



# ST EDWARD'S COLLEGE

WHERE YOUNG MEN ACHIEVE

Enrolment Policy and Procedures

# St Edward's College Enrolment Policy and Procedures

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# 1. Introduction

This Policy & Procedures document sets out St Edward's College's ("the College") expectations in regard to enrolment.

St Edward's College is a non-selective Catholic 7-12 boys school governed by Edmund Rice Education Australia (EREA) NSW Ltd. The College is committed to providing a rich education which is authentic to the values which underpin the EREA Charter for schools conducted in the traditions of Blessed Edmund Rice; Liberating Education, Gospel Spirituality, Inclusive Community and Justice and Solidarity.

The College is a learning community which provides a contemporary, holistic and liberating education that challenges, nurtures and inspires young people in Years 7-12 to be aspirational regarding their future. Students are encouraged to strive to achieve their personal best, developing the necessary knowledge, skills, and attitudes to flourish in an ever-changing world.

St Edward's College aims to partner with parents in the education of their children through the provision of quality Catholic education aligned with the College Aspiration Statement and the EREA Charter.

# 2. Purpose and Objectives

This Policy seeks to articulate a just and consistent basis for the Principal to select those students who are to be offered a place at the College.

# 3. Scope

This Policy and its Procedures apply to all members of the College community.

# 4. Guiding Principles

- 4.1 The parent/carer/College partnership is integral to the education offered by St Edward's College, and all enrolments are conditional on parental/carer support. Consequently, if their child is offered a position, parents/carers are required to formalise their commitments with a written undertaking (St Edward's College Conditions of Enrolment) to support all facets of the College program, extending beyond formal education to encompass activities that nurture the spirit and contribute to personal development.

- 4.2 Education at St Edward's College is based on the Edmund Rice tradition, and so there is special concern to improve the lives and education of those who are materially poor, disadvantaged and marginalised by society.
- 4.3 As an Edmund Rice school, the College is guided by Catholic Social teaching, which states that each person possesses a basic dignity that comes from God, not from any human quality or accomplishment, not race, gender, age or economic status.' St Edward's College aims to provide an education where the dignity of each young person is paramount.
- 4.4 St Edward's College is committed to the principle of inclusion. Applications from families with children who have diverse needs are welcomed and the College will openly and transparently outline the extra support that can be provided from within the available resources of the College.

## 5. Policy

- 5.1 The Principal has absolute discretion as to the selection of students who will be accepted into St Edward's College and their continuing enrolment.
- 5.2 The Principal will consider the Guiding Principles outlined in this document when assessing applications and will balance competing priorities through reference to the EREA Charter and the needs of the College.
- 5.3 The Principal will establish the processes and procedures associated with the implementation of this Policy. These may be varied from time to time.
- 5.4 At enrolment, all students are required to be under the care of a parent or a legally recognised guardian, although the Principal may exercise discretion if it is considered to be warranted in a particular circumstance.
- 5.5 Overseas students who are not Australian citizens or permanent residents will not be accepted unless they are part of a recognised exchange program, have satisfied all Australian Government requirements and if there are any vacancies at the College.
- 5.6 As part of the application process, St Edward's College will occasionally require more information from the parent/s/carer/s or previous school regarding a student's medical needs, learning needs, disability, readiness for high school, attendance history and behavioural history. This information will be collected in accordance with Privacy laws and will be used to determine how best the College may offer a holistic learning experience for the student.

- 5.7 St Edward's College is a non-government independent Catholic school and therefore charges school fees for the provision of education and other services to students. It is expected that all school fees are paid within the year charged. There are no discounts offered for paying fees in total at the beginning of the school year. Fees are reviewed and updated annually. A non-refundable application fee applies upon application and a refundable deposit is required upon accepting an offer of enrolment. This deposit is non-refundable if an application is withdrawn prior to the student's confirmed commencement date. Otherwise, the deposit is credited to the family account when the student graduates or leaves the College. Students may not be permitted to participate in discretionary activities if accounts for fees remain outstanding.
- 5.8 As St Edward's College is an independent Catholic school, it does not offer sibling discounts for students with siblings attending other Catholic schools in the Diocese.

## 6. Considerations for Enrolment

When considering enrolment priority, the College Enrolment Committee will consider the families' acceptance of and commitment to the ethos and goals of the College, in conjunction with the following order of priority:

1. Catholic students currently attending Catholic primary schools.
2. Catholic students currently attending Government or Non-Government primary schools.
3. Students who have a brother/s enrolled at St Edward's College.
4. Students who are sons of past students of St Edward's College.
5. Students who are from other Christian denominational traditions.
6. Students who are from non-Christian faith traditions.

St Edward's College includes students and families from other Christian and non-Christian faith traditions, and we continue to invite and welcome such applications.

Equity of consideration will be given to all students regardless of their learning needs. Those students with diverse learning needs will be assessed and supported by the Diverse Learning faculty.

All students are expected to actively participate in the co-curricular life of the College. Parents must agree to supporting this expectation.

## 7. Procedures

This section describes the operational aspects of implementing this Policy and may be varied from time to time by the Principal, in response to changing circumstances.

### a. The Enrolment Process

The Principal, through the Director of Marketing and Enrolments, and the Enrolments and Community Liaison Administrator, is responsible for maintenance of the List of Applicants for enrolment to the College.

### b. Points of Entry

- i. The normal point of entry into the College is Year 7.
- ii. Where vacancies occur, students may be admitted into Years 8-12.
- iii. The number of students enrolled in each cohort may change from year to year.

### c. New Enquiries

Enrolment enquiries are accepted via the College website. Acknowledgement of enquiries will be made in writing to the address (email) provided by parents.

The enrolment process has three steps:

Step 1: Initial enquiry and application.

Step 2: Pre-Enrolment Interview.

Step 3: Offer of Enrolment and Acceptance.

#### 7.1 Step 1: Initial enquiry and application

7.1.1 An expression of interest/initial enquiry can be received at any time after birth.

7.1.2 On receipt of an initial enquiry via the website, an acknowledgement will be made with further information provided on the Enrolment process.

7.1.3 An application is made via the College website. This is a comprehensive process requiring student details, family details and an agreement that the College may contact the current school attended by the student for more information. All applications for enrolment require a non-refundable Application Fee to cover administration costs.

7.1.4 The applicant's information is stored in accordance with our Privacy Policy and entered on the List of Applicants for the requested year of entry.

7.1.1 It is the responsibility of the parent/s/carer/s to keep the College informed of changes in contact details, student medical information, behavioural records, learning needs and any other information relevant to the student's application for enrolment.

## 7.2 Step 2: Pre-Enrolment Interview

7.2.1 Soon after an application is received, an interview will be arranged with the parent/s/carer/s and the student. This interview will be conducted by a member of the College Senior Leadership Team and will take place on College premises.

7.2.2 The College may request further documentation or information relating to the application. Full and frank disclosure of requested information is required. In the case of students applying for a place in Year 7, updated information will again be requested closer to the potential commencement of enrolment.

## 7.3 Step 3: Placement/Acceptance

*Not all applicants will receive an offer of enrolment.*

7.3.1 The Principal, through the Enrolments and Community Liaison Administrator will inform the parents/carers of an offer of enrolment via email.

7.3.2 To accept the College's offer of enrolment, parents/carers are to:

- read and sign the St Edward's College Conditions of Enrolment document,
- pay the deposit.

7.3.3 If no offer of enrolment is made, the parents/carers will be informed by the Director of Enrolments/Marketing.

7.3.4 If an offer of enrolment is declined by the parents/carers, they will be given an option to keep the applicant's name on the waiting list for potential future enrolment.

## 7.4 Enrolment Procedure for applicants with Diverse Learning needs

Please be aware that the enrolment process for students requiring Diverse Learning support may require an extended period of time. This is to ensure that the appropriate levels of support are provided to the student and any adjustments are in place to successfully support the individual's needs. Additional documentation and a secondary interview/meeting may be required for us to best support students and their families.

## 8. General Information and Procedures on Enrolment

### a. Exclusion, withdrawal of a student and termination of enrolment

- 8.1 Parents/carers are required to provide no less than one term's notice (10 weeks) in writing of their intention to withdraw a student from the College, otherwise a penalty will be charged to the family account.
- 8.2 The College reserves the right to withdraw a student's enrolment where the student and/or their parent/s/carer/s are acting in a manner that is contrary to the Conditions of Enrolment.
- 8.3 Where information obtained by the College suggests:
  - (a) a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate the applicant's enrolment at the College is likely to be detrimental to other students, the staff, or the College; or
  - (b) the parents/carers are unwilling or reluctant to meet the financial commitment required for enrolling their child at the College, notwithstanding that the child be the sibling of a current student,

The Principal may decline to proceed any further with the enrolment process.

- 8.4 Continued enrolment at the College is subject to a student's satisfactory behaviour, performance, and commitment to the life of the College and will be reviewed on a regular basis. All enrolments will be reviewed at the end of Year 10 in preparation for Years 11 and 12. If continued enrolment is offered, the original enrolment contract (St Edward's College Conditions of Enrolment) will continue to apply.

### b. Academic Assessment

The College will conduct assessments for each student in the areas of mathematics, reading, and general reasoning. The assessment is not an entrance examination. Results, together with previous school reports assist to provide educational facilities best suited to individual needs. In addition, this information will enable the College to monitor and guide the progress of each student more effectively.

### c. Immunisations

Parents/carers are required to submit a current Immunisation History Statement for each student applying for enrolment at the College. Any applicant without an Immunisation History Statement will not be prevented from enrolling, however the student will be classified as not immunised and may be excluded from school if there is an outbreak of a vaccine-preventable disease at the College.



## 9. Relevant Legislation

St Edward's College will observe all relevant State and Federal Legislation in assessing students for enrolment, such as the:

- Education Act (1990) NSW
- Education Regulation (2001) NSW (for accreditation of non-government schools)
- Australian Education Act (2013)
- Information Privacy Act (2000) Cth
- Disability Discrimination Act (1992) Cth