



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
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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, but 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:

ROUSE HILL ANGLICAN COLLEGE

UNDERSTANDING THROUGH CHRIST

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;

ROUSE HILL ANGLICAN COLLEGE

UNDERSTANDING THROUGH CHRIST

- 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