



## Enrolment Policy

<b>Purpose:</b>	The purpose of this policy is to provide written processes about Discovery Christian College's enrolment process	
<b>Scope:</b>	Parents (both prospective and existing), Students, College staff engaged in the enrolment process.	
<b>Status:</b>	Approved	<b>Supersedes:</b> Enrolment Policy 2025
<b>Authorised by:</b>	SLT	<b>Date of Authorisation:</b> 09/02/2026
<b>References:</b>	<ul style="list-style-type: none"> <li>• <i>Privacy Act 1988</i> (Cth)</li> <li>• <i>Anti-Discrimination Act 1991</i> (Qld)</li> <li>• <i>Child Protection Act 1999</i> (Qld)</li> <li>• <i>Education (General Provisions) Act 2005</i> (Qld)</li> <li>• <i>Disability Discrimination Act 1992</i> (Cth)</li> <li>• <i>Education (General Provisions) Regulation 2017</i> (Qld)</li> <li>• <i>Education (Accreditation of Non-State Colleges) Act 2017</i> (Qld)</li> <li>• <i>Education (Accreditation of Non-State Colleges) Regulations 2017</i> (Qld)</li> <li>• <i>Family Law Act 1975</i> (Cth)</li> </ul>	
<b>Associated documents:</b>	<ul style="list-style-type: none"> <li>• Discovery Christian College Anti-Discrimination Policy</li> <li>• Discovery Christian College Disability Discrimination Policy</li> </ul>	
<b>Review Date:</b>	As required	<b>Next Review Date:</b> December 2028
<b>Policy Owner:</b>	Senior Leadership Team	

## Rationale

The College enrolls boys and girls from Prep to Year 12. In all that we do as a College, our goal is to provide opportunities that empower all students to grow, equipping them with the characteristics and skills to make a difference in their communities, locally, nationally and abroad.

### 1. Enrolment Considerations

- 1.1. The Principal has the final responsibility (and discretion) for managing the enrolment of all students. The Principal will make the final decision regarding offers of enrolment.
- 1.2. Enrolment at the College is open to all students regardless of the parents' / caregivers' or the student's: race, gender, religion, national or ethnic origin. Enrolment applications will be reviewed, and offers of enrolment made, in the sole discretion of the Principal (or their nominated delegate) on assessment of the following criteria.

The College prioritises the following three (3) criteria when considered in conjunction with the further nine (9) criteria below:

- Applications for children of staff;
- Applications for siblings of current College students;
- Applications for children of alumni

Other criteria considered (in no particular order) includes:

- Date the completed application for enrolment was received;
- Number of places available;
- Families desiring a Christian education in accordance with the College values who are willing to support the faith ethos of the College;
- Previous attendance at a Christian school;
- Capacity of prospective student going forward to contribute to the College;
- Gender balance of the student cohort in the relevant year level;
- Special circumstances at the Principal's discretion;
- Capacity of the College to provide adequate resources to support the learning of the student; and
- The benefit to the student attending the College.

- 1.3. If the student is offered an enrolment at the College, the family will be required to sign an Enrolment Contract.
- 1.4. A potential student will not be refused enrolment based on their medical or social background and learning support requirements, unless:
  - 1.4.1. they have a disability as defined in the *Disability Discrimination Act 1992* (Cth) as amended from time to time; and
  - 1.4.2. in consultation with the potential student and their parents/ families/ guardians/ associates as appropriate, and in accordance with the Disability Standards in Education, there has been a thorough and documented evaluation of the following:
    - what aids, facilities, services, equipment or devices are required by the potential student to meet their educational needs both now and in the future during their education at the College;

- what reasonable adjustments and accommodations are required to meet the potential student's educational needs both now and in the future during their education at the College;
- the effects of any proposed adjustments on the student's ability to achieve learning outcomes, participate in courses or programs, and be independent at College;
- the impact of any proposed adjustments on anyone else affected by the adjustment/ accommodation, including the College, staff and other students;
- the costs and benefits of making the adjustments/ accommodations, both financially and non-financially in terms of impacts on other staff and students (including on their safety) and disruption to the learning environment; and

1.4.3. After considering the potential students' needs and consultation with the parents/guardians it has been concluded that the College cannot meet the potential student's needs, cannot make necessary reasonable adjustments and/or it would cause unjustifiable hardship to make the reasonable adjustments required for the student; and

1.4.4. The reasons for the refusal to accept an application has been communicated to the potential student's parents/guardians.

## 2. **Enrolment Application Requirements and Process**

2.1. All documents requested in the enrolment Application must be provided prior to the application progressing. Parents who do not follow the enrolment application process may have their enrolment application refused by the Principal.

2.2. The College asks parents for information in respect of the prospective student's social, emotional, behavioural, medical or learning support needs to have the necessary understanding of the adjustments/ accommodations, aids, facilities, or services required to meet the needs of the prospective student. It is important that parents provide accurate, truthful, up-to-date, and fulsome information. If full and frank disclosure is not provided, then an application for enrolment may be refused or any contract arising out of the enrolment application process will be invalid. Enrolment may be terminated if this information is not provided.

The College requires all relevant information for the purposes of:

- Meeting their duty of care for the student.
- Assessing the student's needs.
- Ensuring staff can monitor any issues once the student commences at the College.
- Determining the adjustments, accommodations, aids, facilities, services required by the student for their educational needs both now and in the future.
- Assessing whether the College has the capacity to provide the level of support and/or facilities to meet the educational needs of the student.

2.3. Information requested will be used and stored in compliance with this policy and the College's Privacy Policy.

2.4. The residency status and/or country of birth of a potential student or their parent/s will not be used in the decision-making process for enrolment, except to the extent that it is relevant to immigration laws or the learning needs of the child (e.g. if

non-English speaking).

- 2.5. Applications for enrolment will be acknowledged and assessed to discern whether the College has the resources, programs and personnel to support the student.
- 2.6. Upon receipt of a completed Application for enrolment and supporting documents, the College will review applications for the year level and consider arranging an enrolment interview.

### 3. Interview Procedure

- 3.1. The Principal or a member of the College Leadership Team will conduct enrolment interviews for prospective students. If the prospective student is granted an interview based on initial review of the enrolment application, a time will be made for the student and parents to attend.
- 3.2. This interview will allow the Principal or delegate to become acquainted with the parents and the student and discuss how the College can use the resources, programs and personnel to support the students. The interview also seeks to ensure prospective families and students are in harmony with the purpose and aims of the College.

### 4. Full and Frank Disclosure

- 4.1. All applications for enrolment are to include a full and frank disclosure by the parents of all information about the student in relation to enrolment history at previous Colleges including any suspensions, expulsions or bullying investigations/reports, family issues and/or arrangements, medical or mental health conditions and any other educational needs.
- 4.2. Non-disclosure of details as outlined above may result in termination of the student's enrolment at any time.

### 5. Proof of Identity

- 5.1. All Applications for enrolment must include a copy of the student's birth certificate and if applicable passport and visa details. A student born in Australia applying for enrolment whose parents were both born overseas, must supply a copy of the parent's current Australian Citizenship/Passport/Visa documents. A student born overseas, with both parents born overseas, must also provide a certified copy of current passports and visa documents, including visa number and expiry date. These documents must be renewed as required by law when a visa expires, and a copy provided to the College.

### 6. Name used for Enrolment and Name Changes

- 6.1. The College requires a student's birth certificate to be lodged with an enrolment Application. The name appearing on the birth certificate is the one under which the student will be enrolled.
- 6.2. Students may be referred to in class by a preferred name (which is a shortened variation of their first name), however, the student management system, student ID card, College photo, awards, legal documentation including but not limited to College reports *etc* will bear the student's legal name.

- 6.3. A child's name can only be changed on College records by Court Order, or once parents have had the name officially changed with the Registrar-General of Births, Deaths and Marriages and a new birth certificate has been presented to the College
7. **Parental authority to enrol**
- 7.1. In the absence of any Court Orders to the contrary, the College prefers that both parents sign the Enrolment Contract. The College will accept an enrolment contract signed by one parent only where that person is legitimately exercising Parental Responsibility or otherwise has authority to enrol the child.
- 7.2. The College will not enter into any family law disputes. If one parent does not wish their child to be enrolled, they must advise the College and provide court orders which clearly set out who has the legal right to make the decision regarding where the child attends school.
8. **Acceptance of Enrolment, Deferment of Enrolment or Declining Enrolment**
- 8.1. The Principal has final discretion as to whether to offer enrolment to a student but must consider recommendations made by other staff during the enrolment process.
9. **Acceptance of an enrolment offer**
- 9.1. An offer of enrolment will not be considered 'accepted' until such time as an Enrolment Contract is received by the College which has been signed by a parent, and the Confirmation Fee has been paid.
10. **Waiting Pool**
- 10.1. Once maximum student numbers have been reached in any given year level, applicants may be placed in a waiting pool.
- 10.2. Applicants shall be notified that they are in a waiting pool by an officer of the College Enrolments Department. The College will review all those in the waiting pool when a position becomes available to ascertain which student will be offered enrolment.
- 10.3. This waiting pool will be maintained in the event that a position may become available in the future. Families placed in the waiting pool will be contacted when a position becomes available and have the option to accept the position, defer until a later date (that is, remain in the waiting pool for future years), or withdraw the application.
11. **Definitions**
- 11.1. Enrolment Offer: An offer of enrolment at Discovery Christian College ("the College"). The mere offer of enrolment does not automatically mean a child is a student of the College. The offer must be accepted in writing in accordance with this policy. All offers of enrolment are made at the discretion of the Principal.
- 11.2. Parent/s: The person or persons who hold legal Parental Responsibility for a child, or who are the legal guardian of a child under 18 years by Court Order, and/or who otherwise have the legal right to enter into a contract for educational services in relation to the child.

- 11.3. Sibling: The sister/brother of the applicant with at least one biological parent and/or legal guardian in common, irrespective of their place of residence.
- 11.4. Acceptance: This is the acknowledgement made by the family that they wish the enrolment to proceed to contract.
- 11.5. Application for enrolment: This is the document/documentation providing the information required to properly allow the College to consider whether an offer can/will be made by the College.
- 11.6. Enrolment Contract: This is the formal agreement, in writing and signed, by which each party accepts that they can comply with and support the expectations of the other.
- 11.7. Offer: This is the invitation made in writing to the family for the student to enrol and attend the College.