

ENROLMENT GUIDELINES

Families are welcome to drop into the school anytime to have a tour with a staff member. Our Enrolment Officer and other office staff will also go out of their way to clarify any issues regarding enrolment or to arrange a time to meet with the Head of Primary, Head of Secondary or Principal. Office hours are 8:00am – 4:30pm Monday to Friday during school terms.

ACC is a school founded by committed Christian people to serve Christian families in the educational nurture of their children. Families who are not Christians are very welcome to apply for enrolment and to join our school community. Such families do so agreeing that their children will receive an education that is firmly and authentically grounded in the Christian faith – a faith that is relevant to all areas of school life.

We often receive enrolment applications from students with special needs – these needs may be learning giftedness or challenge, physical talent or difficulty. As part of the enrolment process, the school will be transparent in indicating whether it has the wherewithal to meet your child's needs. Thanks for understanding that we may not be able to meet the needs of all prospective students, and hence, may decline enrolment. Any decision of the school to decline enrolment is final.

THE ENROLMENT PROCESS

Families seeking enrolment should complete the following steps:

1. Complete an [Initial Inquiry Form](#) and submit it online to enrol@acc.qld.edu.au or by post to Mrs Cathi Sands (The Enrolment Officer), Annandale Christian College, PO Box 1366, AITKENVALE Q 4814.
2. When your Initial Inquiry Form is received, you will be contacted and, if places are available in the relevant year levels, a mutually-convenient Interview time will be negotiated with one of the College Leadership Team. (Skype or telephone interviews can be arranged for families residing away from Townsville).
3. A [Confidential Principal's Reference Form](#) should be given to the current Principal for each child seeking placement at Annandale, requesting this form be sent to the College.
4. Both parents/guardians (if applicable) and the child/ren seeking placement should attend the Enrolment Interview.
5. Please bring to your interview the following:
 - Photocopy of student's Birth Certificate or Passport/Visa;
 - Copies of each student's most recent School Reports (including NAPLAN tests) if applicable;
 - Specialist reports (e.g. speech therapy, occupational therapy, medical specialists etc) pertaining to special needs (if applicable);
 - Any relevant legal documents (e.g. Family Court papers) pertaining to the care of the children;
 - A Pastoral reference (if available)
6. At the Principal's discretion, an interview with the Learning Support Coordinator may also be required.
7. Please Note: Failure to openly discuss your child's learning needs during the Enrolment Interview indicates a lack of trust in, and partnership with, the College. Should a situation arise where it becomes obvious after enrolment is offered that special needs have been concealed, continuing enrolment is in jeopardy.

The goal of the interview process is for open, two-way communication so that all parties are convinced of the 'best fit' for family and the college.

If an offer of Enrolment is given, you will be supplied with a Student Enrolment Form for each child (and other College documentation relevant to the enrolment process). **Parents have two (2) weeks from the date of offer to accept that placement and pay the Enrolment Deposit.**

An Enrolment Deposit (equal to \$300 for Kindy and Prep and \$500 per family for all other placements) is required to confirm acceptance of the enrolment offer. Enrolment Deposits are non-refundable (on change of mind or acceptance of place in another school) but credited towards term fees immediately the child commences in the College.