

PURPOSE

This document provides a coherent school policy about the way students are enrolled at Horizon Christian School.

RATIONALE

Horizon Christian School was established to support Christian families and the broader community in the education of their children.

This includes training Students with a Christian worldview. Successful student outcomes at Horizon Christian School are in part a result of parents and carers working in partnership with Horizon staff.

Horizon's enrolling procedure seeks to use wisdom in all its dealings in order that each decision is made in loving kindness and justice.

This policy works in conjunction with the guidelines set out in the following sub sections:

- Foundation Enrolment (see Appendix 1)
- Gifted and Talented Students (to be developed)
- Fee Income Verification (see Appendix 2)

KEY POLICY STATEMENTS

Enrolment Criteria

The following criteria will be taken into account when considering applications for enrolment.

- Minimum starting age
- Ability to meet the needs of the students
- Class Availability
- Priority Category

At the Principal's discretion, students and parents may need to enter into an agreement to assist them to achieve agreed goals

Priority Categories

1. Siblings of enrolled students and children of past students.
2. Parents who are active Christians.
3. Students transferring from other Christian Schools.
4. Other students

Class Availability:

The Board through the Principal will seek to allocate enrolments in accordance with the priority categories. The maximum enrolments in classes are: (see Class Size Policy – Appendix 3)

- Foundation – 20 with the flexibility to 25
- Junior School – 26 with flexibility to 28
- Middle School – 26 with flexibility to 28
- Senior School – 26 with flexibility to 28

In special circumstances class sizes may be adjusted after clear rationale is submitted to the Board before approval.

In every enrolment decision the Principal will consider:

- The welfare of the whole School community [including children, parents and staff]
- The Christian ethos of Horizon
- The capacity of Horizon to cater for the individual needs of the student and ability to provide appropriate education

Exceptional circumstances may arise from time to time where the Board may override adherence to the enrolment criteria. All recommendations to override the enrolment criteria must be presented to the Board, along with supporting information, for a decision prior to the family commencing.

Enrolment Process:

All enquiries for enrolment will be sent a Parent Information Pack containing:

- Current information pamphlet
- Parent Information Booklet containing Horizon's policies, ethos and practices
- Procedure for enrolment
- Enrolment application forms

Upon receipt of application and enrolment application fee, the information will be checked and recorded.

Parents or carers will be notified when there is a vacancy and invited to attend the interview process with their child/children. Parents will be required to provide:

- one recent school report
- NAPLAN report (where appropriate)

During the interview process, free and open communication will be encouraged with parents/carers in regard to their desire for Christian education, their child's individual needs and the progress of their application.

ENROLMENT POLICY

Subsequent to the interview a recommendation from the Principal (or delegate) will be provided for the next Board meeting.

Parents/ carers will be notified, generally in writing, of the Principal's decision.

Appeal's Process:

Where a family/ carer is not in agreement with an enrolment decision that may write to the Board outlining their reasons and provide any further supporting documentation. The Board will appoint a panel from its members to review the case and report back. The subsequent decision of the Board will be final. The family/ carer will be notified of the decision.

Confidentiality:

All enrolment information is to be kept confidential and only viewed by the Principal, Business Manager, staff involved in the enrolment process, and the Board.

FOUNDATION ENROLMENT POLICY
Appendix 1

PURPOSE

This statement forms part of Horizon's Enrolment Policy and should be read in conjunction with it.

RATIONALE/BIBLICAL BASIS

Horizon recognises that Foundation is a new milestone in a young child's overall development. As His ambassadors, every effort will be made by the staff at Horizon to demonstrate the kind of love and concern, which Jesus offers to children and their families.

Admission Age

The following recommendations are made to those seeking advice on school entry age:

- Horizon supports a 1 intake policy for Foundation students where a child must generally have had their fifth birthday on or before the first day of May in the year in which they will start.
- Where a parent desires assessment regarding their child's 'readiness' for school, contact with the current preschool or a preschool report will be requested, along with informally interviewing the Child. Formal assessment may be carried out prior to the commencement of Foundation classes.
- Immunization and birth certificate proof must be sighted by the school prior to enrolment. A health check is also required and this is usually via communication with the child's pre-school teacher.

FEE INCOME VERIFICATION
Appendix 2

Family Name: _____ **Given name:** _____

Horizon Christian School POLICY ON FEE ACCOUNT PAYMENTS

TERMS AND CONDITIONS:

Payment of Fees is required as per your selected plan below.

It is your responsibility to contact the Business Manager's Office if you are unable to make a payment by the due date. The Business Manager will negotiate with families with unresolved overdue accounts.

A student may be restricted from entering a new term at the School while fees for the previous term are unpaid. An alternative arrangement is agreed upon in writing through negotiations with the Business Manager.

Unless a prior arrangement has been sought and agreed upon in writing a \$20.00 monthly accounting fee will be charged on accounts not paid within 30 days of the due date. Any cost or expenses incurred by Horizon Christian School in the management of overdue accounts are payable by the debtor.

Withdrawal of a student requires one school term's notice by parent, in writing, to the Principal.

If such notice is not given, one term's tuition fee will be charged. For example students leaving at the end of Term 3 (students excepted), written notification to be received by the first day of Term 4.

INCOME CLASSIFICATION 2015 (please select below):

Standard Fee (taxable family income above \$60 000)

***ATO Notice of Assessment 2013-2014 must be enclosed with return of this form**

*** Level 2 - Income below \$60 000** (taxable family income) (must include ATO NOA)

*** Level 3 - Income below \$45 000** (taxable family income) (must include ATO NOA)

Level 4 - School Card (Application must be submitted before term 3 2015)

*** Level 5 - Centrelink Income Only** (taxable family income below \$10 000) (must include ATO NOA)

If applicable also select -

Staff (Horizon CS)

I/We confirm selection above is in accordance with my/our family income -

ENROLMENT POLICY

I have read and understand the summary of "Terms and Conditions" that were agreed to on enrolment.

Signature Parent/Guardian

Date

Signature Parent/Guardian

Date

Print Name

Print Name

*** Level 2,3,5 ATO Notice of Assessment 2013-2014 must be enclosed with return of this form**

METHOD OF FEE PAYMENT

Other than already established plans or arrangements/Direct CR facilities are **NOT** available for payment of scho

OPTION 1 – CASH/CHEQUE/CREDIT CARD/EFTPOS:

- Annual Payment by 13th February 2015 (*Discount 6%*)
- 4 Payments with last date for payment: (*Discount 4%*) February 13, May 8, July 31, Oct 23
- Full Payment on or before _____ 2015

OPTION 2 – DIRECT DEBIT: through Horizon Christian School EFT Process

DD Payment Plan and Account Details forms are sent to you and returned signed prior to EFT commencing.

Calculate my Direct Debit as all equal payments, please ✓

- Direct Debit **Annual Payment (*Discount 6%*)** one payment **February 13**
- Direct Debit **4 payments** **February 13, May 8, July 31, October 23 (*Discount 4%*)**
- Direct Debit **11 monthly** instalments commencing **February 6** (*M1 first Friday of each month*)
- Direct Debit **11 monthly** instalments commencing **February 20** (*M15 first Fri after 15th each mo*)
- Direct Debit **24 fortnightly** instalments commencing **February 13** (*F1 alternate Fridays*)
- Direct Debit **24 fortnightly** instalments commencing **February 20** (*F2 alternate Fridays*)
- Direct Debit **48 weekly** instalments commencing **February 6** (*every Friday*)

BUILDING FUND DONATION (Tax Deductible):

Building Fund Donations assist us to meet the commitments of recent and current projects and to plan for future developments (*refer to Building Fund Information Sheet*).

Voluntary Building Fund Donation suggested amounts per family per year:

Standard Fee Level \$200

Income Below \$60 000 \$100

Centrelink Income Only \$50

Please select your Voluntary Building Fund Contribution:

Option 2 Direct Debit (included in your payment plan above)

The amount selected will be included in equal payments in your Direct Debit payment plan.

Building Fund Tax Deductible Receipt for amount selected will be posted to you prior to June 30.

In 2015, I/we would like to contribute to Horizon Christian School Building Fund.

My Donation will be: \$200 Other \$ _____

Option 1 Cash/Cheque/Credit Card/Eftpos (included in your payment plan)

The amount selected will be included in your payment plan.

Building Fund Tax Deductible Donation Receipt will be issued with your first payment.

In 2015, I/we would like to contribute to Horizon Christian School Building Fund.

My Donation will be: \$200 Other \$ _____

Option 3 Cash/Cheque/Credit Card/Eftpos (NOT included in your payment plan)

The amount indicated will **not** be included in your payment plan and can be paid when you choose. In your selection assists with our planning.

Building Fund Tax Deductible Donation Receipt will be issued at the time of payment.

In 2015, I/we expect to contribute to Horizon Christian School Building Fund.

My Donation will be: \$200 Other \$ _____

ENROLMENT POLICY

SCHOOL BUS

School Bus travel fees will be included in your payment plan Issued.

Standard School Bus Travel- all buses except Owen/Mallala

The charge applies irrespective of the number of times a week the bus is used.

Please complete ✓ for each child.

Student Name	Yr	Charges
_____	_____	\$200 Per year
_____	_____	\$100 Per year
_____	_____	\$50 Per year
_____	_____	free
_____	_____	free

CLASS SIZE POLICY
Appendix 3

Introduction:

The Horizon Christian School Class Size Policy reflects the care Horizon exercises to maintain effective levels of educational support for each student.

Purpose:

The purpose of this policy is to clearly state the expected sizes for classes at Horizon Christian School.

Policy:

Recommended Class size numbers are outlined in the table below:

Class	Size	Variation
Reception	20 Students	Up to and including negotiation and support for
Years 1 - 6	26 Students	Up to and including negotiation and support for
Years 7 - 12	26 Students	Up to and including negotiation and support for <i>(* over these numbers negotiated with Board + s</i>

Whilst every effort is made to adhere to these class sizes, occasionally exceptions can occur due to special circumstances. The Principal (or delegate) will inform the Board, (or the Board Executive if it is an urgent matter), for permission to exceed these maximum class size numbers, on a case-by-case basis. In each case, the class teacher will be counselled first by the Principal (or delegate).

* Years 1 – 6 Should the total number of students in any one year level exceed 30 – in the one class (including those currently attending and those enrolled, waiting to commence), multiplication into two classes of equal proportion shall occur, subject to how this affects mixed year level classes. The process for this to occur will include the successful engagement of an additional teacher & the availability of class room floor area to accommodate the additional class.

* Years 7 – 12 Should the total number of students in any one year level exceed 30 – in the one class, multiplication into two classes of equal proportion shall occur. The process for

this to occur will include the successful engagement of an additional teacher and the availability of class room floor area to accommodate the additional class.