



St Philip's Christian College Port Stephens Enrolment Policy

As an independent Christian educator and member of the AIS, St Philip's Christian College Port Stephens has a selective enrolment process. Enrolment to St Philip's is not only an educational agreement but also a financial contract. There are fees associated with enrolment to this College.

For students to be selected to attend St Philip's Christian College Port Stephens, an application and interview process will be conducted involving the student, families and the College. Access to this process and associated information is on the College website. As is legally required, there is information around the College Christian ethos, selection criteria and full financial disclosure around fees associated with enrolment and ongoing attendance to the College.

As required by NESAs and other Child Safety regulators, these are our obligations around enrolment –

Source of Obligation

The Registered and Accredited Individual Non- government Schools Registration Manual (3.6.2) requires the Principal of the St Philip's Christian College Port Stephens to keep a register, in a form approved by the Minister, of the enrolments of all children at the St Philip's Christian College Port Stephens.

The Registered and Accredited Individual Non- government Schools Registration Manual (3.6.2) requires St Philip's Christian College Port Stephens to provide a safe and supportive environment by maintaining a student enrolment register.

Student Enrolments

St Philip's Christian College Port Stephens keeps a register of enrolment applications for all students via initial application through Digistorm. Successful enrolments are all then entered into TASS as the central information system of the College and St Philip's Christian Education Foundation Ltd.

Information for Register of Enrolments

The register of enrolments records the following information for each student:

- name, age and address

- the name and contact telephone number of families.
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination.
- for students older than six (6) years, previous school or pre-enrolment situation.
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of:
 - the student's full name.
 - the student's date of birth.
 - the student's last known address.
 - the student's last date of attendance.
 - the families and contact details.
 - an indication of possible destination or other information that may assist officers to locate the student.
- any known work health and safety risks associated with contacting the family or student.

Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored off-site at regular intervals.

Implementation

The Principal and appointed delegates are responsible for the effective implementation of this policy.

Key References and Information Sources:

- Registered and Accredited Individual Non-government Schools (NSW) Manual 2021 (3.6.2).

St Philip's Christian College Port Stephens
"For the Whole of Their Life"

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Composition and Review – Sarah Deacon Risk and Compliance Manager (SPCC Foundation)
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