

LAUNCESTON CHRISTIAN SCHOOL ENROLMENT POLICY



LAUNCESTON
CHRISTIAN
SCHOOL

Reviewed: May 2010, Sep 2017

Section A: Enrolment Criteria

1. Applications for enrolment will be considered in light of the following criteria:
 - a. The availability of a vacancy at a year level commensurate with a child's educational standard and chronological age. Minimum age for school entry is outlined below¹.
 - b. The preparedness of parents to sign the *LCS Offer of Enrolment*. A sample is provided below and it must be understood that a child **cannot** start classes unless the parents/guardians have signed and returned the Offer of Enrolment to the Registrar.
 - c. The ability and preparedness of parents to pay all School fees, a fee deposit and any other associated costs as and when due.
 - d. All parents/guardians are required to attend a New Parent Induction Course (NPIC):
 - i. This can be done in the year prior to enrolment of a child or after a child has been accepted for enrolment. The delivery dates of courses are published on the school's website: <http://www.lcs.tas.edu.au/enrolment/new-parent-induction-course/>
 - ii. Courses will be delivered as a Saturday course (delivered once per term).
 - iii. The course contains four sections. The first mainly deals with Christian education as pedagogy; The second compares the Christian world view with other world views; The third is an explanation of the Christian message of salvation by God's grace and the last part is a detailed look at all the organisational requirements of LCS and matters related to parent partnership with the school.
 - iv. An attendance certificate is issued after attendance of the course. For those parents who did the course prior to enrolment of their child(ren), the certificate can be submitted with the enrolment documentation.
2. LCS offers Christ-centred education to all students enrolled. We invite parents to express their belief system and if they attend a church, to provide a letter of reference along with the enrolment documentation.
3. The Board is of the understanding that parents' desire for Christian education would apply to all individuals in a family. The school therefore may require parents to enrol all their children into the school. (see Section D of this policy)

^[1] For enrolment in Kindergarten, a child must have attained the age of four years by 1 January for the year of enrolment for Kindergarten. For enrolment in Prep, a child must have attained the age of five years by 1 January for the year of enrolment in Prep. Any questions should be directed to the Principal. New students will generally be accepted for Prep class only at the beginning of the academic year. Transfers from other local schools to Grades P-12 may be made at the start of Term 1 or 3, depending on vacancies in the grade required. Children below the minimum age for enrolment should be entered by parents on a "Student Details" form to ensure their place in the appropriate year.

Section B: Sample Offer of Enrolment:

I/we accept the Offer of Enrolment for my child on the conditions set out below:

1. I/we agree:
 - a. To attend the New Parent Induction Course prior to, or within the first six months of my/our child(ren) starting at the school as a requirement for enrolment and that failure to do so will result in my/our child(ren)'s enrolment being suspended until the completion of a new successful enrolment interview.
 - b. That studying the Bible, prayer to the God of the Bible and worship of this God is not optional but a core component of the daily operations at LCS.
 - c. To support the School in its efforts to administer and develop discipline in my child according to the standards of behaviour set by the School. This may include lunchtime and/or afternoon detentions.
 - d. That in the event of a grievance, I will act in accordance with the school's Grievance and Dispute Resolutions Policy and that in no case is it appropriate or acceptable to complain to other parents.
 - e. To lodge the required "Fee Deposit" prior to my child's commencement at the School and to pay the required School Fees and Levies as they become due. In the event of the account becoming overdue or delinquent I also agree to pay any administration fee or charges imposed by the school or collection agency.
 - f. If I voluntarily withdraw my child from the School, twelve school weeks' written notice must be submitted to the Principal prior to withdrawal - such notice period to end on the last day of a term. If I fail to do so I accept liability for a penalty equivalent to six weeks' fees and will forfeit the right to a refund of deposits.
 - g. And understand that there is no entitlement to any refund of fees if my child is asked to leave and the current term's fees must still be paid.
2. I/we will support:
 - a. The School's efforts to deliver a Christian education including training students in developing a Biblical life and world view.
 - b. To support my child if he/she wants to attend and be involved in a Christian Church.
 - c. The principles, practices and educational policies of the school in every way and in doing so support my child's learning to the best of my ability.
 - d. My child by providing positive encouragement in reinforcing the necessity for completion of homework and assignments.
3. I/we accept that:
 - a. The curriculum at Launceston Christian School is based on a world view that puts Jesus Christ at the centre of all things.
 - b. The Christian School is not a substitute for the training, fellowship and discipline of a family.
 - c. The School may terminate my child's enrolment if I do not comply with my duties and responsibilities as a parent in relation to school policies.
4. I/we:
 - a. Have provided all available information about my child's health and learning abilities to enable the school to ensure correct class placement and to initiate assessment and availability of individual assistance programs where they are deemed necessary and able to be provided.
 - b. Received copies of Handbooks, Key Policies and other relevant documentation provided to me at enrolment or through the school's website.
 - c. Give permission for my/our child to take part in all school activities, including school sport, camps, excursions and other out of school time activities, and understand and accept that teachers will be responsible for such reasonable care and protection as would normally be given by parents. I also understand that at times my child will be required to attend sports training and/or other events held outside normal school hours.
 - d. Have received a copy of the Parent Partnership Agreement and will adhere to it.

SECTION C: Parent Partnership Agreement

1. Through this Agreement, Launceston Christian School strives to create and maintain strong and engaging partnerships with all its families.
2. A strong and engaging partnership is based on the biblical covenant principle of being united in love. A healthy partnership therefore ensures accountability and improves relationships. Parent involvement is a wonderful indication for children that their parents are interested in them, and a positive parental attitude towards schooling is crucial in the formation of positive learning attitudes in children.
3. Upon receiving an Offer of Enrolment, parents and guardians of students in Launceston Christian School commit to supporting the school as best as they can in the following ways and measures:
 - a. For all parents compulsory each year:
 - i. Attend the new Parent Induction Course as a mandatory part of the enrolment of my child(ren);
 - ii. Attend and assist in the school's annual Twilight Fair. Apologies must be submitted in writing to the Principal at least a week before the Fair;
 - iii. Attend at least one of the parent-teacher interviews for each child in each school year;
 - iv. Attend at least one Parents & Friends meeting per school year.
 - b. Assist the school by providing voluntary support in at least two of the following activities per year:
 - i. musical productions & performances;
 - ii. sporting carnivals;
 - iii. weekend sporting activities (for example. managing an LCS soccer or netball team);
 - iv. parent help (through ESU Teachers and/or a class teachers);
 - v. working as an in-class student mentor;
 - vi. staffing the LCS stall at Agfest;
 - vii. occasional school working bees;
 - viii. supervision at camps or excursions;
 - ix. serving in the Uniform Shop;
 - x. serving in the Canteen;
 - xi. serving on the school Board and other sub-committees;
 - xii. providing practical support to the school within your area/s of expertise.
4. All parents sign the Parent Partnership Agreement as part of the Offer of Enrolment. The school (supported by the P&F) will in general monitor parent involvement. The Parents who consistently treat their partnership with disrespect or refuse to be involved with their children's education may as a last resort be re-interviewed. This will be done in the first instance by the Principal and if this does not resolve the matter, it will be referred to the Board.
5. The school is always in need of extra funds, materials, skills and good mentors. Much of this, we believe, can be found within the LCS community and by giving generously to the school, the quality of education improves and the whole community benefits. As part of the Parent Partnership Agreement, parents are asked to make the school aware of anything they can offer to the school or respond to calls for support in the Herald

SECTION D: Enrolment Procedure

1. Families interested in enrolment may request to attend a New Parent Induction Course.
2. After completing all required documentation, prospective families are requested to lodge all application forms to:

The Registrar
Launceston Christian School
PO Box 32
Riverside, 7250 TAS

3. The Registrar will contact prospective families to arrange for an enrolment interview with the relevant Heads of School. Prospective students must attend this interview with their parents. Some testing of students may take place during this interview and class placement will be considered. Families may at this stage be informed when a class is full and if a waiting list applies. This interview includes a broad tour of the school.
4. After the interview, and based on the recommendation of the Heads of School, a formal enrolment interview is arranged with the Principal with a Board member present at the Principal's discretion. Primary students do not attend the interview but Middle School and College students may attend.
5. After successful interviews families will be issued **an Offer of Enrolment which needs to be signed and returned to school before a student can start.**
6. New families will be placed on the school's database and they will receive all normal correspondence from the time of acceptance.
7. New families are invited to contact the Uniform Shop Coordinator to arrange for uniforms and should do this before the student's starting date.
8. The Heads of School arrange for new students to be orientated through an Orientation Day and/or special induction programs.
9. New families who don't have a certificate of attendance of the New Parent Induction Course will receive a notice to attend the course.

SECTION D: THE "ONE-IN ALL-IN" PRINCIPLE

1. The Launceston Christian School requires that all school aged children of a family are enrolled simultaneously into the school. We refer to this as the "One-in, All-in" principle.
2. The school maintains a conviction that the desire for Christian education can not apply selectively within a family.
3. As we are in partnership with our families and expect high levels of commitment from each other, we believe that a family's commitment should not be divided over two or more schools.
4. Experience has shown that parents who are committed to Christian education demonstrate this by enrolling all their children at the one time.
5. The school also recognises that there may be special circumstances in some family situations that require later (or no) enrolment of other school aged children in the family. Any flexibility is subject to a discussion with the Principal and Board member during the formal interview.