



Student Enrolment Policy

Source of Obligation

The NSW Registration Manual (3.8) requires the Principal of the School to keep a register, in a form approved by the Minister, of the enrolments of all children at the School.

The NSW Registration Manual (3.6.2) requires the School to provide a safe and supportive environment by maintaining a student enrolment register.

Student Enrolments

Casino Christian School keeps a register of enrolments of all children at the School in electronic form.

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, age and address
- name and contact telephone number of parents/guardians
- date of enrolment
- date of leaving the School and the student's destination, where appropriate
- for children older than six years of age, previous school or pre-enrolment situation
- where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:
 - the student's full name
 - the student's date of birth
 - the student's last known address
 - the student's last date of attendance
 - parents'/guardians' names and contact details
 - an indication of possible destination
 - any other information that may assist officers to locate the student
 - any known work health and safety risks associated with contacting the parents/guardians or student.

Terms and Conditions of Enrolment

Enrolment at the school is subject to the following terms and conditions:

- That the parents/guardians will agree to allow the child to share fully in the life and program of the school, including the devotional activities, biblical studies class and assembly times.
- That the parents/guardians will support the aims of the school.
- That the parents/guardians undertake to provide the child with all necessary equipment of a personal nature that may be required to enable the child to benefit from the education offered. These requirements are listed on the school requisite list published in the newsletter at the end of each school year and on the school's website
- That the parents/guardians undertake to provide the child with the correct uniform approved by the school, and ensure that the child is always sent to school neatly dressed in the required uniform.

- That the parents/guardians accept the right of the school to employ such discipline as it deems wise and expedient for the child, and agree to uphold in every way possible the school's authority and right to administer appropriate discipline in accordance with the school policy.
- That the enrolment bond is paid in full prior to commencement at school and that tuition fees will be paid as they fall due in the first two weeks of each school term unless alternative arrangements are made. Also, direct debit and or Centrepay arrangements for payment of school fees can be made a part of the conditions of enrolment at the Principal's discretion.
- That any parents/guardians intending to terminate enrolment notify the school as soon as they become aware of circumstances. Final notification must be given in writing on the school's Enrolment Withdrawal Form
- That the school may suspend or terminate enrolment at its discretion for failure to comply with these conditions or other serious breaches of the School's rules and regulations. This includes the poor or nonpayment of school fees of over two terms duration, unless the parents/guardians have been in regular contact with the school and agreed arrangements made about both current fees and fees in arrears.
- That the parents/guardians read the confession of faith and understand that it is the basis of the philosophy of the school and the teaching.
- That the parents/guardians will ensure regular attendance of their child/ren at school, except for illness and other explained absences.

Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

Implementation

Casino Christian School has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the NSW Registration Manual are managed effectively.

Enrolment Consent

- I/We hereby consent to the child above attending all supervised activities and excursions approved by the school and authorise the School in the event of an emergency to secure ambulance and/or medical attention.
- I/We also authorise the School to exercise appropriate disciplinary measures as outlined in the School Prospectus.
- I/We give permission for the publication of any school-related material by or about our child, including photographs. It is acknowledged that such material is used regularly in publications by the School to communicate and promote events. Publications may include Newsletters, Prospectuses, Magazines, newspapers articles and the school website.
- I/we agree to paying the Enrolment Bond (if applicable) as a condition of enrolment commencing. I/We understand that the bond is refundable in full upon the last child leaving the school, providing that all accounts are paid and up-to-date, and all school property has been returned in good condition.

Enrolment Agreement

I/We will sign in the appropriate space. If I/we have any further questions, I/we will ask before signing.

I/We realise that Casino Christian School is a member of Christian Schools Australia (CSA). Furthermore, we understand the vital importance of the community aspect of this school. We realise that all involved in the school are to:

- function together as an effective Christian community;
- aim to give glory to God and to maintain a positive, caring school environment where students, staff and parents can 'Grow in Grace and Knowledge', and feel a sense of belonging in the community;

If our child/ren is/are accepted for enrolment at Casino Christian School. In the practical workings of this, I/we understand and fully accept the following:

- The responsibility to establish lines of communication with the school – both concerns and encouragements.
- Normal parental responsibilities in the functioning of the school, i.e. with working bees, parent evenings, interviews with teachers and providing help where needed.
- Gossip should be avoided – refrain from telling everyone else but the person who should know first.
- The Biblical guides of dealing with people in love with gentleness are to be followed (see Grievance Resolution Policy).
- The responsibility to support the school in the application of its Code of Behaviour and Uniform Policies;
- Teachers' professional judgment is to be trusted and accepted. The Principal is responsible to the School Board for education standards.
- The School Board is the authority in charge of the entire school's operation. Their decision on any matter is final.
- I/We agree to be responsible for all breakages and damage to school property caused by our child/ren.
- School fees and charges must be paid by the due date, unless prior arrangements have been made with the school.
- I/We agree to give notice in writing of our intentions to withdraw our son/daughter from the school.