



St Patrick's College, Strathfield

# Enrolments Policy and Procedures

Revised: February 2025

For review: November 2027

## 1 Preamble

- 1.1 Edmund Rice Education Australia (**EREA**) is an organisation established by the Congregation of Christian Brothers in Australia to own, govern, manage, and conduct education ministries in the Catholic tradition and in the charism of Blessed Edmund Ignatius Rice. EREA operates Catholic systemic schools offering a school curriculum for students from early learning to Year 12 based on the Australian National Quality Standards for early education and care services and NSW syllabuses for the Australian curriculum (or equivalent if superseded).
- 1.2 EREA is a proud member of the Catholic Church and at the heart of what the organisation does is a faith founded on the mission of Jesus, the vision of Blessed Edmund Rice and being part of the global Catholic community.
- 1.3 Each EREA school follows the Charter for Catholic Schools in the Edmund Rice Tradition to offer a liberating education, based on a Gospel spirituality, within an inclusive community committed to justice and solidarity. The four touchstones of this charter include God, Jesus, Church and Edmund Rice.

## 2 Purpose and Scope

- 2.1 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child in a systemic Catholic school operated by EREA (referred to as **School** for convenience), including specifically the School's approach to inclusivity.

St Patrick's College, Strathfield is a Catholic Years 5-12 boys' school. It is governed by Edmund Rice Education Australia New South Wales Colleges Ltd (EREA NSW Colleges Ltd) and is committed to providing Catholic education in the tradition of Edmund Rice. St Patrick's College 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 is to proclaim the Good News of the Reign of God. St Patrick's College proudly shares that mission today and therefore seeks to be an 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** (legal guardians and carers) in the education of their sons through the provision of a quality Catholic education aligned 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 Principal to select those students who are to be offered a place at the College.

Please note that the College receives far more applications than it has places to offer. This means that **no** student is guaranteed a place at the College. This, unfortunately, means that some families will be disappointed.

While this policy is as comprehensive as possible, some situations are not explicitly covered, in which case the Principal will be responsible for taking appropriate courses of action.

### 3 Aim and Key Principles

3.1 Through this policy, EREA and the School aim to:

- a. Maintain an open and fair procedure for the enrolment of students seeking enrolment to the School.
- b. Ensure the procedure for enrolment to the School is fair, transparent and not unlawfully discriminatory.
- c. Explain clearly to prospective parents the School's enrolment process (from enquiry to enrolment). Ensure that the School can provide for the educational needs of all its students in a manner that reflects the School's duty of care obligations.
- d. Ensure the School maintains its core values.
- e. Ensure EREA complies with its commitments to supporting students with disabilities, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports their disabilities.
- f. Promote a Catholic education framework in the Edmund Rice tradition and Catholic ethos, and a learning environment where students are educated and nurtured as members of a Catholic community.
- g. Comply with the requirements of the *Education Act 1990 (NSW)* (as amended or replaced from time to time), and other relevant legislation.
- h. Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status (for further detail, refer to clause 15).

3.2 To assist in achieving the above aims, EREA has allocated the following responsibilities:

Position/Roles	Responsibilities
<b>Edmund Rice Education Australia Council</b>	<ul style="list-style-type: none"> <li>• Ensure the School meets its legal and regulatory responsibilities –including those which relate to inclusivity.</li> <li>• Review and endorse this policy.</li> <li>• Review and set the annual tuition fees on an annual basis and otherwise as required.</li> <li>• Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation.</li> </ul>
<b>Principal</b>	<ul style="list-style-type: none"> <li>• Final decision-maker in relation to enrolment decisions.</li> </ul>
<b>Enrolment Officer</b>	<ul style="list-style-type: none"> <li>• Ensure compliance with this policy.</li> <li>• Ensure enrolments are compliant with the School's Constitution.</li> <li>• Provide prospective parents with the necessary information about the enrolment processes.</li> </ul>

Position/Roles	Responsibilities
<b>Parents</b>	<ul style="list-style-type: none"> <li>• Read and comply with this policy.</li> <li>• When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the School's enrolment documentation (available on the School's website).</li> <li>• Disclose their child's relevant needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the School providing an education to the child, the child's welfare, or the education and welfare of other students.</li> </ul>

One way that St Patrick's College demonstrates its commitment to the principles of diversity and evangelisation is by accepting 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 within its available resources.

#### 4 Entry Points

- 4.1 The main entry point into the School is Year 5.
- 4.2 Places of enrolment are offered at other levels (Years 6-11) if vacancies exist.
- 4.3 Parents may apply for a place at the School for their child at any time from birth and the formal enrolment process begins two years prior to the date of commencement.
- 4.4 In determining the school-readiness of a child, which is assessed against the School's commitment to inclusivity, the following are examples of factors that will be considered:
  - a. Separation: Is the child ready to separate from the parent for a day?
  - b. Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
  - c. Education: Has the child completed years Kindergarten to Year 4 primary education in another mainstream or special educational practice?
  - d. Social maturity: Is the child ready to be part of a large group with approximately 30 children and one teacher? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different ideas and behaviours?
  - e. Communication: Is the child able to communicate assertively and effectively (such as seeking assistance when required)?
  - f. Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students during class and in the playground)?

English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the School's education program.

#### 5 Eligibility Criteria

- 5.1 To be eligible for enrolment, the prospective student must be either:

- a. an Australian citizen;
- b. a permanent resident in Australia; or
- c. deemed eligible and approved for enrolment by the School as determined at its sole discretion (subject to any EREA policy).

5.2 All children to be enrolled in the School must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the School is required to obtain a copy of a child's immunisation statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

## **6 Open Entry Policy**

6.1 EREA schools have an open entry policy. However, the School may:

- a. Offer scholarships or bursaries to specific groups of students, including for academic ability, hardship or general excellence.
- b. Determine enrolments based on its ability to provide educational services to the particular student.
- c. Apply the priorities for enrolment are set out in clause 7.11(d) of this policy.

## **7 Application for Enrolment Process**

7.1 The application for enrolment process for a Year 5 enrolment has six steps:

1. Get Informed
2. Submit Application for Enrolment
3. Visit the College
4. Complete Application for Enrolment (with Information and Supporting Documentation)
5. Pre-enrolment Interview
6. Offer of Enrolment

### **7.2 Get Informed**

Before submitting an application for enrolment form, families of prospective students are encouraged to:

- a. Browse EREA and the School's website and social media pages.
- b. Review this policy, and other policies and procedures available on EREA and the School's website, to fully understand the Catholic vision, mission and values that will frame a student's Catholic education at the School.

### **7.3 Submit Application for Enrolment**

Commence the application process by submitting an *Application for Enrolment Form* online.

- a. Parents may complete an application from birth until 1 February, two years before the year of entry or when the prospective student is in Year 3.
- b. A non-refundable enrolment Application Fee of \$250 is payable at the time an application for enrolment is made, to cover the School's administrative costs in managing the enrolment process.

- c. After completing the form, parents will receive a confirmation email and receipt of payment of the administration fee, and the applicant will be added to the School's enrolment register for the intended year of entry.

#### 7.4 **Visit the College**

Families on the applicant list will be exclusively invited to book an information session and a tour of the school, as advertised, two years before the year of requested entry.

#### 7.5 **Complete the Enrolment Form**

Complete the *Application for Enrolment* form accompanied by:

- a. Any required documentation mentioned in the form (including the child's birth certificate, sacramental information, current immunisation certificate from Medicare and if applicable, passport, NAPLAN results, school reports, visa grant notice, relevant court and parenting orders).
- b. Evidence of the family's Catholic faith or desire for the prospective student receiving a Catholic education. Examples of such evidence include:
  - i. A baptismal certificate, if this applies.
  - ii. A reference from the Parish Priest or Ethnic Chaplain of the local or other Parish Church or pastoral region, if this applies.
  - iii. A character reference attesting to the good character of the family and support for Catholic teaching and learning. If there is no local or other Parish Church or pastoral region relationship, then please provide two (2) character references.

7.6 The School reserves the right to request relevant documents at any stage throughout the enrolment process to ensure compliance with its enrolment requirements. Applicants are responsible for providing all requested documentation by the due date. An application will not be considered unless all required supporting documents are submitted.

7.7 A completed *Application for Enrolment* form and paying the enrolment application fee, does not guarantee a place at the School.

7.8 Rather, the application process enables the School to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the School in:

- a. considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the School's duty of care obligations); and
- b. deciding whether to exercise its discretion to offer a place of enrolment.

7.9 Each completed application for enrolment form and accompanying documents will be considered by the School on a case-by-case basis.

#### 7.10 **Waiting Lists and Priority of Enrolment**

The School ultimately has discretion whether to place a prospective student on the School's waiting list, offer an interview, or offer a place of enrolment.

7.11 In exercising that discretion, the School takes into account a range of criteria, including but not limited to the following:

- a. The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed).
- b. The information disclosed in the application for enrolment form.
- c. The family interview and if applicable, pre-enrolment assessments.
- d. Whether the child is eligible for a priority offer of enrolment as:
  - i. Active participation in the life of the Catholic Church.
  - ii. Baptised Catholic students attending Catholic schools (from Kindergarten to Year 4) and baptised Catholics in non-Catholic schools.
  - iii. Siblings of children already attending the College whose families have demonstrated ongoing support for the ethos and values of the Catholic Church and the Edmund Rice tradition.
  - iv. Sons or grandsons of Old Boys who are prepared to support the ethos and values of the Catholic Church and the Edmund Rice tradition.
  - v. Families with a connection to the College who are prepared to support the ethos and values of the Catholic Church and the Edmund Rice tradition.
  - vi. Families with no connection to the College who are prepared to support the ethos and values of the Catholic Church and the Edmund Rice tradition.
- e. The child's behavioural history.
- f. Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the School.
- g. The starting year level of the child and whether this aligns with a main year level entry point at the School.
- h. The School's capacity, as an inclusive school, to support a prospective student's relevant needs in the School environment (see below).
- i. The merits of the application, prospective student's suitability for enrolment at the School, and individual circumstances and practical implications including the:
  - i. number of students currently enrolled at the School;
  - ii. prospective student's family circumstances (including the willingness of the student and their parent to comply with the School's policies and procedures);
  - iii. prospective student's willingness and interests and participation in co-curricular or extra-curricular activities (including religious activities);
  - iv. reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
  - v. School's resources and capacity to deliver an education to the student in accordance with its educational model;
  - vi. prospective student's willingness and ability to comply with the School's behavioural standards (*Shining the St Patrick's Way*, College Rules and Code of Conduct);

- vii. prospective student's willingness and ability to derive a benefit from the School's educational model;
- viii. prospective student's school-readiness;
- ix. willingness of each family to endorse the School's vision, mission and values;
- x. any individual family circumstances requiring an exercise of discretion and compassion (such as financial hardship); and
- xi. the family's previous school fee payment history; and
- xii. any other considerations set out in this policy.

7.12 A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

7.13 Waitlisted applications will roll over each year, allowing applications to be considered as enrolments become available.

## **8 Pre-enrolment Interview**

8.1 If and when appropriate, the School will invite a prospective student and their parents to attend a pre-enrolment interview with a school leader (eg Principal, Deputy Principal, Head of Year, Head of Faculty etc).

8.2 For families seeking entry to the School, this interview will:

- a. enable the School to understand the prospective student's strengths, weaknesses, school readiness and relevant needs, as well as what they and their family can contribute to the life of the School; and
- b. enable the prospective student and their family to better understand the School and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

8.3 Prior to the interview, families will be asked to provide the School with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the interview, or shortly after it, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).

8.4 Prospective students will be interviewed, either in person or by telephone, Microsoft Teams or other platforms as appropriate.

8.5 Attending a pre-enrolment interview does not guarantee a place at the School, and is not an offer of enrolment.

8.6 After attending the pre-enrolment interview the prospective student's application will be reviewed by the School's Enrolment Panel, which typically comprises of the following persons: the Principal, Deputy Principal and members of the School Leadership Team.

8.7 If for any reason in the School's absolute discretion the School forms the opinion, as a result of the pre-enrolment interview, that it would be inappropriate for a child to be enrolled at the School, the School may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

## **9 Offer of Enrolment**

9.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.

- 9.2 Any offer of enrolment made by the School will be made in writing.
- 9.3 It is not the School's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 9.4 An offer of enrolment may be accepted in the form approved by the School from time to time, subject to the following:
- a. An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the School's absolute discretion, one parent) have agreed to be bound by the School's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the Enrolment Fee and return of requested documents by the stated deadline).
  - b. Acceptance of the offer must be provided within 14 days unless the School's offer states otherwise.
  - c. Acceptance of an offer must be accompanied by payment of the non-refundable Enrolment Fee of \$1500
  - d. An offer may be withdrawn by the School, regardless of the availability of places where:
    - i. Information provided to the School is found to be withheld, false or misleading.
    - ii. There is a significant change in the circumstances of the student or their family, which impacts the School's capacity to reasonably accommodate the student
    - iii. The offer of enrolment is not accepted on the terms provided by the School.
    - iv. The Principal exercises their reasonable discretion to withdraw the offer.
- 9.5 Details about all the School's tuition fees and course levies, and other charges and levies, imposed by the School for that school year (collectively, the School Fees) and the terms on which School Fees must be paid are set out in the Terms and Conditions of Enrolment published by the School. A copy of the current Terms and Conditions of Enrolment is available on the School's website.
- 9.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the School, the parents will forfeit the Application for Enrolment Fee, the Enrolment Fee and any school fees paid in advance to the School, unless one term's written notice is provided.

## **10 Refuse or Vary an Offer of Enrolment**

- 10.1 Parents must notify the School in writing if they wish to refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.
- 10.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:
- a. Notice must be given to the School in accordance with clause 10.1.
  - b. The School in its absolute discretion may or may not agree to that request.
  - c. If the School agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The School makes no guarantee that a place will be available for the child on their preferred commencement date.

- d. Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the School's Terms and Conditions of Enrolment and otherwise comply with the School's enrolment requirements at that time.
- e. The School may or may not in its absolute discretion require the payment of a further application fee.

## **11 Appealing an Enrolment Decision**

- 11.1 Parents may appeal an enrolment decision in accordance with the School's relevant complaints and grievances policies (which can be found on the School's website).

## **12 Period of Enrolment**

- 12.1 Once an offer of enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:
  - a. a child's enrolment is withdrawn or otherwise ends in a manner provided for in the School's Terms and Conditions of Enrolment;
  - b. a child completes a Year 12 education at the School

## **13 Orientation**

- 13.1 Orientation and induction takes place for all new students and their families, and includes:
  - a. Orientation days.
  - b. Student orientation on commencement.
  - c. The use of the buddy system for those entering in non-major intake years.
  - d. Information sessions and feedback opportunities.

## **14 The School's Commitment to Inclusivity**

- 14.1 The School is an inclusive school and welcomes students and other members of the school community – including parents and staff - with a varying range of academic, behavioural, cultural, lifestyle, religious and relevant needs.
- 14.2 In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether diagnosed, undiagnosed or suspected), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 14.3 The School is committed to complying with its legal obligations regarding students with disabilities, supports the National Disability Standards for Education, and is an inclusive community. However, the School is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs to the broader student cohort).
- 14.4 The School must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is had both in relation to an individual child and also, broadly with regard to the School's resources and capacity to support the needs of a cohort of students.

- 14.5 The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the School will comply with its legal obligations, the School may not be able to facilitate an enrolment in circumstances where:
- a. A child poses a threat, or presents a risk of harm to a member of the School community (including staff, students and parents).
  - b. The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground.
  - c. The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
  - d. The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
- 14.6 Accordingly, prior to an offer of enrolment being made parents must inform the School of all relevant needs a prospective student has.
- 14.7 If a parent fails to promptly inform the School of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the School and the family of an enrolled student. In such circumstances the School, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 14.8 Where a parent promptly informs the School about a student or prospective student's relevant needs, or any significant change in those needs, the School will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

## **15 Register of Enrolments**

- 15.1 The School maintains a register of enrolments of all students who have been enrolled at the School in electronic form. The register includes the following information:
- a. Name, age, date of birth and residential address of student.
  - b. Parent names and contact details.
  - c. Date of enrolment.
  - d. Medical information for emergency management purposes.
  - e. Emergency contact details.
  - f. Sacramental information.
  - g. Home care arrangements, court orders, transfer records.
  - h. Date of leaving the School and details concerning student's departure, where appropriate.
  - i. Details of previous schools or pre-enrolment situation.
- 15.2 The register is retained for a period (in accordance with the School's Record Retention Policy) after the student leaves the School, and copies of information in the register are stored on-site at regular intervals.

## 16 Change of Details

- 16.1 Parents will have live access to the applicant's information and enrolment status through the College enrolment platform, known as the Parent Dashboard.
- 16.2 It is the parent's responsibility to update details (address, phone, or email) via their access to the Parent Dashboard to ensure the College has current information on the enrolment register. Alternatively, parents may inform the Enrolments Office of any changes in writing (including year of entry).
- 16.3 Families of students currently enrolled must be aware that the enrolment platform stores their information separately from the College administration system (TASS Parent Lounge). If there are any changes in details and/or family circumstances, the family must inform the Enrolments Office.

## APPENDIX 1

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

- The *NSW Education Act 1990*
- The *Education Act (Accreditation of Non-Government Schools) 2001*
- The *Australian Education Act 2013*
- The *Privacy Act 1988*
- The *Anti-Discrimination Act 1977* and its subsequent amendments
- The *Disability Discrimination Act 1992*
- Contract Law
- Procedural Fairness

## APPENDIX 2

### Key Foundational Documents

In exercising his/her discretionary power, the Principal will consider key foundational documents such as:

- The Charter, Edmund Rice Education Australia (Revised 2024)
- Catholic Schools at the Crossroads, Pastoral letter of the Bishops of NSW/ACT (2007)
- Commonwealth and State funding programs for non-government schools
- College Mission Statement
- Information held during the enrolment process will be treated in accordance with the College Statement on Collected Information and Privacy Policy
- Related Policies and School Documents
  - Terms and Conditions of Enrolment
  - Statement of Co-curricular Involvement
  - Student and Parent Information Collection Notice
  - Parent Code of Conduct.

## APPENDIX 3

### Definitions

**Parent(s)** means the parent/carer/guardian(s)

**School** means a school operated by EREA specified in that school's offer of enrolment letter

**College** means St Patrick's College, Strathfield

**EREA** means Edmund Rice Education Australia NSW Colleges Ltd