

Coffs Harbour Bible Church School

Policies and Procedures



Enrolment Policy

1. Objectives - Policy statement

This Policy outlines the requirements for enrolment that the Coffs Harbour Bible Church School will adopt and outline to prospective parents seeking enrolment.

2. Education Act requirements:

Section 22 of the Education Act (1990) states that it is the duty of the parent of a child of compulsory school age to cause the child:

- to be enrolled at, and to attend, a government school or a registered non-government school, or
- to be registered for home schooling with the New South Wales Education Standards Authority (NESA) and to receive instruction in accordance with the conditions to which the registration is subject.

3. Enrolment Policy

3.1. Membership Requirements

It is the school's policy that we only include children who have at least one parent as an active member of the Coffs Harbour Bible Church or who, by virtue of their regular attendance of the Church, demonstrates their intention to take out membership sometime in the near future and who have stated the same. This assumes they would reasonably be expected to be voted into membership.

Parents coming from another church (of like faith), who now attend our church, may wish to put their children into our school. As it is customary to wait 6 months prior to becoming a member, the Pastoral team/Principal and or School Board may allow students to be enrolled into our school earlier in the event that the parents would in time seek to become members and most likely attain membership.

It will be the discretion of the Pastoral team/Principal and or School Board to decide on applicants desiring to have the children enrolled into the School. The School is not bound to enrol any student if found to not be in the best interest of the school.

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3.2. Kindergarten Enrolment

Kindergarten enrolment as outlined by the NSW Education Department:

- All children must be in compulsory schooling by their 6th birthday.
- Children can start Kindergarten at the beginning of the school year if they turn 5 on or before 31 July that year.
- Students should start school at the beginning of the school year.

The Coffs Harbour Bible Church has a policy therefore, of requiring students who enrol into Kindergarten to be at the age of 5 by the start of the first week of school term. Students who turn 5 later in the year will be referred to the following year for the start of their schooling. This fits within the guidelines of the department.

3.3. Primary and Highschool New Enrolments

New enrolments into the Coffs Harbour Bible Church school may be tested to ascertain their level of learning and help teachers match the curriculum to suit their needs. Students in conjunction with the parent will decide on the best year level for the student to enter considering their age and learning needs and previous schooling which includes coming from other states.

Students with a disability will be supported by the school and every endeavour is taken to meet their learning and functional needs with the proviso that we have the resources to manage the student's enrolment.

3.4. Procedure for Enrolments

3.4.1. Parent responsibilities

If a parent of the church, who satisfies the criteria listed in the Enrolment Policy, wishes to enrol their child in the school, they must first come and speak with the Principal and undertake discussions. If necessary, he will refer to Pastoral staff and possibly the School Board for further discussion and discernment. Upon approval, the Principal will give the parents an enrolment pack with various documents to be filled in and returned. It is a requirement for all applicants to have the following documentation supplied to the school in order for enrolment to proceed.

A parent must provide the following:

- child's birth certificate or identity documents proving Australian residency:
 - birth certificate (another document is required if both parents are born outside of Australia) or
 - passport or
 - naturalisation papers

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- proof of child's address such as current council rates notice, residential lease, electricity bill
- immunisation history statement from the Australian Immunisation Register (AIR)
- any family law or other relevant court orders, if applicable
- if your child has health, disability or other support needs you will need to provide:
 - copies of medical/healthcare or emergency action plans
 - evidence of any disability and learning and support plans
- enrolment /socio-economic status form
- parent agreement form
- other documentation required by the school to be completed

3.4.2. Principal's requirements and responsibilities

Upon approval to enrol, the principal will undertake the enrolment process once all documents have been received. He will make sure that individual plans for students such as:

- action plans for a student's health and wellbeing
- behavioural plans
- educational support plans
- student testing to ascertain academic standing

will be undertaken and implemented into the school co-ordinating with various staff to make sure students are integrated into the school quickly and safely.

The principal will oversee the enrolment process and co-ordinate with teaching staff and administration staff to make sure the necessary processes and procedures are undertaken.

The Principal will liaise with all parents in the enrolment process and make sure their concerns and queries are addressed in a timely manor.

In accordance with Section 24 of the Education Act (1990) the principal will also maintain:

- a *Register of Enrolment*,
- a Register of Daily Attendance
 - in a form approved by the Minister

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- available for inspection during school hours by a NESAs inspector or by any authorised person
- a procedure for following up and monitoring attendance

- End of Policy -

This policy will be reviewed every four years by the school principal in consultation with the school board and staff.

Revision History

Version	Approved By	Amendment
March, 2009	Diaconate, Coffs Harbour Bible Church	Implementation
March, 2014	Diaconate, Coffs Harbour Bible Church	Major Update (Exemption change and New Register Codes)
March, 2015	Diaconate, Coffs Harbour Bible Church	Minor Updates
March, 2016	Diaconate, Coffs Harbour Bible Church	Minor Updates
February, 2019	Principal, Coffs Harbour Bible Church School	Major Updates to reflect NESAs Registration Manual

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Appendix A

Application for Extended Leave – Vacation/ Travel

NOTE: PART A is to be completed by the student's parent and returned to their child's school principal.

PART A: STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Student address: _____

_____ Postcode: _____

School name: _____

Dates of extended leave applied for: From: ___ / ___ / ___ to ___ / ___ / ___

Number of school days: _____

Reason for travel: _____

Relevant travel documentation such as an e-ticket or itinerary (in the case of non-flight bound travel within Australia only) must be attached to this application.

PART A: DETAILS OF PRIOR EXEMPTIONS/ EXTENDED LEAVE – VACATION/ TRAVEL (if applicable)

Date of prior exemption/extended leave: From: ___ / ___ / ___ to ___ / ___ / ___

Number of school days: _____

Copy of Certification of Exemption/Extended Leave – Travel attached (Please tick) Yes No

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PARENT DETAILS (Applicant)

Family name: _____ Given Name: _____

Address: _____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent and applicant, I hereby apply for a *Certificate of Extended Leave-Vacation/ Travel* and understand my child will be granted a period of extended leave upon acceptance by the principal of the reason provided.

I understand that if the application is accepted:

- I am responsible for his/her supervision during the period of extended leave
- The provided period of extended leave is limited to the period indicated
- The provided period of extended leave is subject to the conditions listed on the *Certificate of Extended Leave-Vacation/ Travel*
- The period of extended leave will count towards my child's absences from school

I declare the information provided in this application is to the best of my knowledge and belief, accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the *Application for Extended Leave- Vacation/ Travel* may result in the provided period of extended leave being cancelled.

Signature of parent/s: _____ Date: ____/____/____

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PART B: TO BE COMPLETED BY THE PRINCIPAL

I accept this *Application for Extended Leave - Vacation/ Travel*

(Please tick one box

Yes No

Please provide more detail here (if required):

Principal's name (please print): _____ Telephone: _____

Signature of Principal: _____ Date: _____

Note: Please complete the Certificate of Extended Leave – Vacation/ Travel if requested leave is to be approved

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Appendix B

Certificate of Extended Leave – Vacation/ Travel

The student/s whose details appear below has been provided a period of extended leave from school for the purpose of travel.

Note: Where an application is made by a parent with more than one child a separate copy of this certificate should be placed in each student's file.

STUDENT DETAILS

Please complete table below with details of all students associated with the period of travel:

FAMILY NAME	GIVEN NAME	DOB	AGE	GRADE	SRN

Student address: _____
_____ Postcode: _____

School name: _____ School telephone: _____

Dates of extended leave applied for: From: ___/___/___ to ___/___/___

Number of school days: _____

Reason for providing the period of extended leave – vacation/ travel:

Conditions applicable to providing the period of extended leave – vacation/ travel:

It has been explained to the parent of the above mentioned student/s that they are responsible for his/her supervision during the period of extended leave.

The parent acknowledges that the period of extended leave is limited to the period indicated and acknowledges that the provided period of extended leave is subject to the conditions listed.

Principal name: _____ Principal signature: _____ Date: ___/___/___

This certificate has been issued without alteration and must be produced when requested by police or other authorised attendance officers.

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Appendix C

Application for Exemption from Attendance at School



To be completed by the student's parents

Part A Student Details

Family name: _____ Given name(s): _____

Age: _____ Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Enrolment Registration Number (ERN): _____

Address: _____

_____ Postcode: _____

School name: _____

Date of exemption applied for: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: _____

Reason for application for exemption:

Please tick:

Exceptional domestic circumstances	<input type="checkbox"/>
Other Exceptional Circumstance	<input type="checkbox"/>
Direction under Section 42D of the <i>Public Health Act 1991</i>	<input type="checkbox"/>
Employment in entertainment industry/participation in elite sporting event for short periods of time i.e. for one or two days, and at short notice	<input type="checkbox"/>

Please provide more detail about the reason for the application for exemption here:

NOTE: Where the reason for application for exemption includes long term travel arrangements of more than 20 school days, copies of travel documentation should be included with the application.

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DETAILS OF PRIOR/CURRENT EXEMPTIONS (if applicable)

Date of prior/current exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Number of school days: ____

Copy of Certificate of Exemption attached: (Please tick one box) Yes No

PARENT DETAILS

Family name: _____ Given name(s): _____

Address: _____

_____ Postcode: _____

Telephone number: _____ Relationship to student: _____

As the parent of the above mentioned student, I hereby apply for a Certificate of Exemption from attendance at school, under the *Education Act 1990*. I understand that if the exemption is granted:

- I am responsible for his/her supervision during the period of exemption
- the exemption is limited to the period indicated
- the exemption is subject to the conditions listed on the Certificate of Exemption
- the exemption may be cancelled at any time.

I declare the information provided in this application for a certificate of exemption is to the best of my knowledge and belief accurate and complete. I recognise that should statements in this application later prove to be false or misleading any decision made as a result of this application may be reversed. I further recognise that a failure to comply with any condition set out in the exemption may result in the exemption being revoked.

Signature of applicant/s: _____

Date: ____ / ____ / ____

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PART B

To be completed by the principal of the school where the exemption period requested exceeds 100 school days and forwarded to the delegate responsible for approval

Prior to forwarding this application for exemption from attendance at school to the delegate responsible for issuing the Certificate of Exemption (See page 4, *Guidelines for Exemption from School, DEC*), the principal should complete the following advice for the delegate.

I recommend that this application from attendance at school is (Please tick one box

Granted

Not granted

Please provide more detail here (if required):

Principal's name (please print): _____

Telephone number: _____

Signature of principal: _____

Date: ____ / ____ / ____

Note: Please complete the Certificate of Exemption from Attendance at School if exemption is granted.

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Appendix D



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CERTIFICATE FOR EXEMPTION FROM ATTENDANCE AT SCHOOL UNDER SECTION 25 OF THE *EDUCATION ACT 1990*

The student whose details appear below has been granted an exemption from attendance at school for the period indicated.

STUDENT DETAILS

Family name: _____ Given name(s): _____

Date of birth: ____ (dd) / ____ (mm) / ____ (year)

Address: _____

Postcode: _____

School name: _____ School's telephone number: _____

Date of exemption from: ____ / ____ / ____ to: ____ / ____ / ____

Reason for the exemption:

Conditions of the exemption (note: for a part day exemption the hours of program participation must be specified, including the plan to have the student attend school full time).

It has been explained to the parent of the above mentioned student that they are responsible for his/her supervision during the period of exemption.

The parent understands that this exemption is limited to the period indicated, acknowledges that the exemption is subject to the conditions listed and that the exemption may be cancelled at any time.

Name and position of delegate: _____

Signature of delegate: _____ Date: ____ / ____ / ____

**This certificate has been issued without alteration and must be produced
when requested by police or other authorised attendance officers**