

Enrolment Policy

Rationale

The Enrolment Policy at Bayview is set by the Bayview School Board. Bayview is an inclusive co-educational Christian School that serves the community of Portland and surrounding areas. Students at Bayview come from a range of different social, cultural, religious and economic backgrounds. The diverse nature of the student body and the students' many individual talents, interests and skills enrich and benefit the entire school community.

Policy Statement

When applications exceed the number of available places, our enrolment policy is to fill positions in the following order:

- Preference is given to those students whose brother(s) or sister(s) are already attending Bayview
- Children who are from families where at least one parent is an active member of one of the member churches
- Children from other families who are interested in a Christian education and are willing to support the ethos of Bayview College

Enrolment acceptance at Bayview is not dependent on the race, colour, creed or the ability level of students. Consideration may be given to maintaining an approximately equal balance of boys and girls at each year level.

Procedures for Implementation

Applications for enrolment are taken at any time. A fee of \$50.00 (Including GST) is payable on lodgement and is non-refundable. In the case of children seeking entry into Year 7, Bayview recommends that applications be submitted by the end of March of the year prior to the year of commencement, if not earlier.

During the year, Open Days are held where parents and prospective students are given a school tour. The school's philosophy and practices are explained. Parents who have made application for enrolment or who are interested in finding out more about the school are invited to attend.

Parents and their child are invited to the school for an enrolment meeting with the Principal or his/her delegate. This meeting will focus on building an understanding of the student's Learning Profile and areas of interest. Some families may also meet with the Inclusion Coordinator or Student Welfare Coordinator to develop a deeper understanding of a student's particular needs. Student places are offered once meetings have been completed. Parents are informed by letter of the status of their enrolment application.

Acceptance of Enrolment Offers

When receiving an offer of enrolment, families are asked to confirm the enrolment and reserve the place through the payment of a deposit of \$250.00 which is non-refundable if the student fails to commence at Bayview, except in instances of relocation out of Portland. This fee is a deposit which is credited to the student fees in their commencement year.

Entry through the Year Levels

Enrolment applications for families seeking to enrol children in year levels other than Year 7 are processed as they are received. If a place is not immediately available, student names are added to a waiting list. As with all schools, families are mobile and parents do relocate for work and for other reasons. Each year, throughout all classes, a number of transfers occur and hence it is worthwhile for parents to make enquiries.