CAMPBELLTOWN
ANGLICAN SCHOOLS

BROUGHTON
ANGLICAN COLLEGE
Life Through Christ

ST PETER'S
Heart
Life Through Christ

ST PETER'S
ANGLICAN GRAMMAR
Life Through Christ

Enrolment at Heart

CPo205

St Peter's Heart

1. Introduction

Campbelltown Anglican Schools' Council develops and reviews policies necessary for the proper functioning, governing and operation of Campbelltown Anglican Schools to manage risk, provide strategic guidance, monitor strategic progress and operational performance and to satisfy its legal obligations (see s*ection* 47, NSW Education Act and the NESA Registration & Accreditation manual).

2. Policy Statement

This policy defines CAS enrolment criteria and conditions and mutual obligations between CAS, parents and students at St Peter's Heart.

3. Biblical Basis

CAS seeks to offer families an education profoundly shaped by the Christian faith. Therefore, policies and supporting procedures are founded on significant biblical truths, including:

- Being subject to the governing authorities. (Romans 13:1)
- All people have been created in the image of God. (Genesis 1:26-27)
- God shows no partiality – he loves the widow, the orphan and the stranger. (Deuteronomy 10:17-18)
- We are called to love one another, contribute to the needs of others, not think of ourselves better than others and live peaceably with all. (Romans 12:9-18).

4. Expanded Policy

4.1. Specific Aims

At St Peter's Heart all children are encouraged to:

- Develop an understanding of the Gospel message and the importance of serving God in their lives;
- Develop fully their intellectual, social and physical abilities as essential members of our school community;
- Think critically and creatively;
- Develop enthusiasm and respect for learning;
- Show respect and courtesy towards others;
- Learn the value of working together for a common good and appreciate the importance of service to others;
- Care for the physical environment;
- Develop a global perspective and the ability to adapt to change;
- Appreciate the joy of living in a spirit of thankfulness to God.

4.2. Terms of Enrolment

The terms and conditions set out in this document, in the Prospectus and on the Application Form and all associated papers or information sheets, may be amended from time to time by the CEO, and their provisions subject to any such amendments shall continue to apply during the whole period that a student continues to attend the School.

4.3. Available Rebate

Sibling discount is a percentage discount on Tuition Fees for families with multiple students simultaneously enrolled at CAS (St Peter's Anglican Grammar, St Peter's Heart or Broughton Anglican College).

a. First student in the household enrolled in any of the Schools is to be charged full Tuition Fees as per the current fee schedule for the current year of schooling attended.
b. Second student in the household enrolled in any of the Schools is to receive a 10% discount off Tuition Fees.
c. Third student in the household enrolled in any of the Schools is to receive a 50% discount off Tuition Fees.
d. Fourth student in the household enrolled in any of the Schools is to receive a 75% discount off Tuition Fees.
e. Fifth and subsequent students in the household enrolled in any of the Schools are to receive a 100% discount off Tuitions.

Note:

- "Household" means the residence that student stays overnight at the majority of the year.
- If an individual is responsible for paying Tuition Fees for students in multiple households, they are not entitled to Sibling Discounts under the conditions outlined above, unless this responsibility is a result of a court judgement i.e. Family Court Ruling.

4.4. Term Dates

a. Term dates are published a year in advance.
b. It is expected that only in exceptional circumstances, which are to be addressed to the Principal in writing, would a student be absent on vacation or travel at times other than the official vacations.

4.5. Insurance

a. It is the responsibility of the parent(s) or guardian(s) of each student to provide appropriate insurance cover should a student be injured or taken ill at school.
b. While the School carries comprehensive insurance policies, the responsibility for individual insurance rests with the parent/carer(s) of each student who attends the School.

c. Insurance of personal property is the responsibility of the parent/carer(s). The School does not accept responsibility for personal property brought to School.

4.6. Discipline of Students

a. The continued enrolment of a student is dependent upon his/her behaviour being in accord with the Student Code of Conduct, as amended from time to time. This behaviour is considered within the context of a student's specific, diagnosed disabilities and the adjustments set out in the student's Individual Education Plan (IEP).
b. Parents shall withdraw a student upon request of the Principal.
c. A positive approach to discipline applies in the School, with a series of behaviour management strategies available to support students' behaviour and respond to misdemeanours by students.
d. We pride ourselves on the few externally imposed discipline measures required in the School. Our students know the standards required and the School's expectations of them.
e. The wearing of the full School uniform appropriate to a given activity is expected of all students.

4.7. General

a. Except when the express permission in writing of the Principal is given, students are not permitted to leave the School at the end of a term until the recognised closing date.

b. A note to the class teacher signed by a parent/carer(s) is required to excuse a student for lateness or absence.

c. Attendance at School Services and Presentation Evenings are compulsory. Non-attendance must be satisfactorily explained in writing to the Principal.

d. When a student is absent, the reason for absence must be outlined in writing by the parent or guardian upon the student's return to the School. Please note:

- students shall attend School functions as and when required,
- all students, unless excused by the Principal, are required to attend organised Camps.

4.8. Conditions of Enrolment

a. Registration of a student's name is subject to the payment of a non-refundable Application Fee for each student. Payment of this fee allows the student's name to be placed in the registration file in the nominated year, pending the outcome of the interview, the offer of a place at the School and the payment of the Enrolment Fee confirming the intention to take up this place.

b. Once a student's Enrolment Form has been completed and the Enrolment payment has been paid, at least one term's notice in writing of withdrawal must

be given to the Principal. In default of such notice, a term's fees will be charged. It is expected that enrolment will continue until the end of Year 6.

c. If the Principal or any person deputising for the Principal, considers that a student is guilty of a serious breach of the rules of the School or has otherwise engaged in conduct which is prejudicial to the School or its students or staff, the Principal may exclude the student permanently or temporarily at their absolute discretion.

d. If the Principal believes that a mutually beneficial relationship of trust and cooperation between a parent and the School has broken down to the extent that it adversely impacts on the relationship, then the Principal may require the parent to remove the student from the School.

e. No remission of fees will apply in either case. Notice should be given by the final day of the proceeding term to avoid financial implications.

4.9. Rules and Regulations of the School shall be duly observed by a student and parents/carers.

4.10. Sickness and Injury

a. The School provides a supervised Sick Bay where students who are taken ill at school or are injured are accommodated while contact is made with parent/carer(s) as quickly as possible.

b. In the event of injury or illness to the student necessitating urgent hospital and/or medical treatment including injections, blood transfusions, and the like, and if the parent/carer(s) is not readily available to authorise such treatment, a responsible person on the School staff is hereby empowered to give the necessary authority for such treatment without the School or such person incurring any legal liability to the parent/carer(s) in so doing.

c. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.

4.11. Fees and Charges

a. All school fees and charges are due and payable within 21 days of the statement issue date.

b. Families who wish to spread the payment of fees across the year, must sign up to a direct debit arrangement by contacting Central Services on 02 4628 0110.

c. Where fees are still outstanding at the end of that term, and satisfactory arrangements for the payment of such fees have not been made, then the student will not be accepted back into the School the following term.

4.12. Absence from the School during the whole or any part of the term does not remove the obligation to pay that term's fees.

4.13. Parents accept that the School provides a distinctively Christian education delivered by practicing Christian staff. Participation in Christian Studies or Biblical Studies lessons, Chapel, whole school services, and all related activities is compulsory.

4.14. It is an expectation of the School that parents will attend School Services, Presentation Evenings and other important School functions.

4.15. Requirements for Entry

St Peter's Heart has been established as a school for a specific purpose. Accordingly, there are specific criteria that potential students must meet to be considered for enrolment. St Peter's Heart has identified with NESA that it will provide education for students who are diagnosed with a mild to moderate (Level 1 - requiring support, or Level 2 - requiring substantial support) Autism Spectrum Disorder or mild to moderate Intellectual Disability.

The definition of each of these criteria and the support documentation required is as follows:

a. Autism Spectrum Disorder Entry Criteria

- Students enrolled at St Peter's Heart under the criteria regarding classification on the Autism Spectrum must provide a current report from a specialist medical practitioner or registered psychologist with appropriate clinical experience.
- The report must detail the nature of the student's disorder and must indicate a diagnosis of either Level 1 or Level 2 using the DSM-5 diagnostic criteria.
- A functional assessment consistent with the student's disorder must also be provided.
- Students with a diagnosis which involves a combination of Level 2 and Level 3 Autism Spectrum Disorder will be considered at the discretion of the school.

b. Intellectual Disability Entry Criteria

- Students enrolled at St Peter's Heart under the criteria regarding Intellectual Disability will need to have a diagnosis for a mild to moderate range of impairment.
- To meet criteria for diagnosis of a mild to moderate intellectual disability, students must have a full-scale IQ score of approximately two to three (mild) or three to four (moderate) standard deviations below the mean on an approved individual test of intelligence.
- There must be information on the assessment of adaptive skills and school performance (where applicable) consistent with, or below this range of scores.

c. Students who do not meet the above criteria are not eligible for enrolment.

d. It is a requirement of entering St Peter's Heart that parent/carer(s) provide all necessary medical, psychological or other reports from specialists outside the School that outline the student's disability. These reports are to be no older than 12 months and must be updated on a regular basis, if requested. Any assessments or reports required from non-school personnel will be at the parent/carer(s) expense.

The School prefers that any therapies occur at school, unless this is impractical. This will be discussed when developing the Individual Education Plan.

4.16. Procedures for Enrolment

a. Children entering Kindergarten must have reached five (5) years of age by 30 April in their admission year.

b. Applications for enrolment may be made at any time by the parent/carer(s) of students.

c. Parent/Carers/Guardian may complete the online Enrolment Enquiry Form or contact the School.

- The CAS Enrolments Team and St Peter's Staff will liaise with the parent or guardian to assess their eligibility to apply for Application to St Peter's Heart.
- The CAS Enrolments Team will complete the enrolment enquiry process.
- Parents or Guardians of the prospective student will receive additional information including a link to the online enrolment application form.

d. The Application Form must be accompanied by the following documents:

- Student's Birth Certificate,
- Latest Pre-School/School Report,
- Report/s from external professional/s indicating the diagnosis/diagnoses of the student,
- Visa documents, if applicable,
- NAPLAN results for applications from Years 4 to 6,
- Any applicable legal papers, court orders or parenting agreement,
- Any additional educational, developmental or medical assessment reports which are relevant to your child's educational needs,
- Immunisation Certificate (where applicable).

e. An Application fee will need to be paid upon submitting an Application for Enrolment. This fee is published on the St Peter's website.

f. Upon receipt of the above, and if these are deemed satisfactory, an acknowledgement of the Application Form and Application Fee receipt will be provided.

g. The School will advise parents or guardians as soon as is practical as to availability of the classes. The main intake point is Kindergarten, then other classes when vacancies occur.

h. Enrolment is subject to the outcome of an enrolment process which would usually include determining availability of a position in the appropriate grade, an enrolment interview, a collaborative planning process including consultation and gathering information to determine the student's needs and identify adjustments, collaborative planning meeting/s and visit/s to the school (and a determination made in regard to developmental readiness).

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

   i. The School's ability to provide reasonable adjustments based on identified need.

   ii. Family relationships with the School:

      - Sibling of a current St Peter's student,
      - Children of staff and clergy,
      - Children of families who attend St Peter's Church each week.

   iii. The student:

      - The confirmed diagnosis as per criteria outlined above,
      - The contribution that the student may make to the School,
      - The student's reports from previous schools or prior to school service.

   iv. Order of receipt - when the application to enrol is received by the School

      - It is essential that the School be notified of any change of contact details including residential address and phone number.
      - Failure to do so may result in loss of contact and subsequent lapse of an offer of enrolment.

   v. The School has 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.

j. The School will meet with the parent/carer(s) of the student before offering a place. School tours are held throughout the year for parents to attend. If a placement is offered, the School will forward a letter of offer. At this point, an Enrolment Form will need to be completed, including the following:-

   - Passport size photo of the student;
   - Any additional educational, developmental or medical assessment reports which are relevant to your child's educational needs;
   - Up to date Immunisation Certificate (where applicable);
   - Data Collective Form (supplied by the School) within the Enrolment Form Medical Information;
   - Medical Release Forms (supplied by the School) within the Enrolment Form.
   - Media Release Form

k. A non-refundable Enrolment Fee will need to be paid upon accepting an offer for admission. This fee is located on the St Peter's website.

l. Continued enrolment at the School is dependent upon the student making satisfactory 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, including timely payment of fees.

4.17. School Term Fees

School fees for the current year are located on the St Peter's website. The School reserves the right to amend the conditions at any time.

a. Fee Levying and Payment

- Schools' fees are published in the Schedule of Fees and Charges as annual charges and are levied in January of each year, for the full academic year. It is intended for accounts to be levied approximately two weeks prior to Term 1 commencement date. This date may vary if unforeseen circumstances arise.
- These fees will be payable in full within twenty-one (21) days of the statement date. However, options for spreading payments over the relevant academic year are available through a Direct Debit facility. This facility allows for payments to be spread evenly over the academic year through paying by at the commencement of each school term, monthly, fortnightly or weekly.
- Other sundry fees or charges will be levied each term for charges relating to ad hoc activities or costs not normally covered under Schedule of Fees.

b. Unpaid Fees (includes late payments)

- Where fees for enrolled students remain unpaid as at the due date, the ability of the School to provide the educational and other services to current and future students can be hampered. It therefore is of utmost importance that all Parents and Guardians ensure that all fee payments are made by the relevant due date.
- Where there are circumstance where any payment is unable to be made by the due date, Parents and Guardians should contact Campbelltown Anglican Schools' Council (CASC) Central Services office to discuss the issue.
- If fees remain unpaid by the due date a late payment fee may be applied to the amount outstanding which is reflective of the administration and financial cost to the Schools of the fees remaining unpaid.
- CASC reserves the right to review the continuing enrolment of any student at the Schools if an account is unpaid by the due date and appropriate alternative arrangements have not been agreed. These alternative

arrangements need to be realistic and achievable, as unpaid fees affect the education all students.

c. Amounts unpaid fees for all enrolled students (past, present and future) remain payable and CASC reserves the right to undertake any/all actions, as allowed by law, to collect monies owed.

5. Stakeholders

Parents and Guardians of prospective Heart students, Central Services, St Peter's Heart and St Peter's Anglican Grammar community.

6. Communication Plan and Visibility

This Policy will be available on CAS Central, via the Staff Handbook and on the School's website.

7. Ownership and approval of policy

This policy is kept by CASC and approved by the CEO.

8. Evaluation and Review

Approving authority	CASC/CEO
Date reviewed	27/11/2025
Version number	V3.2
Summary of changes	Rewrite of 4.11 (b) and 4.13
Next review (Date)	27/11/2027
Document Advisor (Name and title)	Michelle McDonnell – Principal St Peter's Deborah Nash - Head of Learning Enhancement Peter Lee – Risk, Compliance and Quality Assurance Manager

9. Definitions

All other definitions, if needed, can be found in *CPo111 Definitions Policy*.

10. Related documents

Legislation:

- Education Act 1990 (NSW)
- Disability Discrimination Act 1992
- Disability Discrimination & other Human Rights Legislation Amendment Act 2009
- Family Law Act 1975
- Privacy Act 1988
- Privacy Amendment (Enhancing Privacy Protection) Act 2012

- Health Records & Information Privacy Act 2002 (NSW)
- Privacy Amendment (Notifiable Data Breaches) Act 2017
- NSW Public Health Act 2010

Other References:

- NESA - Registered and Accredited Individual Non-government Schools (NSW) Manual - September 2023
- 'Privacy Compliance Manual', Independent Schools Council of Australia & National Catholic Education Office, 2023
- Immunisation Enrolment Toolkit and current Immunisation Schedule

11. Appendices

Nil