



PC007	Enrolment of Students Policy
Purpose	To detail the criteria and arrangements for student enrolments.
Authority	AFRCA constitution Article 5, 9(a); Rule 4(b)
Policy	<p>Student enrolment in the JCSA is subject to the Constitution and bylaws and to an Application for Enrolment which meets the school's criteria.</p> <p>Parents who are members of the Free Reformed Churches of Australia and of the Albany Free Reformed Church Education Association (Inc) are eligible to enrol their children.</p>
Delegation	Management
Related Policies	<p>Health Records Management (H004)</p> <p>Disability Criteria (R004)</p>
Date approved	November 2011; November 2014; November 2017; April 2019
Next Review Due	September 2023
Review Authority	Governance
Keywords	Enrolment; transfer
Authorised by: Board Chairman	
Date:	
Author/Reviewer:	Jolanda Mulder – March 2019



PC007

Enrolment of Students Procedure

Parents who are communicant members of the Free Reformed Churches of Australia (FRC) or one of their sister churches and of the Albany Free Reformed Church Education Association Inc. (AFRCEA) are eligible to enrol their children at the John Calvin School.

“Children” in this procedure includes a child or children who:

- a) Are in the custody of an Association member; or
- b) Are in the care of an Association member; or
- c) Although not under the custody or care of an Association member, are biological children of an Association member.

The School Committee may only admit a child to the school in circumstances set out in (b) and (c) where supportive written advice from the relevant Consistory has been received.

The School Committee may admit to the school, subsequent to approval by the Association at a General Meeting, children of parents who are not communicant members of one of the FRC but who desire their children to receive a Christian education. In such cases:

- a) The School Committee must obtain written advice from the relevant Consistory that the parents and their children regularly attend church services in one of the FRC with the aim of becoming members; and
- b) Their children, when eligible, must attend the catechism classes; and
- c) The appropriate school fees and any education fees must be paid; and
- d) This admission must be specifically authorised by a resolution of a General Meeting

The enrolment procedure follows a three-part process:

- Application and initial information collection
 - See enrolment form in Appendix 2
 - Includes signing off on the requirements detailed in the enrolment form
- Interview and further information collection
 - Conducted with Principal/Deputy, relevant classroom teacher and child (if possible)
 - To gain more information about the child including strengths, weaknesses, interests, medical concerns, behavioural concerns
 - If the child has a disability, to gain more information about the nature of the disability and the potential adjustments required
- Written confirmation (or otherwise) of enrolment by the School Committee

Disability and Enrolment

Children who are born and baptised in the Free Reformed Church are children of the covenant the LORD has made with His people. The John Calvin Schools have been established for the children of the covenant. This is regardless of ability or disability. The Psalmist David’s words of praise to God that “I am fearfully and wonderfully made” apply to *all* children.

In addition to this, the Disability Discrimination Act (1992) and the Disability Standards for Education (2005) ensure that prospective students with disabilities have the right to enrol in an educational institution on the same basis as prospective students without disabilities, including the right to reasonable adjustments that are necessary to ensure that they are able to enrol on the same basis as prospective students without disabilities.



Reasonable adjustments are a measure or action taken by an education provider that assists a student with a disability to participate on the same basis as other students.

- It supports students with a disability to have access to the curriculum to learn along with other students
- Takes into account the student's learning needs
- Balances the interests of all parties affected, including those of the student with disability, the education provider, staff and other students.

There are four exceptions to the DSE (2005) as described in the DSE Part 10:

- Unjustifiable hardship – where an education provider cannot carry out their obligation due to difficulty, risk to people's safety or expense
- Acts done under statutory authority
- Protection of public health – if the disability is an infectious disease or other condition, it is reasonably necessary to isolate or discriminate to protect the health and welfare of the student with a disability for the health and welfare of others
- Special measures – the standards do not render it unlawful for an education provider to provide special measures intended specifically for the benefit of students with disabilities.

Enrolment applications where the applicant is not eligible

If parents are not eligible (not a member of the FRC and/or AFRCEA) then the following steps must be adhered to:

(The numbering in this procedure refers to the flow chart in Appendix 1.)

1. Not a communicant FRC church member

If the applicant is seeking membership of a local FRC, the School Committee will seek further information regarding the applicant's progress to Church membership from the local FRC consistory using the forms in Appendix 3. The School Committee is to forward the AFRCEA membership application form to the applicant for completion, but membership of the AFRCEA will be pending on confirmation of FRC membership.

Based on the information received the School Committee is to make a decision regarding the enrolment of the applicant's children, the approval of which decision will be sought at a General Meeting.

The School Committee is to advise the parents of the decision in writing. It must be stated that:

- Advice from the FRC is considered prior to granting special enrolment approval.
- Temporary enrolment may be granted for the time pending membership of a FRC.
- The applicant is **not eligible** to be a member of the AFRCEA whilst they are **not** a member of a FRC.
- The applicant is required to pay the normal **contribution fees** (equivalent to membership fees) in advance.
- The applicant is also required to pay the educational fees charged by the school.
- The special enrolment request is dependent on the approval of the Association at a General Meeting.
- Should the local FRC not grant church membership to the applicant, or if the applicant leaves the FRC, or if the Association does not approve the enrolment request, the membership application of the AFRCEA will be refused or cancelled and the child(ren) will not attend the school.

The FRC is to advise the School Committee in writing (using the forms in Appendix 3) regarding the process that the FRC will follow in regards to the church application of the applicant and will provide confirmation once church membership has been granted.



2. Church Membership Approval

The relevant FRC is to requested to inform the School Committee once church membership has been approved. The Income Treasurer is to change contributor status to member status and inform the Applicant accordingly. The School Committee Chair will monitor the progress of the applicant until they receive full church membership.

3. Not a AFRCEA Member

If the applicant is not a member of the AFRCEA, the School Committee is to advise the applicant that the enrolment of their child/ren is subject to membership of the AFRCEA and a membership application form is to be provided to them. The enrolment is pending until the applicant is a member of the AFRCEA.

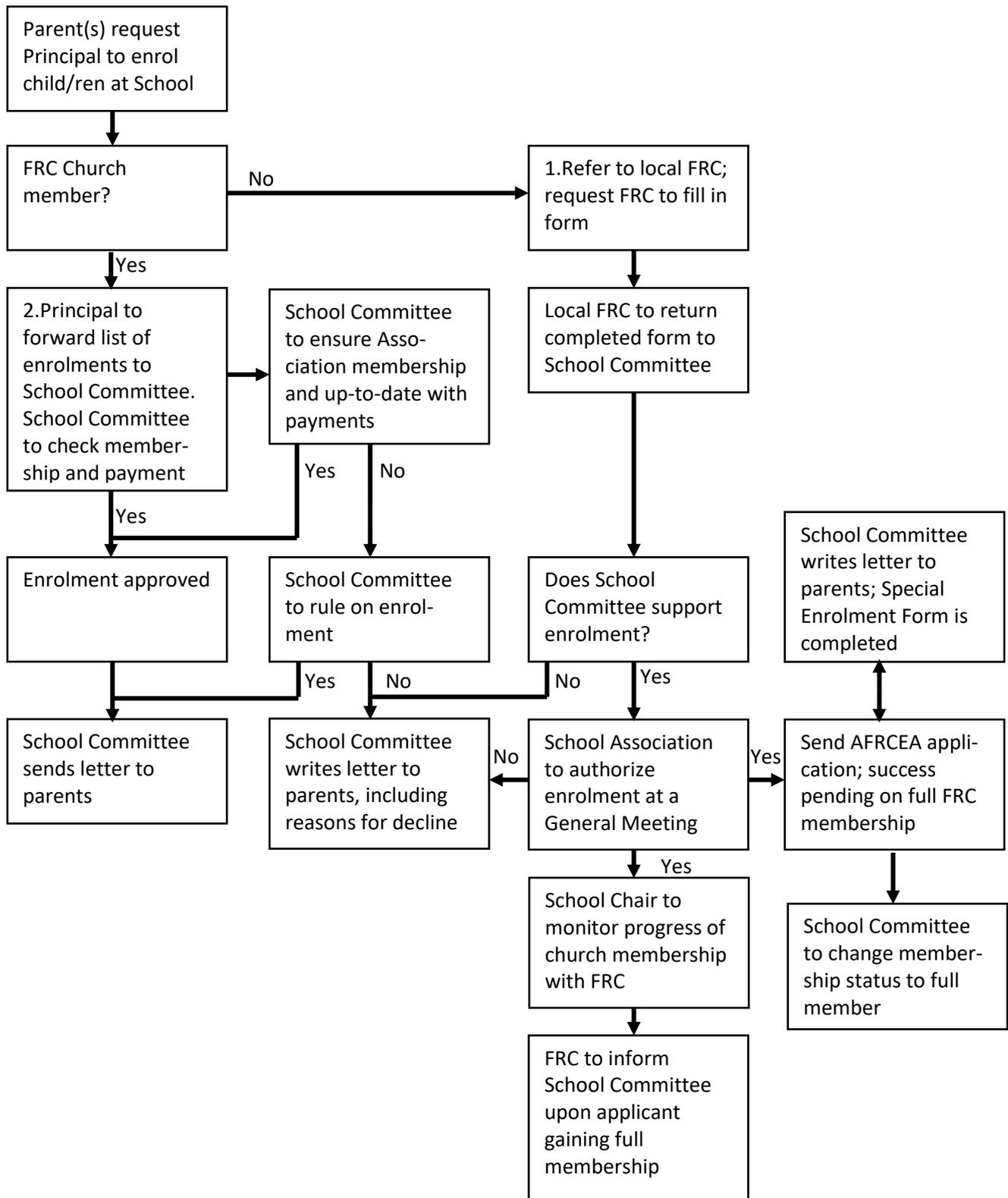
Transfer from other schools

When students are transferred from another school anywhere in Australia, a transfer note to that school is to be submitted by the Principal. (See Appendix 6)



Appendix 1 | Flow Chart

ENROLMENT OF CHILDREN AT SCHOOL / APPLICATION AFRCEA MEMBERSHIP





Appendix 2 | Application for Enrolment Form

Attached separately



Appendix 3 | **Consistory Application Form Special Enrolments**



Enrolments within the John Calvin School is tied to FRCA Church membership. The norm is that only children of parents who are confessing members of the Church may enrol in and attend the John Calvin School.

There are some exceptions, which allow the School Committee to recommend that the School Association permit children from families who are not FRCA Church members to enrol in the John Calvin School. Requests to do so will be positively viewed only where the applicants are seeking Church membership, are actively working towards it, and where there is every reason to expect that Church membership will be attained within a reasonable time-frame.

The School Committee recognises that, while enrolment at school is its responsibility, Church membership is a matter for the Consistory. It is for this reason that the School Committee seeks Consistory's assistance in this matter and requests that it provides the School Committee with the information it needs.

The enrolment procedure adopted by the School Committee states:

The School Committee may admit to the school, subsequent to approval by the Association at a General Meeting, children of parents who are not members of one of the FRC but who desire their children to receive a Christian education. In such cases:

- a) The School Committee must obtain written advice from the relevant Consistory that the parents and their children regularly attend church services in one of the FRC with the aim of becoming members; and
- b) Their children, when eligible, must attend the catechism classes; and
- c) The appropriate school fees and any education fees must be paid; and
- d) This admission must be specifically authorised by a resolution of a General Meeting

Application for enrolment has been submitted by *(Principal to enter names of parents/guardians)*

for the enrolment of their child/ren *(Principal to enter names and ages of children)*

The consistory of the Free Reformed Church of supports/does not support this application and provides the following information:



Please provide explanatory details in the boxes below. The complete form is then to be returned to the School Committee.

1. The applicant(s) requesting special enrolment has regularly and faithfully attended the Church services for *(Please indicate for how long)*

2. The applicant(s) are in the process of obtaining Church membership?

Yes No

3. The Consistory is reasonably assured that with God's blessing the present process will result in Church membership?

Yes No

4. If eligible, do the children attend Catechism classes?

Yes No

5. Is there any additional relevant information?

Signed:

Consistory Chairman:

Name:

Signature:

Date:

Consistory Secretary:

Name:

Signature:

Date:



Appendix 4 | Special Enrolment Form



To be completed by School Committee Chair, Principal and Applicants

1) Detail of Applicant(s)

a) Names:

b) Address:

c) Phone number(s):

d) Names and ages of children for whom the application to enrol is being made:

2) Have the following conditions been met?

- a) Has an AFRCEA membership pack been provided to the family?
- b) Has an AFRCEA membership form been completed and returned to the School Committee?
- c) Has the "Special Enrolment" request been authorised by the Association at a General Meeting?
- d) Are the applicants aware that even though special enrolment for their children is possible, their "pending membership" status cannot change to full membership until they have become a member of the Free Reformed Church?
- e) Has there been a discussion with the applicants on the lifelong covenantal responsibility of the church community toward Reformed Education?
- f) Have the applicants been advised that the school year technically runs from 1st January to 31st December and that this means they are expected to pay membership fees during holiday periods as well?
- g) Are the applicants aware that if church membership is not attained their child(ren) will not be able to continue to attend school?
- h) Has consistory supplied the required information by completing the relevant form? Yes No

Signed:

School Committee Chairman:

Name: _____ Signature: _____ Date: ____/____/____

Principal:

Name: _____ Signature: _____ Date: ____/____/____

Applicant(s):

Name: _____ Signature: _____ Date: ____/____/____



John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

Appendix 5

Template for letters for confirmation or rejection of enrolment



John Calvin School Albany
A School with the Bible

9 Beaufort Rd
YAKAMIA WA 6330
Tel: (08) 9841 3840

Confirmation of Enrolment Letter:

Date

J&J Jones
PO Box XX
SUBURB WA POSTCODE

Dear Parent Name,

We are pleased to confirm your child, Child Name, is enrolled at John Calvin School Albany.

An information session for parents will be held in the first week of term 1, 201x, DV. Information for this session will be provided to you at a later date.

Kind regards,

Name
Title



(Use school letterhead)

Rejection of Enrolment Letter:

Date

J & J Jones
PO Box XX
SUBURB WA POSTCODE

Dear Parent Name,

We regret we are unable to enrol your child Child Name.

As explained in our initial conversation, according to our Constitution, all members of our Association are to be a member of the local Free Reformed Church.

Information received from the Free Reformed Church at XX indicates that the Consistory of this church is not convinced at this stage that a Church membership is expected in the coming months. This means that we cannot accept your membership of the Albany Free Reformed Church Education Association and the enrolment of your child.

If you would like to have further clarification, please contact me.

Kind regards,

Name
Title



Appendix 6 | Transfer Note



Date

To: Principal
School
Address Line 1
Address Line 2

Re: **TRANSFER OF STUDENT**

The student named below has been enrolled at our school and we would like to request the below records for him/her.

SURNAME:
FIRST NAME:
DATE OF BIRTH:
NEW ADDRESS:

DATE OF ADMISSION:
YEAR/CLASS:

Where applicable please forward the following items to:

John Calvin School Albany

9 Beaufort Road
Albany WA 6330
Ph. 9841 3840
E: jcsa@jcsa.wa.edu.au

- Academic Records
- Medical Records
- Guidance Reports
- Balance of Fees
- Curriculum Council Number
- Community Service Hours Accrued

Mr. Pete Witten
Principal