

Enrolment Policy

Authorisation Date: 08/2024

OSG Document Code: POL_NSW_OP_Enrolment_V2.1

Region: New South Wales

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Policy Author Regional Principal	Reviewed by: Executive Assistant	Endorsed by: NSW Regional Principals on 15 th May 2026.	Approved by: NSW Regional Team Leader on 23/08/2024
Local Document Code B7.1		Associated Documents <i>OneSchool Global Enrolment Form</i> <i>Enrolment Procedure</i> <i>Enrolment for students with Disabilities Requiring Special Educational Assistance</i>	
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1. INTRODUCTION

The purpose of this OneSchool Global NSW Enrolment Policy is to set out the conditions of enrolment and continuing enrolment for OneSchool Global NSW Schools. The policy emphasises the openness of the OneSchool Global system in New South Wales to the children of all Plymouth Brethren Christian Church families.

This policy seeks to develop a working relationship among the OneSchool Global NSW schools and local community it serves and those seeking to establish themselves as participants in both. The policy calls the OneSchool Global NSW schools and family to a closer bond of joint accountability for personal development and excellence in education for children. It encourages the community the campus serves, under the leadership of the Campus Directors to look upon the time of enrolment as a potential occasion for ongoing education in a Christian environment.

2. POLICY

The policy calls upon prospective parents to examine their present commitments, to develop their role as prime educators of their children and to immerse themselves in the life of the school and its activities.

The following principles inform the content of this policy:

- 2.1.1 OneSchool Global NSW and the OneSchool Global NSW schools strive for excellence in education. Such excellence may also be achieved in other

educational forums. OneSchool Global NSW has traditionally aimed to support Christian parents in their role of educating their children.

- 2.1.2 Parents and children enrolling in OneSchool Global NSW schools commit themselves to a community that works towards the education, formation and pastoral care of young people. By acceptance of the enrolment OneSchool Global NSW schools and the OneSchool Global NSW community commits itself to supporting the parents and family as the primary educators of their children.
- 2.1.3 The Campus Administrator and Directors collaborate to provide leadership within the local campus community. The Campus Administrator and Directors participate in the enrolment process.
- 2.1.4 There is an appreciation of differences in enrolment demand within the OneSchool Global NSW schools and appropriate guidelines will be issued to advise local enrolment committees. OneSchool Global NSW and the OneSchool Global NSW schools have limited resources and deployment of resources in the past limits some options for enrolment.
- 2.1.5 The time of enrolment is an opportunity for dialogue, reflection and mutual discernment about the individual circumstances of the student in the context of family and the purposes of the school in the life of the community the school serves.
- 2.1.6 Priority in enrolment will be given to:
 - 2.1.6.1 Those children and families who are known and involved members of a local community the OneSchool Global NSW school serves
 - 2.1.6.2 The children of other Christian families that have expressed a commitment to support the life of the school.
- 2.1.7 OneSchool Global NSW may meet with parent/carer(s) of the student before offering a place.
- 2.1.8 OneSchool Global NSW has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.
- 2.1.9 Continued enrolment at OneSchool Global NSW school is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.
- 2.1.10 Enrolment Committees must keep records where exceptional cases required a different priority and forward such decisions to OneSchool Global NSW.

2.1.11 The enrolment of siblings is encouraged where there has been demonstrated commitment to support the life of the school.

2.1.12 Appeals against the decisions of the enrolment committee shall be directed to the Trustees of the OneSchool Global NSW school in writing. Recourse in writing may be made to the OneSchool Global NSW.

3. ENROLMENT APPLICATION REQUIREMENTS

3.1 Medical and Immunisation

OneSchool Global NSW is required to comply with NSW Government standards, the below documents are required upon enrolment.

- An individual health care plan must be received for any student:
 - diagnosed with severe asthma, type 1 diabetes, epilepsy or anaphylaxis and/or
 - diagnosed as being at risk of an emergency and/or
 - who requires the administration of health care procedures
- Immunisation document, approved format only:
 - AIR Immunisation History Statement
 - AIR Immunisation History Form

3.2 Form and Supporting Documents

Enrolment application must be completed in full. In usual circumstances both parents will be required to sign the Application for Enrolment and Conditions of Enrolment before a student will be enrolled. However, the School in its absolute discretion may accept enrolment if only one parent signs the Application and agrees to the Conditions of Enrolment.

Additional support documents required include:

- Birth certificate
- Passport size colour photograph
- Passport, visa citizenship documentation (this applies to overseas students)
- Most recent previous school reports
- Immunisation document either; AIR Immunisation History Statement or AIR Immunisation History Form

- Medication details and any relevant medical and/ or special needs information (if applicable)
- Reports of any assessments your child has received (if applicable)
- Relevant custody or court orders (if applicable)

4. PREREQUISITES FOR CONTINUING ENROLMENT

The Discipline section of the School enrolment form sets out the conditions whereby a student may be excluded from school, either temporarily or permanently.

Parents must support the School and the values of the School. All communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. Confrontation and criticism in public is to be avoided and parents accept that there is no place in the School community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments whether in person, in writing or online. The School encourages parents to be actively involved in the School through attendance at parent-teacher interviews and parent events, participation in courses offered by the School relevant to the student's education and assistance to the School in a voluntary capacity.

Parents agree to support the values of the School and to abide by the rules of the School as set out in various publications including the School Handbook. Students must do the same and parents agree to encourage students in this. The School has specific requirements in relation to discipline, homework, uniform, attendance and leave, which parents must understand and which they must agree to support.

If the School Board and Regional Principal believe that a mutually beneficial relationship of trust and co-operation between a parent and the School has broken down to the extent that it adversely impacts on that relationship, then the School Board and Regional Principal may require the parent to remove the student from the School.

5. VERSION CONTROL

Document Code	Date	Version No.	Nature of Change
POL_NSW_OP_Enrolment Policy.v.1.1	2-Feb-2020	1.1	Rebranding
POL_NSW_OP_Enrolment_V2.0	13-Aug-2024	2.0	Full Review
POL_NSW_OP_Enrolment_V2.1	15-May-2026	2.1	Review of dates and positions.