



*'Quality Christian Education in a Caring Environment'*

## **GOOD SHEPHERD LUTHERAN COLLEGE ENROLMENT POLICY AND PROCEDURES**

Version 100201

### **Rationale**

This policy provides the guidelines for enrolment into Good Shepherd Lutheran College.

### **Enrolment Policy**

Good Shepherd Lutheran College, Noosa which is owned and operated by the Lutheran Church of Australia, Queensland District, offers its programme in Christian Education to all applicants regardless of religion, ethnic origin, gender, ability or disability, provided that Adequate classroom and specialist facility space and resources are available and that parents seeking enrolment for their child/children undertake to support willingly and freely the stated purposes of Good Shepherd Lutheran College.

It is the policy of Good Shepherd Lutheran College that:

- (a) Parents seeking enrolment for their child/children undertake to support the College in its creation of a community of faith, which will both nurture and support Christians in their faith and reveal the gospel of Christ to those who do not yet hold that faith.
- (b) We acknowledge as important that students experience continuity in belief and values in their formative years. When children are enrolled, parents undertake to support the beliefs and values which underpin the College and support daily Christian worship as part of school life.
- (c) Where applications exceed the number of places available, the following order of preference shall normally apply:
  1. Children from Lutheran families;
  2. Children with siblings already in attendance at the College;
  3. Students whose parents are current members of staff (teaching and non-teaching);
  4. The time of Application;
  5. The need to maintain gender balance;
  6. Children from families who are willing to accept and support the aims, objectives and philosophy of Good Shepherd Lutheran College, Noosa.

The above order of preference will not apply to students who are offered scholarships.

Regardless of the above order of preference, no student shall be regarded as having automatic right of acceptance.

### **Enrolment Procedure**

The procedure that the College follows in the enrolling of new students is as follows:

1. Upon request, an Application for Enrolment form is sent out to the prospective parent (one form per student);
2. Parent(s) and/or guardian(s) are to complete the Application for Enrolment form and the Data Collection form. On the Application for Enrolment form, they are expected to make full declaration of all infectious diseases and disabilities which might impact on the College's ability to provide adequate educational services for the student or other students, or which might require special services or facilities. The College will comply with anti-discrimination legislation in implementing its enrolment policy;

3. When completed, the Application Form is lodged with the College Registrar, accompanied by an application fee (one fee per family) and any documentation requested on the Application form, including the student's last 2 school reports (*Note: Year 8 and upwards reports should give some indication of the years of study/periods per week completed in various subjects*). This must happen before any consideration is given to the enrolment of the student. The non-refundable Application fee (currently \$110.00) pays for the processing of the application for enrolment (i.e the interview with the Principal, postage, phone calls and other sundry items);
4. On receipt of a completed application, the Registrar enters the student's name and year level onto the College's applicant database for the year of enrolment applied for. (Please note that lodging an application form and fee does not automatically gain acceptance into the College.)
5. Prior to enrolment being offered, parent(s) and/or guardian(s) are expected to attend an interview with the Principal and/or the appropriate Head of Section. Parent(s) and/or guardian(s) s will be contacted by the College Registrar to arrange a mutually convenient time for this purpose.
6. The College Principal and applicable head of section assess the application and the interview and decide whether to make an offer of enrolment, unless financial or other issues are identified and need to be resolved before a recommendation can be made by the Principal;
7. After the interview, the student's name will be placed on a waiting list. Payment of a Waiting List Bond, although not compulsory, places the student in a priority category. When an offer is able to be made, the Waiting List Bond is deducted from the Student Bond so that only the balance remaining is required to be paid. If an offer is declined, the Waiting List Bond would be forfeited. However, this Bond will be refunded if the College is kept informed of changes to the student's enrolment requirements prior to an offer being made.
8. If an offer of enrolment is made and accepted, a Student Bond is payable to the College and the enrolment contract is issued and signed. All signatures on the enrolment contract need to be witnessed by a disinterested third party. The enrolment Contract shall not be regarded as binding until such time as the Student Bond has been paid;
9. The Enrolment Contract is a legally binding commercial contract and can only be terminated by the withdrawal of the student(s) from the College in accordance with the terms of the enrolment contract. The Enrolment contract contains an agreement to accept the policies and procedures of the College. The College reserves the right to terminate the enrolment contract when a disclosure of a student's needs has not been provided or if there is a serious or persistent breach of the College's Code of Behaviour on the part of the student. Specific Polices are available on request and where significant changes are made to policies and procedures, these will be conveyed to parents in the form of a written notice by way of the weekly newsletter or via special mailing;
10. The Enrolment Bond is refunded when the student leaves the College, providing there is no money owing to the College at the time, all other conditions of the enrolment contract have been met (for example, the requirement of one term's notice in writing being given) and all college-owned property returned to the College (including laptops, hire books, library books etc.). However, the Bond will not be refunded if the offer of placement is accepted but withdrawn before the student starts school;
11. Once steps 1-9 have been completed, a place for the applicable year level becomes available and the relevant calendar year commences (i.e at 1 January of that year), the student will be rolled into the College's student database and will be considered an enrolled student of the College.
12. This enrolment policy should be read in conjunction with the *Good Shepherd Lutheran College Credit Policy* especially in regards to the clauses that deal with the payment of school fees and conditions regarding the withdrawal of students from the College (clause 9.1).

115 Eumundi Road  
Noosaville QLD 4566

PO Box 1288  
Noosaville DC QLD 4566  
ABN 48 313 148 724



P 07 5455 8600 F 07 5449 8086 E [gslc@gslc.qld.edu.au](mailto:gslc@gslc.qld.edu.au) W [www.gslc.qld.edu.au](http://www.gslc.qld.edu.au)



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13. There will be a departure from the above procedure when the student being enrolled is a student external to the College who has been offered a scholarship. This process is covered in the College's Scholarship Policy and Procedures.

Notes to the above and other Considerations:

- (a) It is important to note that Good Shepherd has waiting lists for acceptances across most year levels;
- (b) The CONTINUED enrolment of all Students of Good Shepherd Lutheran College will depend on compliance with all the terms and conditions as detailed in the Enrolment Contract (This will include but not be limited to the payment of fees in a timely manner, compliance with College policies, full disclosure of infectious diseases, disabilities etc.)
- (c) Part-time enrolment: Enrolment in the College may be on a part time or a full time basis. If part-time, fees and charges are those charged for full time enrolment, unless prior arrangements are made with the Business Manager and approved by the Principal for a pro rata fee arrangement;
- (d) Enrolment Deferral: If a student wishes to defer enrolment, a place can be held but charges and fees must be paid, unless prior arrangements are agreed to by the Principal. If a family does not accept an enrolment but wishes to defer enrolment for a period of time and not hold a place, the student joins the end of the appropriate waiting list, if applicable;
- (e) Overseas Student Enrolment: Enrolment in the Good Shepherd Lutheran College - Overseas Student Program is subject to special conditions and depends upon a suitable Homestay family Arrangement being available. Please contact the College Registrar for more information;
- (f) Medical Insurance for Students: Included in the School fees is a 24 hour student accident insurance cover, as well as school ambulance cover for the first conveyance trip while on school activities. The College holds Public Liability Insurance in the case of injury involving negligence by the College
- (g) School Community: Enrolment at Good Shepherd Lutheran College assumes a commitment by parents to the life of the College. This commitment may include, but is not limited to:
- (i) Supporting the Christian ethos of the College;
  - (ii) Attendance at parent/teacher nights and information evenings held by the College;
  - (iii) Service to the College on a College committee (e.g. Tuckshop) where able;
  - (iv) Attendance at special celebrations/events held by the College including the College supported church services, and participation at Shepherd's Fair, where able.
- (h) Disciplinary Matters: Enrolment at Good Shepherd Lutheran College also assumes a commitment by the student in the life of the College. This commitment includes, but is not limited to:
- (i) Supporting the Christian ethos of the College;
  - (ii) Adhering to the Main Principles set out in the College's Code of Behaviour requiring respect for Oneself, Others and the Community;
  - (iii) Applying him/herself to the best of his/her ability; and
  - (iv) Attendance and participation in events including the College supported church services, sporting activities held during term and Shepherd's Fair.

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- (i) Serious breaches of the College's Code of Behaviour may result in suspension or expulsion of the student. Such breaches may include, but are not limited to:
- (i) The possession, use or supply of illegal substances at school or on school based activities *(as is covered by the College's Drug Policy)*;
  - (ii) Major property damage or theft
  - (iii) Sustained or serious harassment or victimisation *(as is covered by the College's Bullying Policy)*; and
  - (iv) Sustained refusal to cooperate with College requirements for student behaviour *(as is covered by the College's Behaviour Management Policy)*
- (j) Uniform: Each student is required to wear full school uniform as per the Uniform Policy. A copy of this Policy is available from the College Office and is found in the Parent Handbook.
- (k) Camps/Excursions: Are considered an integral part of a student's education at Good Shepherd Lutheran College and are compulsory. Parents will be informed of the Camps and Excursions that are included in their child's schedule as they arise. Activity specific permission forms, including the extra costs involved in such activities, may require completion from time to time.
- (l) Curriculum Matters/Subject choices: Any matters concerning curriculum, courses, electives, and pathways will be addressed by the relevant Head of Section at the time of interview with the prospective applicant. There may be elective limitations and this will be the responsibility of the Head of Section to inform the parents of these. Places in specific courses cannot be guaranteed and courses are subject to change from year to year because of demand and hence, their viability.
- (m) Cultural Enrichment Activities: From time to time there are activities after hours with tutors who are not paid or engaged by the College. Parents contract privately with these tutors regarding payment of fees and the tuition offered. The College does not take any responsibility for students at these activities, but allows these tutors to use the facilities of the College for a nominal rental charge. Contact details for these tutors are available from the College Office.
- (n) Parental Access restrictions: Some students have custody orders concerning access by a parent (See Good Shepherd Lutheran College Family Law Policy in the Parent Handbook). It is the responsibility of the parent to inform the Principal in writing of these arrangements, and to provide evidence of these if required.
- (o) Privacy: Good Shepherd Lutheran College will comply with Privacy legislation requirements and its Privacy Policy appears in the Parent Handbook. Where there are special family / child circumstances that require additional privacy measures on the part of the College, the parent(s)/guardian(s) are required to communicate these in writing to the Principal.

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