

3.24 Policy

Victory College Enrolments Policy



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COLLEGE



Victory College Enrolments Policy

Purpose:	This policy exists to provide a clear procedure for parents and caregivers who are wanting to enrol their child/ren at the College.	
Scope:	This policy applies to all students seeking enrolment at the College	
References:	• Disability Discrimination Act 1992 (Cth) • Sex Discrimination Act 1984 (Cth) • Race Discrimination Act (Cth) • Anti-Discrimination Act 1991 (QLD) • 3.74 Disability Discrimination Policy • 3.75 Students with Disabilities Policy • Pre-Enrolment Consultative Investigation Plan • Pre-Enrolment Assessment Plan • Interview Application Form • Acceptance Form • Enrolment Contract • Consent Form • Direct Debit Form	
Status:	Approved	Supersedes: Previous
Authorised by:	Victory College Committee of Management	Date of Authorisation: June 2025
Review Date:	Biennially	Next Review Date: June 2027
Policy Owner:	Victory College Committee of Management	



INTRODUCTION

Victory College is a Christian school for boys and girls from Prep to Year 12. Victory College's teachings and operations are based upon the religious beliefs of the International Network of Churches Australia, which form the religious beliefs of the College. Education and tuition provided by Victory College is structured and will be delivered to provide Students with a Christian world view, based on the religious beliefs of the College maintaining the doctrines upon which the Christian faith rests and will foster the observances that promote and manifest the Christian religion, as these are espoused in the religious beliefs of the College.

Victory College is a community; a safe place where the College's caring staff assist students in unlocking their potential. A good education is only possible with the collaboration of students, parents and staff. Victory College values the importance of partnering with families to guide students through these important educational developmental years.

The College's purpose is the spiritual, educational, emotional, social and physical development of every student in a holistic way aligned with those beliefs. Victory College desires that all students come to have a personal faith in Jesus Christ and seeks to impart to all students a Biblical understanding of God and His creation and a Christian way of living.

Victory College is established as a ministry of Victory Church to support families within the church and other similar churches to raise and educate their children.

This Policy gives guidance to those within the Victory community and to those who would join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Head of College's responsibility to decide the appropriate course to take in the circumstances.

LEGISLATION

Disability Discrimination Act 1992 (Cth)

Sex Discrimination Act 1984 (Cth)

Race Discrimination Act (Cth)

Anti-Discrimination Act 1991 (QLD)

Commonwealth legislation makes it unlawful for any school to discriminate against a person on the grounds of race, intersex status or, in some circumstances, disability by refusing to enrol them at the College. The College is committed to fulfilling its obligations under the law in its enrolment practices. Consistent with the Biblical belief of the College, the College will not discriminate unlawfully against any enrolment applicant.

DEFINITIONS

Throughout this Policy, unless the context requires otherwise:

parents includes guardians or any other person who has applied to have a child enrolled at the College and, where the child has only one parent, means that parent.

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.

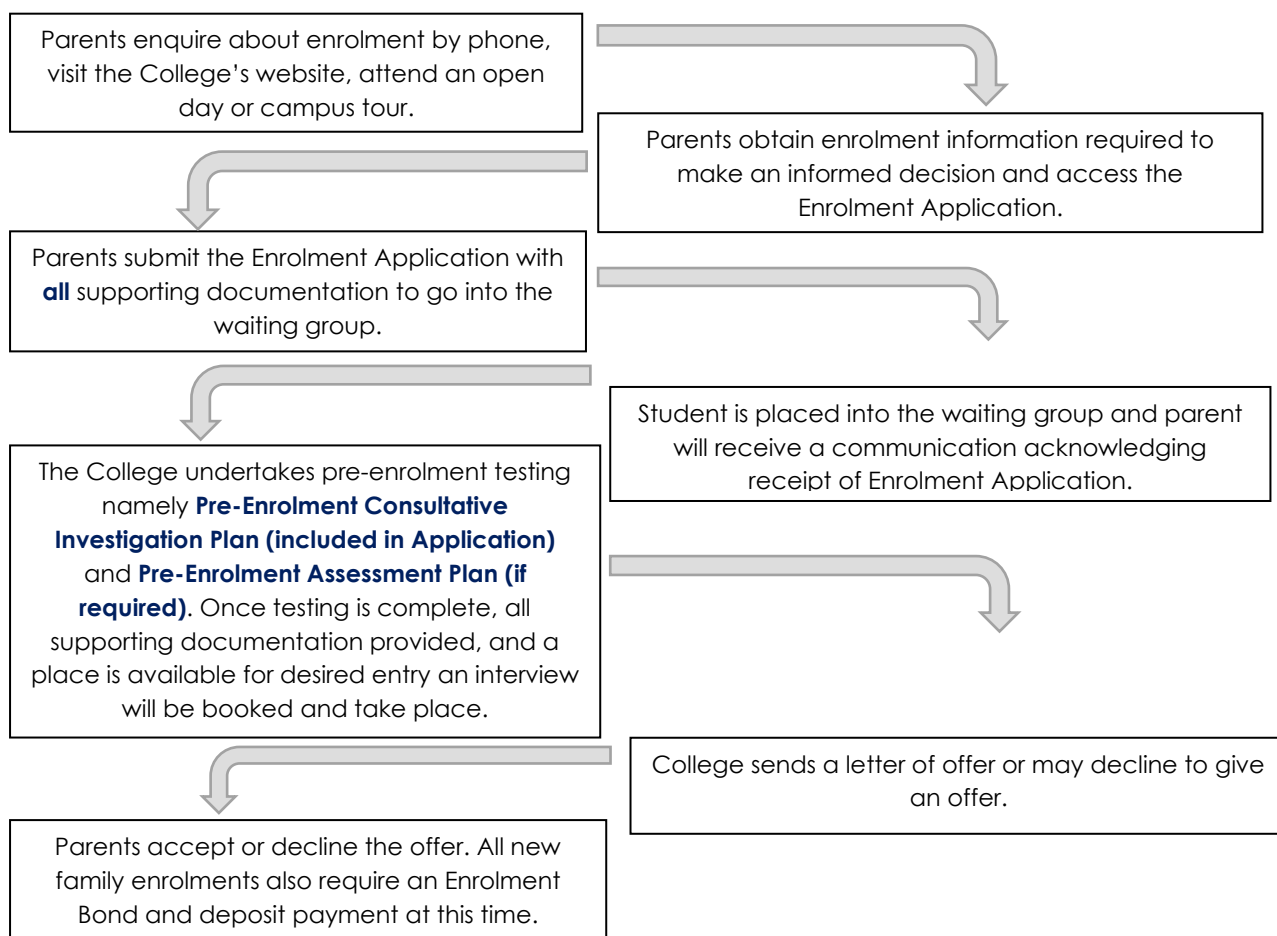
and includes a disability that:

- (a) presently exists; or
- (b) previously existed but no longer exists; or
- (c) may exist in the future (including because of a genetic predisposition to that disability); or
- (d) is imputed to a person.

To avoid doubt, a disability that is otherwise covered by this definition includes behaviour that is a symptom or manifestation of the disability.

ENROLMENT PROCESS

It is noted that any enrolments wishing to commence at the College at the beginning of future academic year must have their Enrolment Application, along with all supporting documentation, submitted to the College by no later than 30th June the year prior to the requested enrolment. The following processes will generally be followed in relation to enrolments at the College.





NEW ENQUIRIES

The College will make available on its website:

- (a) information about the College,
- (b) general information about eligibility for enrolment based on this Enrolment Policy,
- (c) the procedure for applying to enrol a child at the College,
- (d) information about College fees, sibling discounts and scholarships.

WAITING GROUPS

Applications will be placed in a waiting group for the requested year of entry. If the request cannot be fulfilled for that year the application will be automatically rolled over to the following year.

Applications in the waiting group are valid for two years or until the first refusal of an enrolment offer.

All admissions to the College are at the discretion of the Head of College.

The Head of College, through the Enrolments Co-Ordinator, is responsible for maintenance of waiting groups for entry to the College.

Entrance to the College is mainly via mykindy at Victory which feeds into Prep. Limited vacancies exist for the remainder year levels. These arise from time to time and entrance may be accommodated at any time throughout the school year depending on year level availability. Generally, enrolment places cannot be deferred or held.

The name of a child will be entered on the appropriate waiting groups when the child's parents supply the following to the College:

- (a) the Interview Application Form;
- (b) a non-refundable Application Fee of \$100.00;
- (c) a copy of the child's birth certificate;
- (d) copies of the child's most recent report, NAPLAN reports (for children already attending another school);
- (e) copies of both parents driver's licences (both sides) and a utility bill with matching address;
- (f) all medical, psychological or other specialist reports about the child in their possession or control; and
- (g) other information about the child which the College considers necessary.

In addition, Students on a Visa (including New Zealanders) must also provide:

- (a) copies of the child's Passport;
- (b) copies of the parent's Passports;
- (c) copies of the child's Visa Grant Notice;
- (d) the child's last four school reports together with an English translation (if applicable) and a validation of the translation;
- (e) copy of English language test results (AEAS, IELTS or Milton Placement Test) if applicable;



- (f) details of the child's parent/guardian in Australia who must be over 21 years of age, reside in the College's region all of the time and speak English.

Failure to provide all required information may result in the College declining to enter the child's name on the appropriate waiting group or delaying such entry and may also result in the College declining or delaying the child's enrolment.

CAPABILITY ASSESSMENTS

The College will undertake an assessment process at some time decided by the College after a child's name has been entered in the waiting group. As part of the assessment process, the College undertakes the Pre-Enrolment Consultative Investigation Plan and the Pre-Enrolment Assessment Plan. At any time during the assessment process the College may ask the parents to provide more information about the child.

In these cases, generally, parents must meet the cost incurred for any assessments or reports which are required from speciality services outside the College.

In considering all prospective enrolments, the College may ask parents to authorise the Head of College or the Head of College's delegate to contact:

- (a) the Head of College of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment;
- (b) any medical or other personnel considered significant for providing information pertaining to the child's needs.

Where information obtained by the College suggests:

- (a) a profile of wilful misconduct, evidence of previous unwillingness to engage in academic rigour, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College; or
- (b) the parents may not be able to meet the financial commitment required by having a child at the College, notwithstanding that the child be the sibling of a current student, the Head of College may decline to proceed any further with the enrolment process.

DISABILITY

Where a child has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the child's needs. This will include consultation with the child and/or the child's parents. In addition, the Head of College may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the College; and/or
- (b) obtain an independent assessment of the child.

Where information obtained by the College indicates that the child has a disability, the Head of College will seek to identify the exact nature of the child's needs and the strategies required to address them. This is a documented process as described in the College's Students with Disabilities Policy and further, with consent given by parents. Having obtained this information, the Head of College will determine whether the child, if enrolled, would require some measures



or actions to assist the child to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the child's disability.

Where the Head of College determines that the child would require some such measures or actions, the Head of College will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular child is reasonable, the Head of College will have regard to all the relevant circumstances and interests, including:

- (a) the child's disability;
- (b) the views of the child or the child's parents about:
 - a. whether the particular measure or action is reasonable;
 - b. the extent to which the particular measure or action would ensure that the child was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a child without the disability;
- (c) the effect of the adjustment on the child, including the effect on the child's:
 - a. ability to achieve learning outcomes; and
 - b. ability to participate in courses or programs; and
 - c. independence;
- (d) the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- (e) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College.

In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Head of College will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the child, the family of the child, and the College community); and
- (b) the effect of the child's disability; and
- (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the School; and
- (d) the availability of financial and other assistance to the College.

Where the Head of College determines that the enrolment of the child would require the College to take unreasonable measures or actions to ensure that the child is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Head of College may decline the offer of a position or defer the offer. Further information in relation to this is contained in the College's Disability Discrimination Policy.

INTERVIEW

When a position becomes available, the College may in its discretion invite the parents of a child on the waiting group to attend an interview at the College with the Head of College or



a member of staff appointed by the Head of College. At the interview, among other things, the College's representative will:

- (a) inform the parents of their responsibility to the College in relation to fees and will ascertain their ability to afford the current fees;
- (b) will seek to establish that the expectations and commitments of the parents are consistent with the College's Christian vision, values, and goals, and with the policies and resources of the College.

COLLEGE CONSIDERATIONS FOR ADMISSION

All admissions are at the sole discretion of the Head of College. If the child has previously attended the College and is wanting to re-enrol and the College has previously had to write off bad debt, or had poor feedback from the enrolling family and/or parents/guardians, this will also be taken into consideration when reviewing the child's enrolment at the College.

When making offers for placement at the College, the College considers the following in no particular order:-

- (a) whether the child is enrolled at mykindy at Victory;
- (b) whether the child has siblings currently enrolled at the College;
- (c) whether the applicant is a child of a current College staff member;
- (d) whether the child is within a family who are active members of a Christian Church including a Pastors reference;
- (e) the lodgement date and time of the Enrolment Application;
- (f) children or grandchildren of former students of the College;
- (g) the social, academic and/or gender balance of the existing year level cohort at point of entry;
- (h) evidence of a place at a similar Christian school elsewhere in Australia or overseas if a family relocates to the area;
- (i) a student's willingness and ability to contribute to the wider life of the College;
- (j) evidence of a student's academic record, behaviour record and evidence of good character and leadership skills;
- (k) the alignment of the family's beliefs and values with those of the College.

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs regardless of whether the child has commenced at the College prior to this discovery.

The requirement of **full and frank disclosure** of all information sought and questions raised by way of the Enrolment Application and enrolment interview is expected. Withholding relevant information will entitle the College to cancel the enrolment/s, even after the student has commenced at the College.

OFFER

At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the child. In some cases the College may offer a probationary enrolment



period for a designated amount of time to ensure that the College is going to be able to support the needs of the enrolling student. If the child successfully completes the probationary enrolment period, the College may make an offer to the parents to continue the enrolment of the child. To accept the offer, the parents must within fourteen days of receiving it deliver to the College:

- (a) the Acceptance Form which includes acceptance by the parents of the then current Enrolment Contract, Consent forms, Direct debit form;
- (b) payment of the tuition deposit as stated in the Letter of Offer.

Failure to reply within the required time, or failure to pay the tuition deposit, may result in the position being re-offered where other children are waiting for entry to the College.

The Enrolment Application Fee and Enrolment Bond are additional to tuition fees that will be charged on acceptance of offer and return of documents.

In the instance that an enrolment offer is not accepted the position will be forfeited.

ENTRY AT THE START OF PREP

Normal Entry

All Queensland children are eligible to attend full-time Prep from the beginning of the school year in which they will reach the age of five (5) years on or before 30th June. This is the earliest age that a child may be enrolled in Prep.

All children must undertake a "readiness for school" assessment prior to commencing Prep. If parents have already indicated specific learning needs, an alternative and/or additional assessment process may be required.

For those who do not turn six (6) until after the end of the fourth term of the proposed year of entry, and who are assessed as being not yet ready for school, the Head of College may require an additional assessment process to be undertaken to determine whether or not the child has specific learning needs. Unless specific learning needs are identified, the Head of College reserves the right to defer the enrolment to the following year.

In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the child's preschool, early intervention centre or (with the parents' agreement) the home, to more accurately assess the learning needs of the child if the child was not already enrolled in mykindy at Victory.

Early Entry

Early entry into Prep can only be considered:

- (a) when children who are younger than the prescribed age for Prep may be enrolled in Prep if
 - a. they turn five (5) years on or before 31st July in the year of proposed entry; and
 - b. the Head of College is satisfied the child is ready for education in Prep, having considered the **child's attributes**.

The **attributes** mean the child's;

- aptitude and ability;
- social and emotional competence; and
- physical development; and



- level of knowledge and understanding.
- (b) The legislation continues to allow a Head of College to enrol a child in Prep who is younger than the prescribed age if the child:
- a. Has previously stated education that is equivalent to Prep in another State or Country; and
 - b. Is considered ready for education in Prep, having regard to their attributes, as outlined above.

Early entry may be considered and subject to:

- (c) A written application to the Head of College;
- (d) There being vacancies after all other children, who will have attained the age of five (5) years before 30th June, have been offered places;
- (e) the College's assessment of the child concerned confirming that he or she is ready for admission to Prep.

HOLDING ENROLMENT PLACES/TAKING A LEAVE OF ABSENCE

Generally, places at the College will not be held for students who are withdrawn from the College for any longer than eight (8) weeks. Completing an *Exemption for Compulsory School Participation form* is required and to be submitted to the Head of College for approval prior to the absence. Please know that the Queensland Education Department states that holidays during term time are actively discouraged.

Places may be held subject to the College fees being maintained for the period of absence and the enrolment continuing to be eligible to attract Government funding.