Enrolment Policy

1. Purpose

Christadelphian Heritage College Sydney Ltd. (College) is committed to a fair, transparent and consistent enrolment process that supports its Christadelphian ethos. The College seeks to provide education for as many Christadelphian children as practicable, while welcoming families who understand, respect and support that ethos as set out in the College Ethos document.

2. Scope

This Policy applies to Kindergarten to Year 12 enrolment applications and decisions concerning waiting lists, offers of enrolment, class sizes and continued enrolment.

3. Application and enrolment decisions

3.1

Applications may be made at any time by a parent or carer. Enrolment is not guaranteed.

3.2

Parents and carers must provide complete and accurate information. Material non-disclosure or misleading information may result in an application being declined or an offer withdrawn, subject to applicable law and procedural fairness.

3.3

The Principal determines applications and the weight given to relevant factors, exercising discretion reasonably, consistently with this Policy and in accordance with applicable law. The College is not required to fill every available place.

3.4

Before declining an application on the basis of adverse or disputed information, the College will give the parent or carer an opportunity to respond where fair and appropriate.

4. Assessment of applications

4.1

The College will assess each application having regard to:

(a) the willingness of the parent or carer to acknowledge and support the College's ethos and reasonable expectations, and the applicant's willingness, having regard to age and capacity, to respect those expectations;

(b) previous schooling, conduct, attendance and demonstrated educational or support needs;

(c) available places, class size, staffing, facilities and resources; and

(d) the College's capacity to provide an appropriate educational program and reasonable adjustments.

5. Enrolment priorities

5.1

When assessing enrolment applications, the College will ordinarily apply the following order of priority:

(a) an applicant who:

i. is a member of a Christadelphian ecclesia;

ii. consistently attends a Christadelphian Sunday School; or

iii. has a parent or carer who is a member of a Christadelphian ecclesia;

(b) applicants from a family seeking enrolment for more than one child; and

(c) the date on which the complete application was received.

5.2

Eligibility for priority will be verified under the Enrolment Procedure. Priority does not guarantee enrolment, which remains subject to the suitability of each application, completion of College requirements, interview, available places, College capacity and applicable law.

5.3

Applicants within the same priority category will ordinarily be ranked by the date the complete application was received. The Principal may depart from the usual order in exceptional circumstances and must document the reasons.

6. Enrolment capacity

6.1

The College will ordinarily operate one class per year level and should not exceed a whole-of-College enrolment of 300 students.

7. Interviews

7.1
The applicant and parent or carer will be interviewed by the Principal or delegate to discuss the application, the College's Christadelphian ethos and expectations, and the College's capacity to meet the applicant's needs.

7.2
As a condition of enrolment, the parent or carer must acknowledge the College's Christadelphian ethos and agree to support the College's reasonable expectations, policies and practices arising from that ethos.

7.3
An applicant entering Year 7 or above must also acknowledge the College's Christadelphian ethos and agree to respect the College's reasonable expectations, policies and practices arising from that ethos.

8. Applicants with disability and reasonable adjustments

8.1
Applicants with disability will be considered for enrolment on the same basis as applicants without disability. The College will consult with the applicant, where appropriate, and the applicant's parent or carer to determine and review any reasonable adjustments that may be required. The College may seek advice from relevant staff, specialists and other professionals, and will document material decisions in accordance with applicable law.

9. Offers, waiting lists and continued enrolment

9.1
The College may offer a place, place an applicant on a waiting list, seek further information, postpone a decision or decline an application. A waiting-list place does not guarantee an offer.

9.2
Enrolment is subject to completion of College requirements, acceptance of the enrolment agreement and applicable fee schedule.

9.3
Continued enrolment is subject to compliance with the enrolment agreement and College policies, including reasonable expectations concerning attendance, engagement, conduct and payment of fees, considered in light of the student's individual circumstances.

9.4
Any decision affecting continued enrolment must comply with applicable law, procedural fairness and College procedures. A parent or carer may seek review of an unfavourable decision through the Complaints Handling Policy and procedure.

10. Fees

10.1
The College Board will determine the fee structure annually.

10.2
The fee structure may include reduced fees for Christadelphian families in recognition of the financial support provided by the Christadelphian community.

10.3
Where practicable, fees for the following year will be published before the end of the current year.

11. Responsibility and review

11.1
The Principal is responsible for administering this Policy and determining applications, subject to matters requiring College Board approval.

11.2
This Policy will be reviewed on the stated review date or earlier following relevant changes to law, governance or College operations.

Related documents and legislation

- **College documents:** College Ethos document; Enrolment Procedure; Privacy Policy; Complaints Handling Policy and procedure; enrolment agreement; fee schedule.
- **Commonwealth legislation:** Disability Discrimination Act 1992; Disability Standards for Education 2005; Racial Discrimination Act 1975; Privacy Act 1988, where applicable.
- **NSW legislation:** Anti-Discrimination Act 1977.

DOCUMENT CONTROL

1. Ownership and approval of this document

Role	Name	Date
Owner	Principal	October 2026
Approver	College Board	October 2026

2. Review

Stage	Date
Original policy	July 2024
Policy revised	October 2026
Last review	October 2026
Next review due	August 2031