

# CAMPBELLTOWN ANGLICAN SCHOOLS

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**BROUGHTON**  
ANGLICAN COLLEGE

*Life Through Christ*



ST PETER'S  
**Heart**

*Life Through Christ*



**ST PETER'S**  
ANGLICAN GRAMMAR

*Life Through Christ*

## **Enrolment Policy**

CPo201

**CASC**

**Broughton Anglican College  
St Peter's Anglican Grammar  
St Peter's Heart  
Central Services**

## **1. Introduction**

Campbelltown Anglican Schools' Council develops and reviews policies necessary for the proper functioning, governing and operation of the Council and The Schools to manage risk, provide strategic guidance, monitor strategic progress and operational performance and to satisfy its legal obligations (see section 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. This policy should be read in conjunction with each School's Enrolment Procedures.

## **3. Biblical Basis**

CAS seeks to offer families an education profoundly shaped by the Christian faith. Therefore, policies and supporting procedures will be 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. Introduction**

Campbelltown Anglican Schools are non-selective, P to 6 and P to 12, Anglican Schools within the Diocese of Sydney, providing education for boys and girls within a biblical context and underpinned by Christian teaching and values. In applying a biblical worldview, the Schools seek to show respect to all by working towards transparency and openness in the enrolment process. This is particularly important given that all students will experience the biblical worldview, integrated and expressed in all aspects of the Schools' teaching, learning, social and cultural development.

### **4.2. General Enrolment Criteria**

Applications for enrolment may be made at any time.

Children who are Australian Citizens or Permanent Residents are eligible for enrolment at the Schools. The Schools are not registered with CRICOS, therefore they cannot enroll overseas students or anyone studying on a student visa.

Where a family relationship exists with the school, consideration will be given where the student is a:

- 4.2.1. Sibling of a current or former student at a CASC school
- 4.2.2. Child of local clergy
- 4.2.3. Child of a parishioner of Campbelltown Anglican Churches
- 4.2.4. Child of parents/carers involved in other Christian churches.
- 4.2.5. Child of a former student of a CASC school
- 4.2.6. Child of a CASC staff member
- 4.2.7. Person who demonstrates attitudes, values and priorities that align with the Schools' ethos.

Student consideration will include:

- 4.2.8. The contribution that the student may make to the School, including sports and co-curricular activities
- 4.2.9. Reports from previous schools or before school service, for example, an early childhood educator's Transition to School Statement.

The School will:

- 4.2.10. Meet the individual needs or capabilities of the student, including any students with a disability unless there is an unreasonable burden placed on the School.

Other considerations:

- 4.2.11. When the School receives the enrolment application, the Principal, or their delegate, will meet with the student and their parent(s) / carer(s) before offering enrolment.

St Peter's Heart

- 4.2.12. St Peter's Heart has been established as a school for a specific purpose. In light of this there are specific criteria that potential students must meet in order to be considered for enrolment. St Peter's Heart has identified with NESAs that it will provide education for students who are diagnosed with a mild to moderate Autism Spectrum Disorder or mild to moderate Intellectual Disability.
- 4.2.13. Prospective parents and carers should contact the school for comprehensive enrolment criteria including requirements for specialist reports.

**The Schools have absolute discretion in determining the weight of each factor it considers in deciding whether to offer enrolment for the student.**

### 4.3. Conditions of Enrolment

- 4.3.1. The respective Principal determines the courses offered and the teaching practices used. The courses and programs offered at the schools may be amended at the discretion of the Principal.
- 4.3.2. Students must attend school throughout the school year. The parent/carer must explain absences from school via the method indicated by each school.
- 4.3.3. Students and their parents or carers shall adhere to the policies and procedures of CAS.
- 4.3.4. Parents support their child being taught from a biblical perspective in all courses and during school activities while rigorously meeting syllabus outcomes. This is in addition to attending Biblical Studies, Chapel and biblically oriented activities conducted at or by the relevant schools.
- 4.3.5. Students and their parents/carers are expected to attend all evening Term Services, Information Nights, Parent and Teacher interviews, Presentation Evenings and other official evenings and events as determined by the respective Principal.
- 4.3.6. All students are expected to wear the school uniform
- 4.3.7. Students are required to conduct themselves in a manner consistent with CAS values of diligence, respect, compassion and integrity.
- 4.3.8. Students are responsible for their personal belongings, and CAS will not be liable for any loss of belongings.
- 4.3.9. Parents/carers agree to support the Principal or their delegate in disciplinary actions deemed appropriate including strategies to modify student behaviour. These actions may include:
  - withdrawal of privileges
  - detentions at lunchtime or after regular school hours where due notice has been given to parents/carers
  - suspension
- 4.3.10. Students would normally be required to withdraw from CAS for a leave of absence over one term.
- 4.3.11. Alternatively, parents may seek *exemption from enrolment* or *exemption from attendance*. However, these categories of leave require specific conditions as defined by the Minister of Education.
- 4.3.12. Notice of intention of withdrawal is required in writing addressed to the Principal. One term's notice is required. In lieu of one term's notice one term's fees will be payable.

4.3.13. Students who are accepted for enrolment at Broughton and St Peter's can remain enrolled until the completion of Year 12 under the following considerations.

- CAS are able to reasonably provide necessary and ongoing teaching, learning and physical support for children with additional needs including those with a disability and gifted and talented students. This being especially relevant to the changeover from Primary/Junior school to Senior School.
- The behaviour of a student doesn't jeopardise continued enrolment. This being especially significant at the changeover from Primary/Junior school to Senior School.
- Financial reasons force a change of enrolment status (Non-payment of fees).
- In either case, collaborative discussions with parents and key staff will take place to determine the most effective way forward for the child, family and school.

4.3.14. The requirement to give one full term's notice (outlined in the previous paragraph) applies to this scenario.

4.3.15. Exclusion from the College

- Continual disobedience or serious breaches of discipline may result in a student being suspended from school. Suspension may occur where a student's gross misconduct or continual disobedience affects the care and well-being of other students and staff and/or obstructs the teaching and learning environment or is a harmful, dangerous example to other students. The student's return after a suspension is at the discretion of the respective Principal or their delegate after a meeting with the students and their carer(s).
- Where the respective Principal, or any person deputising for them, considers a student guilty of a serious breach of rules or has otherwise engaged in conduct that is prejudicial to CAS or its students or staff. In that case, the respective Principal or their delegate may exclude the students permanently or temporarily from CAS.
- Where the respective Principal believes that a mutually beneficial relationship of trust and cooperation between a parent/carer and CAS has broken down to the extent that it adversely impacts that relationship. In that case, the respective Principal, in consultation with the CEO, may require the parent/carer to remove the child from CAS.

**No refund of fees will apply in any of these cases.**

4.4. Mutual obligations

There are obligations on both the families and the schools in the enrolment processes of CAS. They include:

- 4.4.1. Parents and carers will fully disclose all the information requested by the Schools.
- 4.4.2. The School will be honest and clear in disclosing all information to parents and carers of prospective students in aiding them to make informed enrolment decisions.
- 4.4.3. The parents and carers will make their own assessment of the School's ability to serve the needs of their children.
- 4.4.4. Parents' or carers' acceptance of an offer of enrolment will stand as an acceptance of the Conditions of Enrolment (4.3).
- 4.4.5. The respective Principal will make the final decision to offer or not to offer a child a place at the School.
- 4.4.6. Australian law applies to all enrolment applications, including any exemptions that may be in place.

## 5. Stakeholders

The CAS community, prospective students and their families.

## 6. Communication Plan and Visibility

- 6.1. This policy will be available to staff via on CAS Central.
- 6.2. A copy of the policy will be included in the Schools' prospectus.
- 6.3. This policy will be displayed on the website and a link to the same in the Annual Report.

## 7. Ownership and approval of policy

This policy is owned by CASC and will be approved the CEO.

## 8. Evaluation and Review

The policy will be reviewed biennially by the CEO.

<b>Approving authority</b>	CASC
<b>Date reviewed</b>	27/11/2025
<b>Version number</b>	V3.2
<b>Summary of changes</b>	Updated 4.2.3, grammar
<b>Next review (Date)</b>	27/11/2027
<b>Document Advisor (Name and title)</b>	Andrew Middleton - CEO Peter Lee - Risk, Compliance and Quality Assurance Manager

## 9. Definitions

Refer to CPo111 Definitions Policy

## 10. Related documents

Nil