



**Enrolment at  
Hillcrest Christian College**

# | General Principles

Our approach to enrolment at Hillcrest is to acknowledge and continue the original vision of those who founded Hillcrest in 1981 as a Christian educational community - a centre of learning and teaching excellence founded on biblically-based beliefs, values and behaviour – able to support, develop and extend the learning needs of students who are enrolled.

Our selection criteria are established to reflect the ethos of our College. Consequently, we seek to enrol those children we judge to be best able to benefit from the spiritual, academic and cultural program we offer, who demonstrate a willingness to participate in the full range of activities we offer, and whose families understand, accept and are supportive of the Christian aims and objectives of Crest as stated in our Vision Statement, Mission Statement, Educational Philosophy and Statement of Faith.

While the College seeks to have enrolment open to all, the ability to enrol new students in particular classes and/or year levels may be limited by:

- the physical numbers of currently enrolled students; or
- the desire to maintain a predominantly Christian community; or
- the resources available to cater for the educational needs of students; or
- established offers of enrolment at higher year levels

All families are expected to support the ethos, culture and policies of Crest, as reflected in the Parent Handbook and College Prospectus.

Admission to the College will be subject to a position being available in the relevant year and all applications to enrol will be assessed against these criteria.

While the enrolment policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Executive Principal's responsibility to decide the appropriate course to take in the circumstances after due consultation with relevant Executive members.

**Main Entry Points:** The main entry points for students into Crest are ELC, Prep and Year 6 for Rivercrest; ELC, Prep and Year 7 for Hillcrest.

# | Enrolment Process

**Expression of Interest Form-** The Registrar, will forward an Expression of Interest Form, which parents are asked to complete to gather relevant family information. Under normal circumstances the subsequent interview will be with the relevant Head of College or delegate.

As part of the assessment and interview process the College may ask the parents to provide more information about the student. Where a student has a declared learning support need or a disability or other information has come to light indicating a possible need for Learning Support services, the College will make an initial assessment of the student's needs. In addition, the Executive Principal or delegate may:

- require the parents to provide medical, psychological or other reports from external specialists obtain an independent assessment of the student.
- Any assessments or reports required from non-College personnel will be at the parents' expense.

In considering all prospective enrolments, the College may ask parents to authorise the Head of College or his/her delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

**Enrolment Interview** - The Head of College or delegate will conduct an interview in which the following distinctives of Crest will be explored:

- Christian education in all Key Learning Areas, policies and procedures.
- The College is entirely staffed by Christians.
- The non-denominational and conservative nature of the community.
- Faith, Learning and Character Development as primary goals.
- Service and Mission.
- Partnership with Parents.

The following is to be completed and/or discussed in the interview:

- The student's academic, social, emotional, physical needs.
- The outworking of the College's Christian ethos through deliberate staffing appointments, daily devotions, Biblical Studies, worship services, pastoral care system, chaplaincy support and integration of Christian perspectives into the curriculum.
- Behaviour and Discipline policy and procedures.
- The College's academic curriculum, cultural, sporting, competitions, missions, co-curriculum activities, etc.
- Explain the practical implications on the College-Parent partnership.
- Seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of Crest.
- Where appropriate, clearly state what support the College offers in regard to students with special needs.

# | Enrolment Process Continued.

Enrolment decisions shall be based on a range of information and other factors, and each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account.

**Enrolment Offers** - At the satisfactory conclusion of the assessment/ interview process, the College may make an offer to the parents to enrol the student. Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- relevant information is withheld or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of a family and/or student; or
- The College determines that it is unable to provide adequate resources, initially and/or for the duration of likely attendance, for the educational needs of a student.

# | Special Notes

**Data Capture During Enrolment** - 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.

**Toilet Training in ELC** - All children commencing at the Early Learning Centre are to be fully day-time toilet trained and able to manage the bathroom independently. It is the policy of the Early Learning Centre to enrol children who are toilet trained.

**Our definition of toilet trained:**

- Children who recognised when they need to go to the toilet and do so. If your child has frequently occurring accidents an action plan will be decided upon between the classroom teacher and the parents. (The centre is not equipped with changing or bathing facilities within the classrooms).
- Children who can wipe their bottom independently. Staff are not expected to do this for children.

Where information obtained by Crest suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at is likely to be detrimental to other students, the staff or the Crest community in general, notwithstanding that the student be the sibling of a current student, the Executive Principal or delegate may decline to proceed any further with the enrolment process.

**Students with a Disability** - Where information obtained by Crest indicates that the student has a disability, the Head of College or delegate will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, a determination will be made whether the student, if enrolled, would require services or facilities that are not required by students who do not have the student's disability. Where the Executive Principal determines that the student would require such services or facilities, a decision will be made as to whether enrolling the student would impose unjustifiable hardship on Crest. In making this assessment, the Executive Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the Crest community, the student and the family of the student); and
- the effect of the disability of the student; and
- Crest's financial circumstances and the estimated amount of expenditure required to be made by the Community.

Where the Executive Principal determines that the enrolment of the student would cause unjustifiable hardship, the decision will be to decline the offer of a position or defer the offer.

# | Special Notes Continued

**Exiting Families** - Families are required to notify the College in writing of their intention to cease the enrolment of a student other than at the completion of Year 12. One Term's Notice equates to 10 weeks (excluding school holidays). Where such notice is not provided, beyond the mandatory one term's Probation period, families shall be expected to pay one term's fees in lieu of notice, other than with the approval of the Executive Principal, Business Manager or delegate in exceptional circumstances.

**Deferment of Enrolment** - Crest may grant a deferment for compassionate and compelling circumstances following receipt of a written request by the parent or guardian.

**Non-Offers** - Crest reserves the right not to offer any student a place or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their student's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their student. Crest also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their student's needs.

The College does not expect that all families that commence the enrolment process will complete it and families should not assume that an enrolment application will be successful.