



Enrolment Policy and Procedure			
NESA Code:	B7.1		
1.Purpose:	This document outlines the principles, criteria, and administrative steps for student enrolment. It ensures a structured, transparent, and fair process that aligns with the school’s ethos, legal obligations, and operational requirements.		
2. Scope:	All prospective students, parent/carers, and staff involved in the enrolment process.		
Version Number	1.1	Authorised by:	Board Chair
Review date:	March 2027 (Annually thereafter)	Authorisation date:	Feb 2026
Policy owner:	Accelerate Christian Academy- Bourke		
Note:	This Procedure may be reviewed at any time at the discretion of the Accelerate Christian Academy NSW Ltd Board.		

5. Version History

Version	Date	Notes
1.0	Feb 2025	Created
1.1	Mar 2026	Major Revision: Consolidated the Enrolment Policy and the Enrolment Procedure into a single unified document to streamline administrative steps. Rebranded the school name to Accelerate Christian Academy – Bourke and updated the legal proprietor to Accelerate Christian Academy NSW Ltd. Formalised a structured seven-step enrolment process and established specific "Ongoing Enrolment Conditions" regarding attendance, academic effort, and conduct.

1. Policy Statement

The school is committed to providing a Christian education and bases enrolment decisions on a student’s potential to thrive within and contribute to our community. We maintain absolute discretion



in weighing enrolment factors to ensure alignment with our ethos and the ability to meet student needs.

2. Enrolment Criteria & Eligibility

- **Age Requirement:** Students must be five years of age on or before 31 July of their commencement year.
- **Selection Priorities:** Preference may be given based on family relationships (siblings or alumni) and whether the family's values are compatible with the school's ethos.
- **Student Assessment:** Consideration is given to reports from previous schools, academic progress, and the student's potential contribution to co-curricular activities.
- **School Capacity:** Offers are subject to the school's ability to meet a student's special needs and the availability of places.

3. Enrolment Procedure

1. **Submission:** The Registrar/Principal receives the Enrolment Application and confirms receipt with the family.
2. **Eligibility Check:** The Registrar/Principal verifies the student's age and ensures the application is complete.
3. **Assessment:** The Principal or Enrolments Committee evaluates the application against the selection criteria and available places.
4. **Interview:** A formal meeting is arranged with the Principal to discuss the school's ethos, expectations, and the student's academic/pastoral needs.
5. **Decision:** The Principal determines whether to offer a place. The school retains absolute discretion in this decision.
6. **Offer & Agreement:** An official Letter of Offer and Enrolment Agreement are issued. Enrolment is only finalised once the signed agreement and fees are returned.
7. **Induction:** The school provides orientation details, uniform information, and start dates.



4. Ongoing Enrolment Conditions

Continued enrolment is an "Ongoing Enrolment Condition" and is dependent upon:

- **Attendance:** Maintaining consistent attendance (typically above 85% as per attendance protocols).
- **Academic Progress:** Making satisfactory effort and progress in learning.
- **Conduct:** The student and parents/carers observing all behavioural codes of conduct and school requirements.

The Principal reserves the right to review or discontinue enrolment if these expectations are not met, particularly regarding persistent non-compliance with attendance and behavioural standards.



Staff Acknowledgment of Policy and Procedures

Policy/Procedure Name: B7.1 Enrolment Policy and Procedure

Version/Date: Feb 2026 V1.1

I, _____ (Full Name), acknowledge that:

- I have **read** the policy and procedures named above in full.
- I have **understood** the requirements, school expectations, and any legal obligations (where applicable) detailed within this document.
- I agree to **abide by** and implement these policies and procedures as described in the performance of my duties at the school.

Staff Signature: _____ **Date:** ____ / ____ / 2026