



ENROLMENT POLICY

1. Who we are

- 1.1 Melton Christian College (**the College**) is a non-denominational, co-educational Christian College that offers education from Prep to Year 12 situated in Melton, Victoria.
- 1.2 We exist to support parents in their God-given task of educating their children and focus on partnering with parents and guardians to nurture children in the Christian faith and fulfil our purpose statement:
“To provide Christian education for the children of families who desire that particular education and who are supportive of the College’s Christ-centred vision and purpose”.
- 1.3 We invite parents to enter into a partnership with the College to work together in providing a safe, caring, Christian community for students to learn and thrive and become contributing members of society, confident in who they are and in their relationship with God.

2. Definitions

- 2.1 **“Applicant”** means the person/s set out in the Enrolment Applicant Form being the Parent/s and/or Guardian/s of the child seeking enrolment at the College.
- 2.2 **“Child”** means the child of the Applicant identified in the Enrolment Application Form that is seeking enrolment at the College.
- 2.3 **“Disability”**, in relation to a child, means:
 - (a) total or partial loss of the child’s bodily or mental functions; or
 - (b) total or partial loss of a part of the body; or
 - (c) the presence in the body of organisms causing disease or illness; or
 - (d) the presence in the body of organisms capable of causing disease or illness; or
 - (e) the malfunction, malformation or disfigurement of a part of the child’s body; or
 - (f) a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or
 - (g) a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.
- 2.4 **“Enrolment Agreement”** means the Agreement indicating acceptance of offered place, by which the Applicant agrees to be bound.
- 2.5 **“Enrolment Application Form”** means the document which the Applicant is required to complete in order to be eligible to be considered for enrolment at the College.
- 2.6 **“The Principal”** means the Principal of the College, or the Principal’s authorised representative.

3. General

- 3.1 The College recognises that the Applicant may have various Christian church affiliations and moreover, that the Applicant may have no religious affiliation or affiliation with a religion other than Christianity.
- 3.2 The Applicant understands by applying for enrolment of their child, that their child will be taught a Christ-centred education, which will involve their attendance and participation in Christian practices including (but not limited to) chapel, devotions and prayer. The College reserves its right to insist that the Applicant agree to a Christian education for their child.
- 3.3 The Applicant is expected to support our ethos, values, culture and policies, including to accept as intrinsic to the Christian education provided by the College the following doctrines of the College:
 - (a) the Christian Bible,
 - (b) the Apostles Creed; and
 - (c) the traditions of the Christian Church.

- 3.4 The Applicant agrees to act and speak as partners of the College in support of its ethos, identity, purposes, practices and policies.
- 3.5 The College will exercise its discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:
- (a) the actual numbers of currently enrolled students and practical availability of places;
 - (b) the resources available to cater for the educational needs of the College's students;
 - (c) the willingness and capacity of the child and the Applicant to comply with the College's policies and procedures.
 - (d) Specific to the Online Campus, the willingness and capacity of the child and the Applicant to comply with the College's requirements relating to supervision and suitability of the home as a venue for online schooling.
 - (e) All MCC students whether online or onsite must have a Victorian residential address
- 3.6 The Applicant understands that the College has limited places for each year level each year and as such, the College may not be able to offer a place to the client due to class-size limits.
- 3.7 An enrolment offer may be withheld, withdrawn or cancelled by the College at its own discretion in situations where:
- (a) it becomes apparent that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College;
 - (b) it becomes apparent that the child's enrolment at the College, particularly if enrolled as a fully or partially online student, is likely to be detrimental to themselves, or it becomes apparent that the household is unsuited in any way, including matters relating to parents or parenting, to support effective online learning. (Further details in section 10 below)
 - (c) information is obtained which demonstrates a history of misconduct, illegal activities or anti-social behaviour by the child or the Applicant;
 - (d) it becomes apparent or suspected that the Applicant will not be able to meet the financial commitment required by having their child enrolled at the College;
 - (e) the Applicant or the child acts inconsistently with the College's policies and procedures;
 - (f) the Applicant is suspected of having a history of adversarial conduct towards the College or another school;
 - (g) relevant information is withheld by the Applicant or information provided is found to be inaccurate; or
 - (h) there is a significant change in the circumstances of the Applicant and/or the child which cannot be reasonably accommodated by the College.
 - (i) The Applicant is unable to be contacted, and/or does not attend a scheduled appointment or enrolment interview, or fails to respond to invitations to subsequent steps in the enrolment process

4. Priority order of enrolment

- 4.1 Following the above pre-application procedure and subject to paragraph 4.2, selected Applicants will be invited by the College to make a formal Application for Enrolment. Applications will generally be considered by the College in the order that the Enrolment Office receives the correctly completed Enrolment Application Form, Application Fee, and associated paperwork.
- 4.2 At the discretion of the College, some applications may be given preference on the basis of criteria such as:
- (a) Siblings of students currently enrolled at the College;
 - (b) Students coming to the College from another Christian school;
 - (c) Students whose parents are current employee of the College;
 - (d) Students whose parents are past students of the College;
 - (e) Children of ministers or people engaged in full time lay ministry within a Christian Church;
 - (f) Applicants who express alignment with the Christian ethos of the College and indicate

positive and practical support of the Christian ethos.

- (g) Demonstrated or predicted particular capacity for, or benefit from, online learning if that is the mode being considered.

4.3 Once an application has been submitted, if the Applicant decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application. The date of the original submission is no longer valid.

4.4 Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.

4.5 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

5. Discounts

5.1 The College has a policy that discounts and concessions are not to be offered at the beginning of enrolment.

5.2 In some circumstances the College may exercise discretion in providing current enrolled families with a discount on fees and charges. For instance discounts may be provided to siblings of current students at the College.

5.3 Where a discount is given by the College, the College may in its complete discretion review the discount on an annual basis, and is not obliged to offer future or further discounts to the Applicant or current enrolled family in question.

6. Pre-application procedure

6.1 The College adopts the following pre-application procedure :

- (a) Applicants are encouraged to attend a 'College Open Day' or 'School at Work' morning
- (b) Applicants complete Expression of Interest and submit to the College office;
- (c) All enquiries are considered by the Principal and/or senior team; and
- (d) Selected Applicants will be invited to make a formal Application for Enrolment.

6.2 The College follows this procedure to protect families from preparing the Application for Enrolment and paying the Application Fee, where their Application for Enrolment has no chances of being accepted due to preclusive factors such as no places being available.

7. Enrolment procedure

7.1 The Applicant is required to:

- (a) Read the College Handbook published on the College website and the College's policies and procedures (such as the uniform policy) and discuss any concerns with administration staff; and
- (b) Submit to the College Registrar the formal Application for Enrolment signed by both parents (unless a court order provides otherwise and a copy of the order is given to the College), other relevant forms, the student's current school reports, and the non-refundable Application Fee.

7.2 Once clause 7.1 has been complied with, the Applicant(s) may (at the discretion of the College) be invited to attend an interview with the Principal or their delegate. The prospective student and the Applicant must attend this interview. The Applicant must truthfully disclose any:

- (a) Court Order (including any custody information) with respect to the Applicant parents;
- (b) Nationality and/or residential visa status.

Any intentional misinformation on any matter may result in the College terminating the Applicant's application.

7.3 At the discretion of the Principal, a financial interview with the Business Manager or Accountant of the College may be required. The aim of the interview is to ascertain an Applicant's financial capacity to meet the fees and charges and inform the Applicant of various financial matters and potential fee-payment arrangements. This interview provides a confidential opportunity for the College and the Applicant to partner together in the best interest of the child to:

- (a) assist the Applicant to avoid accumulating an unpayable debt; and
- (b) prevent the College from needing to withdraw a child's enrolment due to the Applicant's non-payment of fees and charges to protect the College from

unrecoverable debt.

- 7.4 Following successful completion of clauses 7.1, 7.2 and (if necessary) 7.3, the College may make an enrolment offer by way of a Letter of Offer to the Applicant.
- 7.5 To accept an enrolment offer, the Enrolment Agreement indicating Acceptance of Offered Place provided with the Letter of Offer must be submitted and signed by both parents (unless a court order provides otherwise and a copy is given to the College), including payment of the deposit within 14 days of acceptance. The College may, at its discretion, offer the enrolment to another student if there is no communication from the Applicant within 14 days.
- 7.6 All newly enrolled students are accepted on a one-term probationary basis.
- 7.7 Some applicants may be invited to participate in a pre-enrolment trial attendance. This may be for as little as a few hours, or extend into many weeks at the discretion of the Principal or their delegate
- 7.8 If a child is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid may be forfeited at the College's discretion.

8. Reasonable adjustments

- 8.1 Where information obtained by the College indicates that an Applicant's child has a disability, the Principal, their delegate and/or the Education Support Staffer will consult with the Applicant and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary for the College to make an adjustment, and whether that adjustment is reasonable.
- 8.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:
 - (a) the nature of the child's disability;
 - (b) the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
 - (c) views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
 - (d) information provided by, or on behalf of, the child about his or her preferred adjustments;
 - (e) the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programs and achieve learning outcomes and independence;
 - (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
 - (g) the costs and benefits of making the adjustment.
- 8.3 The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).
- 8.4 If reasonable adjustments are necessary to enable a child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case , including:
 - (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and the family of the student). This includes (without limitation):
 - (i) costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;

- (ii) benefits deriving from the child's participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
 - (iii) the effect of the disability of the child;
 - (b) the College's financial circumstances and the estimated amount of expenditure required to make the adjustments - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
 - (c) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
 - (d) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the child's participation); and
 - (e) the nature of the child's disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 8.5 The Principal will discuss with the child and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 8.6 If the Principal is satisfied that it has sufficiently consulted the child and the Applicant (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

9. Privacy

- 9.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.

10. Requirements specific to enrolment in Online Schooling

- 10.1 The school reserves the right to refuse to offer enrolment, or to reconsider an offer of enrolment and withhold or withdraw enrolment if it concludes that the following requirements cannot be met by student, parents, or households seeking enrolment in MCC online.
- (a) Students who are enrolled in MCC online schooling must be self-motivated to study, and able to study independently. It would be remiss of the school to maintain an enrolment in MCC online to the detriment of a student's education because the student is unable to keep up due to insufficient self-motivation or underdeveloped level of independence as a student.
 - (b) By being present in the home during lessons, parents of MCC online students are in a unique position. Parents of onsite students do not usually overhear lessons. Therefore, parents of MCC online students must negotiate the appropriate balance of adequate supervision, without interfering in lesson delivery.
 - (c) Households of MCC online students must be safe, must provide a study location that is conducive to effective learning, and must provide adequate quality of internet access.
- 10.2 Prospective parents who are seeking to enrol their child at MCC online must understand and agree to the following: the school requires that one responsible adult is home while an MCC online student is engaged with their online classes, and while on breaks during the school-day, and while working on their self-paced learning tasks. The school understands that different families permit different levels of independence for their own children, and that this is a legitimate part of parents teaching their children independence. Notwithstanding that, it is a requirement of ongoing enrolment that for the duration of the school-day any MCC online students must have a responsible adult who is able to be contacted directly by phone, always present in the home.
- 10.3 Further to 10.1, an element of supervision that is unique to the online campus is that by accepting a place for their child at MCC online, parents are indicating that they also accept

- responsibility for supervision of their child during those times when real-time classes are not running. During real-time classes, MCC teachers are responsible for supervising the child. During breaks from real-time on-screen sessions, such as recess, lunch and self-paced learning, it is reasonable to expect that children move away from their device and become unseeable by MCC staff, at those times parents accept responsibility for supervising their child.
- 10.4 Further to 10.3, if parents decide their child can complete self-paced learning tasks at another location other than the family home, the parent remains responsible for the supervision of their child. This includes situations such as visits to a nearby park or playground, to venues like ScienceWorks, and for example, includes child-safety matters like checking the suitability of toilets for their child.
- 10.5 In relation to Child Safety and Wellbeing training,
- (a) All parents of MCC online students must complete the current Child Safety and Wellbeing training module that is completed by school staff. This training is redone annually, and forms part of the requirements the school has for enrolling a child in MCC online. If a parent were to refuse to complete the training, the school reserves the right to withhold or withdraw enrolment. All MCC staff whether online or onsite complete this training annually.
 - (b) Parents of MCC online students are responsible to ensure that members of the household where the MCC online student studies, and any people present in the home are appropriate and do not present a risk to child safety.
- 10.6 Prospective parents who are seeking to enrol their child in MCC online must understand and agree to the following about adequate supervision of their child. If MCC staff become aware that adequate supervision is not being provided, the school has a duty to investigate the situation and may have a duty to take responsive action. MCC's response may range from a request that parents address the situation, through to termination of the enrolment agreement. For example, if adequate supervision is not being provided, and is unable to be provided, MCC reserves the right to terminate enrolment. This would be done with the intention that the student must then enroll in a local onsite school so that appropriate supervision of the child is provided by that school.
- 10.7 Prospective parents who are seeking to enrol their child in MCC online must understand and agree to the following about first aid and emergency responses for their child. If during a real-time online lesson MCC staff become aware that first aid is needed, or a medical emergency arises for the child, MCC staff will assess the situation according to their professional judgement, and either phone the parent, or if emergency response is required they will call 000 immediately. After connecting with 000 the MCC staffer will try to notify the parent, and will notify MCC management, the Head of Campus and the Principal. The Head of Campus or Principal will also notify Student Services staff so that MCC record-keeping, reporting and documentation procedures are followed. If MCC staff become aware that another person in the household requires emergency services, they will contact 000.
- 10.8 Rarely but sometimes, MCC online students may attend onsite at MCC Toolern Vale campus for onsite events
- (a) For events such as NAPLAN testing, where it is a reasonable expectation that MCC staff will take responsibility for the supervision of the MCC online students, MCC staff will do so in the same way that they take responsibility during NAPLAN testing for MCC students enrolled in conventional onsite learning.
 - (b) There may be other events where MCC online students come onsite at an MCC onsite campus and the nature of the events means that it is conventional and reasonable that parents take responsibility for supervision of their own children. This would include events such as AGM meetings, performances where the student is an audience member not performing, graduation ceremonies where the student is sitting watching the ceremony with their parents. In such instances, as is the case for MCC onsite students, the parents are responsible for supervising their own children.
- 10.9 It is possible that an MCC online student could require first aid or emergency medical treatment

- (a) This could occur while attending onsite at MCC Toolern Vale campus for an onsite event such as NAPLAN. Similarly, it is possible that the student could require first aid or emergency medical treatment during a school camp, excursion, or event at some other location. At these times when MCC has responsibility for the supervision of the online students in the same way that it does for those students enrolled in conventional onsite learning, therefore, MCC staff will use their professional judgement to administer first aid and/or call 000 as they would for an MCC onsite student or any person onsite since all MCC staff are trained in first aid.
 - (b) The procedure for MCC staff reporting and documenting accidents and incidents for the online campus is the same as for the onsite campus, that is, staff inform Student Services/Reception who keep a record of the accident or incident and may determine that the WorkSafe guidelines require a report to be made.
 - (c) All MCC staff have current first aid and Child-safety and Wellbeing training, and in any setting, online or onsite they are mandatory reporters of child abuse.
- 10.10 In the situation where an MCC online student has current or regular/ongoing medication that must be taken during the school-day:
- (a) If the MCC online student is attending MCC onsite at Toolern Vale campus for NAPLAN or similar event, parents are to inform the school so that it can be managed in the same way medications are managed for MCC onsite students. As such, if the medication is to be held and released to the student by MCC staff, that will be managed by Student Services/Reception staff. If the medication is managed by the student themselves, then as long as parents make MCC staff aware of this they can ensure the student has the opportunity, and remembers to take their medication. The school keeps a record of chronic conditions, and MCC staff are made aware of these through the internal communication system, and all staff teaching and non-teaching, online and onsite, have current first aid training including annual anaphylaxis and asthma training.
 - (b) In normal circumstances, where an MCC online student is working from home or at their regular offsite study location, parents themselves are responsible to ensure that students take their medication as prescribed.