

TVAC

Enrolment Policy

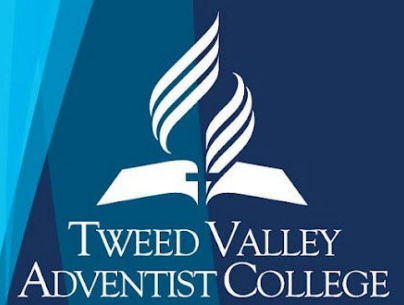
Principal: Michele Wilson

Board Chairman: Pr Vernon Parmenter

Created: April 2024

Next Reviewed: April 2025

Nurture for today, Learning for tomorrow, Character for eternity



Rationale:

Tweed Valley Adventist College (TVAC) operates an open, but selective enrolment policy. Admission to the school is possible irrespective of the applicant's race, colour and nation of origin. The school is operated not only for the members of the Seventh-day Adventist community but also for those in the broader community who are committed to the values and the ethos of the school. Whilst no religious test is applied to applicants, all students are expected to live in harmony with the standards and regulations of the school. They are also expected to share fully in the life and program of the school, including devotional activities and Biblical Studies.

Enrolment Policy

Applications

Applications for enrolment may be made at any time by the parent/carer(s) of students to commence at a nominated SDA school.

Students enrolling in K-12 at the school for the first time will be at least 5 years of age on or before 31 July of the enrolling year. Students enrolling in Pre-Kindergarten classes will be at least 4 years of age on or before 31 July of the enrolling year.

Please Note: Individual SDA schools may vary in the starting age of students. Kindy students at TVAC must turn 5 by 31 March.

An enrolment form for each student should be completed and returned to the school's administration office along with the students previous academic reports and immunisation certificate. All applications must be accompanied by a \$50 application fee to be processed. The fee is not refundable except in the instance your application is not accepted by the school.

Students with particular "Special Needs", whether that is severe remedial needs through to physical or behavioural concerns, follow the same enrolment process as all other students. It is important though for families that feel that their child is a "Special Needs" enrolment to share that fact and supporting documentation early with school administration and to also be aware what they hope/expect the school to do for their child.

The TVAC School Council will consider all applications, and a student *is not considered fully enrolled* until such final approval is given. A letter of offer will be sent once a student is accepted.

Immunisation Requirements

All schools are required to request an immunisation certificate at enrolment.

The school will then:

- record each child's immunisation status in a register and retain copies of approved immunisation certificates for a period of three years after the child has ceased to attend the school;
- provide a copy of a child's immunisation certificate to a school that the child has transferred to (on request);
- notify the public health unit if an enrolled child has a vaccine preventable disease, or if they reasonably believe that an unimmunised enrolled child has come into contact with someone who has a vaccine preventable disease;
- exclude unimmunised children at risk of contracting a disease from attending school on the direction of a public health officer.

Processing Applications

1. The school will base any decision about offering a place to a student on:
 - Family Relationship with the school:
 - the applicant coming from a Seventh-day Adventist family;
 - sibling of a current or ex-student;

- whether they hold attitudes, values and priorities that are compatible with the school ethos.
 - The Student:
 - the contribution that the student may make to the school, including the co-curricular activities;
 - any special needs or abilities of the student;
 - the student's reports from previous schools.
 - Other Considerations:
 - order of receipt - when the application to enrol is received by the school.
2. The school will meet with the parent/caregiver(s) of the students before offering a place.
 3. The school has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student. ANNUAL REPORT 2023 Tweed Valley Adventist College Reporting on the 2022 Calendar Year Seventh-day Adventist Schools (NNSW) Ltd Page 19 of 34

Ongoing Enrolment

Enrolment is automatically reoffered each year unless otherwise stated by school administration. The school may not re-offer enrolment at the school based on situations ranging from the student making unsatisfactory academic progress, not attending consistently, and the student and the parent/carer(s) not observing all behavioural codes of conduct, unresolved fee payment concerns and other requirements of the school which are applicable from time to time. In all cases the school will enact due diligence and allow for dialogue, negotiation where applicable and the formulation of alternate schooling plans for the student concerned.