



ENROLMENT POLICY

1. Introduction and Purpose

St Patrick's College Strathfield is a Catholic Years 5-12 boys' school. It is governed by Edmund Rice Education Australia (EREA) and is committed to providing Catholic education in the tradition of Edmund Rice. St Patrick's serves those who share the values of EREA and strives to give practical expression to the EREA Charter.

The Gospel teaches that the mission of Jesus Christ was to proclaim the Good News of the Reign of God. St Patrick's College proudly shares that mission today and therefore seeks to be a diverse and inclusive school community, participating in the evangelising mission of the Church.

St Patrick's College provides a holistic education, where the faith of its young men is nurtured through education and witness, alongside the pursuit of academic and general excellence. The College aims to partner with parents in the education of their sons, through the provision of a quality Catholic education in conformity with the College Mission Statement and the rich traditions of St Patrick's College.

Applications for enrolment at St Patrick's will be considered from any family that shares the vision and mission of the College. This policy seeks to articulate a just and consistent basis for the Headmaster to select those students who are to be offered a place at the College.

The following *Guiding Principles* and *Policy* criteria are not listed in order of priority.

Guiding Principles

- St Patrick's College partners with Catholic parents in honouring the Baptismal commitments made on behalf of their sons. The College actively encourages boys and their families to connect to their Catholic faith through both their College and Parish communities.
- The parent/college partnership is integral to the style of education offered by St Patrick's College, and all enrolments are conditional on parental support. Consequently, parents are required to formalise their commitment with a written undertaking to support all aspects of the College program, including activities that educate the spirit, if their son is to be accepted.
- Education at St Patrick's College is based in 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.
- One way that St Patrick's College demonstrates its commitment to the principles of diversity and evangelisation is through the acceptance of students with special pastoral circumstances who would benefit from an education at the College.
- St Patrick's College is committed to the principle of inclusion. Applications from families with children who have special or additional 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.

Policy

- The Headmaster has absolute discretion as to the selection of students who will be accepted into St Patrick's College and their continuing enrolment
- The Headmaster will consider the Guiding Principles, Procedures and Enrolment Criteria outlined in this policy when assessing applications, and will balance competing priorities through reference to the EREA Charter and the needs of the College
- The Headmaster will establish the processes and procedures associated with the implementation of this policy. These may be varied from time to time according to changing circumstances.
- A position at St Patrick's is conditional on parents and students giving a written undertaking that they will support the College and this being adhered to in practice
- At enrolment, all students are required to be under the care of a parent or a legally recognized guardian, although the Headmaster may exercise discretion if it is considered to be warranted in a particular circumstance.
- Overseas students who are not Australian citizens or permanent residents will only be accepted once all Australian Government requirements have been satisfied and if there are any vacancies.
- The College reserves the right to withdraw a student's enrolment where the student is not acting in a manner acceptable to the Headmaster, or the College believes that it can no longer appropriately meet the needs of the student.
- Enrolment in subsequent years is always subject to satisfactory conduct, progress and application to curricular and co-curricular activities as well as acceptance of the class and grading as determined by the College.
- Continuance of student enrolments will be automatically reviewed at the end of Year 6 for Year 7 and Year 10 for Year 11.

Selection of Students

St Patrick's College Strathfield welcomes applications from prospective students whose families are supportive of the vision and mission of the College.

In most years there are more applicants than vacancies, therefore in selecting students to be offered a place at St Patrick's College, the Headmaster will consider applications according to a range of factors, which may include, but not be limited to:

- active participation in the life of the Catholic Church. This includes baptized Catholic students attending Catholic schools and baptized Catholics in non-Catholic schools.
- students from other faith traditions who are prepared to support Catholic education and the Edmund Rice tradition.
- siblings already on the application waiting lists once a family member has been initially accepted into the College, provided the family has proved to be supportive of the ethos of the College.
- applications from sons of Old Boys, these will be assessed along with the other enrolment considerations.
- students with additional needs enrolled at St Patrick's College, who will be generally educated within the mainstream classroom and supported by the Learning Support Department of the College.

PROCEDURES

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

The Enrolment Process

The Headmaster, through the Enrolment Secretary, is responsible for the maintenance of the List of Applicants for entry to the College.

Points of Entry

- The normal point of entry into the College is Year 5
- There are also a strictly limited number of boys accepted into Years 7 and 11.
- Casual vacancies in other years are ordinarily filled from the waiting list.
- The College enrolls approximately 180 students in each cohort.

New Enquiries

The College will acknowledge all enquiries in the most appropriate and timely manner according to its procedures.

The enrolment process has three steps:

1. Initial Enquiry and Application
2. Pre-enrolment process
3. Placement Offer/Acceptance

Step One – Initial Enquiry and Application

- An expression of interest/initial enquiry can be received at any time.
- An Application Form for possible enrolment, together with an Application Fee, can be accepted for a boy at any time after Baptism.
- On receipt of an initial enquiry, a College Application Package including an Application Form and Application Procedures will be mailed to the parents provided placement is possible on the List of Applicants for enrolment. If placement on List of Applicants for enrolment is not possible, the Enrolment Secretary informs the family accordingly.
 - The Application Form seeks boy's information, close connections to the College and family information. (** If the Application is for a Special Needs student, please see additional information below*)
 - All applications for enrolment require an accompanying non-refundable Application Fee to cover administration costs.
- The Application Form and accompanying Application Fee are returned to the College Enrolment Secretary.
- The Application Fee is receipted and acknowledged.
- The applicant's information is entered on the College's database and entered on the List of Applicants for the requested year of entry.
 - The College will accept up to 320 application forms for possible enrolment in any one Year 5 cohort - remembering that the College enrolls 180 students into Year 5.
- It is the responsibility of the parents to notify the College if the application is not acknowledged within a reasonable timeframe.
- It is the parents' responsibility at all times to keep the College informed of changes in contact details.

Step Two - Pre-enrolment Process

For Year 5

- Approximately eighteen months prior to the requested year of entry, parents of a boy on the List of Applicants will be contacted by the College Enrolment Secretary, advised of the pre-enrolment process and asked by a due date to provide further documentation.
 - Documentation includes such things as: sacramental certificates, school reports, NAPLAN results (**If the application is for a Special Needs student, please see additional information below*)
- On receipt of the information required by the College to continue the pre-enrolment process, the documentation is checked for completion, and is appended to the applicant's file.
 - Failure to respond to the request for further documentation, or submission of incomplete documentation by the due date, may result in the College not being able to proceed with the pre-enrolling process and removal from the List of Applicants.
- The College will invite the parents of a boy and the boy on the List of Applicants to attend an interview. Interviews will be conducted with the prospective student and his parents/guardian in the year prior to requested year of entry at the College.

For Years other than Year 5

- Approximately eight months prior to the requested year of entry, depending on vacancies, a number of families who have submitted an application for possible enrolment are contacted by the College Enrolment Secretary and asked to provide further documentation in support of the student's application.
- On receipt of the information required by the College to continue the pre-enrolment process, the documentation is checked for completion and is appended to the applicant's file.
 - The College requires that parents make full and frank disclosure when completing pre-enrolment forms. Failure to do so may result in the cancellation of enrolment.
- The College will invite the student and his parents/guardian to attend an interview with the College Headmaster or his delegate.
- Failure either to provide the required documentation or to attend the pre-enrolment interview may result in the College not being able to offer placement to the student.
- It is the parents' responsibility at all times to keep the College informed of changes in contact details.

Step Three – Placement/Acceptance

Please note: not all applicants will receive an offer of an interview and not all families interviewed will necessarily receive an offer of a place in the College.

- The Headmaster, through the College Enrolment Secretary, informs the parents/guardian of the applicant of an offer of enrolment in writing.
- To signify their acceptance of the College's offer of place, parents/guardians are asked to;
 - complete and sign the Enrolment Acceptance Form
 - complete other relevant Student Information Forms.
 - Sign, together with the applicant, a copy of the Statement of Enrolment Understanding.

All of the above forms are then returned to the College Enrolment Secretary by the due date in the offer letter.

- A non-refundable Enrolment Bond is required to accompany the enrolment confirmation documents.
- If no offer of placement is made the parents/guardians will be informed in writing.
 - Parents/guardians will be asked if they wish to keep the applicants name on the waiting list for any vacancy that may arise in the coming years.

Enrolment Procedure for Student with Special Needs

Please be aware that the enrolment process for students with special needs may require an extended period of time. This is to ensure that the appropriate decisions are made and that any adjustments are in place to successfully support the individual needs.

- Apply for an Application Form for enrolment. (Same process to be followed as for all other applicants)
- Complete the Application for Enrolment form indicating the special needs of your child (e.g. behavioural, educational, medical, etc).
- Submit the application form to the College with all the supporting documentation that details the needs of the applicant.
- Meeting will be organised with parents, Learning Support personnel and external agencies (if appropriate) to determine the level of need, necessary adjustments and capacity of College to cope with the specific need.
- Headmaster conveys outcome of meeting and decision to the parents.

General Information and Procedures on Enrolment

APPENDIX 1

Relevant Legislation

St Patrick's will observe all relevant State and Federal Legislation in assessing students for enrolment, such as

- The Education Act (Accreditation of Non-Government Schools) (2001)
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- The Disability Discrimination Act (1992)
- Contract Law
- Procedural Fairness

Key Foundational Documents

In exercising his discretionary power the Headmaster will take into account key foundational documents such as:

- The Charter, Edmund Rice Education Australia, (Revised 2011)
- The Catholic School on the Threshold of The Third Millennium, Congregation for Catholic Education: St Paul's Publications, 1998
- Catholic Schools at the Crossroads, Pastoral letter of the Bishops of NSW/ACT 2007
- Commonwealth and State funding programs for non-government schools

Related Policies and School Documents

- Information collected and held during the enrolment process will be treated in accordance with the **College Statement on Collected Information and Privacy Policy**.
- Statement of Enrolment Understanding

Policy Review

Last Reviewed: 5 May 2014

Approved By: College Executive