



**WILLIAM CAREY  
CHRISTIAN SCHOOL**

# Enrolment Policy

Version 1.2

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<b>APPROVED BY</b>	WCCS Board and Senior Executive
<b>DATE APPROVED</b>	November 2022
<b>MONITORED BY</b>	Principal
<b>REVIEWED BY</b>	Senior Executive
<b>DATE FOR NEXT REVIEW</b>	November 2024
<b>STATUS</b>	Active

William Carey Christian School is an independent co-educational school, providing education for school age children from Kindergarten to Year 12. The School also provides a preparatory school experience in the pre-Kindergarten Prep School program.

Our vision is to transform lives by the proclamation of the Gospel and the delivery of an excellent, Christian education, accessible to the whole community. The School's [Statement of Faith](#) shapes the aims, objectives and ethos of the School.

New enrolments are generally accepted for students from Prep to the beginning of Year 11. Main entry points are at Prep, Kindergarten, Year 7 and Year 11.

Students enrolling at school for the first time will be:

- a. four years of age on or before 31 May in the year of entry into the Prep School.
- b. five years of age on or before 31 May in the year of entry into Kindergarten.

All applicants for enrolment are placed on a waiting list. These are processed in order of receipt date of the enrolment application.

The School will meet with parent/carer(s) of the student before offering a place.

The School will base any decision about offering a place to a student on:

The family relationship with the school:

- sibling of a current or ex-student;
- either of the parents attended the school;
- holding attitudes, values and priorities that are compatible with and demonstrate willingness to support the School's programs and ethos.

The student:

- enrolment interview/s;
- the contribution that the student may make to the School, including the co-curricular activities;
- reports from previous schools or prior to starting school;
- diagnostic reports.

The School:

- ability of the School to make reasonable adjustments to meet our students' needs.

The collection of student information will include that which the School deems necessary to decide about whether an enrolment will be offered.

Additional information may be required at different stages through the application and enrolment process.

The School has sole discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

If the School makes an Offer of Enrolment the Parent/carer(s) must sign an acceptance of the offer on the form provided and pay a non-refundable enrolment fee.

If an offer of enrolment is made and accepted, not less than 10 weeks' notice must be given if the Parent/carer(s) decide not to proceed with the enrolment, to allow the School time to fill that position. If the required notice is not given, an "in lieu of notice fee" (as per the school's fee schedule) will be charged.

The School is informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

Parents/carer(s) enrolling a student at William Carey Christian School are expected to agree to all the terms outlined in the 'Conditions of Enrolment' document which forms part of the offer of enrolment.

Continued enrolment at the School is dependent upon the student's progress, consistent attendance, adherence to behavioural codes of conduct, receipt of tuition fees by the due date, as well as any other expectations of the student or their parent/carer(s) as set out in the Parent/Carer Handbook and other relevant School policies.

Records of enrolment are maintained either electronically or in hard copy as per government requirements. Please refer to the WCCS Privacy and Archiving Policies for further information with regards to this.

Any questions concerning enrolment should be referred to the Enrolments Administrator by calling 96082277 or emailing [enrolments@wccs.nsw.edu.au](mailto:enrolments@wccs.nsw.edu.au).

The School reserves the right to review and update its Enrolment Policy. If any revisions are made, the revised policy will be posted on the School website.