not be fully covered under any Corporation or School insurance policy for accidental injury during School-related activities.
24. The Principal or delegate may search the Student's bag, locker or other possessions where reasonable grounds exist to do so.
25. The Parents acknowledge that the Student's personal property is not insured by the Corporation, and the Corporation or School does not accept any responsibility for loss of or damage to the Student's personal property.
26. The Parents and Student are to observe School security procedures.

Privacy

27. The Parents acknowledge that they have read and understood the Corporation's Privacy Policy and Standard Collection Notice, which are displayed on the Corporation's website, www.tasc.nsw.edu.au, or as otherwise published.

Court Orders and Provision of Reports

28. In agreeing to these Conditions of Enrolment, the Parents warrant that any other Parents who have responsibility for the Student's education agrees to the enrolment.
29. The Parents are to provide to the School all current Family Court or other court orders relating to the Student (**Court Orders**) at the time for applying for enrolment. The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders. Such information will be dealt with in accordance with the Corporation's Privacy Policy.
30. The Parents must provide accurate information to the School about any arrangement between Parents in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
31. The School will provide academic reports in writing to the Parents. If the Parents are separated or divorced, reports will generally be sent to each of the Parents on request, to the address notified by each of the Parents unless there is a Court Order that reports are to be sent to only one of the Parents or the School considers that it is in the best interests of the Student.

General

32. The Parents must provide the School with a copy of either their Australian state or territory driver licence or passport or another identity document acceptable to the School (**Identity Document**) and copy of the Student's original Identity Document, prior to the commencement of the Student's enrolment at the School. If a Parent's or Student's legal name changes at any time during the Student's enrolment, the Parents must immediately provide the School with a new copy of the Identity Document showing the new name.
33. The Student must at all times (including on application to the School) be an Australian citizen or a permanent resident of Australia, or one of the Parents must be an Australian citizen, permanent resident or otherwise hold an eligible and valid visa. In the case of an overseas Student, the Student must, at all times, hold an eligible and valid visa to study in Australia for the duration of the Student's intended study period at the School. The School may require appropriate documentation to satisfy itself that these requirements are met.
34. The Corporation may change these Conditions of Enrolment, provided the Corporation gives the Parents at least one term's notice in writing.
35. The Parents' obligations to the School and the Corporation, as set out in these Conditions of Enrolment, are joint and several.
36. Unless amended, these Conditions of Enrolment continue to apply to the Student and their Parents for the duration of the Student's enrolment at the School.
37. These Conditions of Enrolment continue to apply to the Student and their Parents until the obligations of the Student and their Parents have been met.