

## Rationale

The Enrolment Policy at Bayview College is set by the Bayview 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 siblings 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 son/daughter 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 individual 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 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, transfers occur and hence it is worthwhile for parents to make enquiries.

## Exchange Students

Students on overseas exchange may be enrolled by a VRQA approved Student Exchange Organisation (SEO) to provide cultural and educational benefits to students and the school community. The VRQA State Register is accessed on the VRQA Website [www.vrqa.vic.gov.au](http://www.vrqa.vic.gov.au) to check SEO eligibility and approval.

Student exchange will be enrolled for a period of at least four weeks and no more than 12 months duration as a full-time student and travel on a student visa (subclass 500) issued by the Australian Government.

On enrolment the SEO provides the host school with host family and exchange organisation details and information about the student, including copies of school and other reports as requested. Students on exchange will adhere to school policies in the same way as any other enrolled student, and the SEO hosting family will be contacted as guardian should any issues/incidents arise.

## Associated Documentation

- Student Code of Conduct
- Staff Code of Conduct
- Child Protection Policy
- Complaints and Grievances Policy
- Fees Policy
- Scholarships and Bursaries Policy
- Parent Code of Conduct