



# ST PATRICK'S COLLEGE, STRATHFIELD ENROLMENT POLICY & PROCEDURE

APPLICABLE TO	All St Patrick's College, Strathfield employees
DOCUMENT OWNER	Principal
APPROVAL DATE	December 2017
APPROVED BY	College Executive
LAST REVIEW DATE	October 2017
NEXT REVIEW DATE	December 2020
RELATED 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. The Charter, Edmund Rice Education Australia, (Revised 2017) 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

## 1. Introduction and Purpose

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

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 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 in the education of their sons,



# ST PATRICK'S COLLEGE, STRATHFIELD ENROLMENT POLICY & PROCEDURE

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. Some families will, unfortunately, be disappointed.

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

## 2. Guiding Principles

- 2.1 St Patrick's College partners with 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.
- 2.2 The parent/College partnership is integral to the 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.
- 2.3 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.
- 2.4 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.
- 2.5 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.

## 3. Policy

- 3.1 The Principal has absolute discretion as to the selection of students who will be accepted into St Patrick's College and their continuing enrolment.



# ST PATRICK'S COLLEGE, STRATHFIELD

## ENROLMENT POLICY & PROCEDURE

- 3.2 The Principal will consider the Guiding Principles and Procedures outlined in this policy when assessing applications, and will balance competing priorities through reference to the EREA Charter and the needs of the College.
- 3.3 The Principal will establish the processes and procedures associated with the implementation of this policy. These may be varied from time to time.
- 3.4 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.
- 3.5 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.
- 3.6 The College reserves the right to withdraw a student's enrolment where the student (and/or his parent(s)) is not acting in a manner acceptable to the Principal, or the College believes that it can no longer appropriately meet the needs of the student. Students and/or parents who contravene the Conditions of Enrolment may have their son's enrolment withdrawn.
- 3.7 Continued enrolment at the College is subject to satisfactory behaviour, performance, the payment of fees 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.

## 4. Considerations for Enrolment

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 Principal will consider applications according to the following considerations. These considerations will include, but are not limited to:

- 4.1 Active participation in the life of the Catholic Church.
- 4.2 Baptised Catholic students attending Catholic schools (from Kindergarten to Year 4) and baptised Catholics in non-Catholic schools.
- 4.3 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.
- 4.4 Sons or grandsons of Old Boys who are prepared to support the ethos and values of the Catholic Church and the Edmund Rice tradition.



# ST PATRICK'S COLLEGE, STRATHFIELD

## ENROLMENT POLICY & PROCEDURE

- 4.5 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.
- 4.6 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.

Priority will be given to actively practising Catholics who regularly worship in the local Catholic Church and whose sons have been enrolled in a Catholic school since Kindergarten.

Equity of consideration will be given to all students regardless of their learning needs. Those students with additional learning needs will generally be educated within the mainstream classroom with support from the Diverse Learning Centre.

Earliest applications *will* be considered favourably. All students are expected to actively participate in the co-curricular life of the College. Parents must agree to supporting this expectation. Failure to readily commit to this expectation will result in enrolments not being considered. Students from other faith traditions or non-religious backgrounds who are prepared to support Catholic education and the Edmund Rice tradition may be considered.

## 5. 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.

### 5.1 *The Enrolment Process*

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

### 5.2 *Points of Entry*

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

### 5.3 *New Enquiries*

Acknowledgement of enquiries will be made in writing to the address (either email or street address) provided by parents. The preference is for email to be used.



# ST PATRICK'S COLLEGE, STRATHFIELD

## ENROLMENT POLICY & PROCEDURE

### **5.4 The enrolment process has three steps:**

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

### **5.5 Step One – Initial Enquiry and Application**

- 5.5.1 An expression of interest/initial enquiry can be received at any time after birth.
- 5.5.2 On receipt of an initial enquiry, a College Application Package including an Application for Possible Enrolment Form and Application Procedures will be mailed to the parents provided placement is possible on the List of Applicants for enrolment. If placement on the Applicants' Possible Enrolment List is not possible, the Enrolment Secretary informs the family accordingly.
- 5.5.3 The Application Form seeks a 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*)
- 5.5.4 All applications for enrolment require an accompanying non-refundable Application Fee to cover administration costs.
- 5.5.5 The Application for Possible Enrolment Form is returned to the College Enrolment Secretary. The payment of the Application Fee is either made through the internet or returned with the Application to the College Enrolment Secretary.
- 5.5.6 The Application Fee is receipted and acknowledged.
- 5.5.7 The applicant's information is entered on the College's database and entered on the List of Applicants for the requested year of entry.
- 5.5.8 It is the responsibility of the parents to notify the College if the application is not acknowledged within a reasonable timeframe.
- 5.5.9 It is the parents' responsibility at all times to keep the College informed of changes in contact details, especially email addresses and telephone numbers.
- 5.5.10 Applications from students with special needs are welcome.

### **5.6 Step Two - Pre-enrolment Process For Year 5**

- 5.6.1 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.



## ST PATRICK'S COLLEGE, STRATHFIELD ENROLMENT POLICY & PROCEDURE

- Documentation includes such things as: enrolment application form for St Patrick's College; sacramental certificates, school reports, NAPLAN results (*\*If the application is for a student with learning support needs, please see additional information below*). Full and frank disclosure is required.
- 5.6.2 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.
- 5.6.3 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.
- 5.6.4 The College may 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 the year of entry at the College.

### **5.7 For Years other than Year 5**

- 5.7.1 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.
- 5.7.2 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.
- 5.7.3 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.
- 5.7.4 The College will invite the student and his parents/guardian to attend an interview with the College Principal or his delegate.
- 5.7.5 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.
- 5.7.6 It is the parents' responsibility at all times to keep the College informed of changes in contact details.



# ST PATRICK'S COLLEGE, STRATHFIELD

## ENROLMENT POLICY & PROCEDURE

### **5.8 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.*

- 5.8.1 The Principal, through the College Enrolment Secretary, informs the parents/guardian of the applicant of an offer of enrolment in writing.
- 5.8.2 To signify their acceptance of the College's offer of place, parents/guardians are asked to:
  - complete and sign relevant Student Information Forms; and,
  - sign, together with the applicant, a copy of the Conditions of Enrolment.All of the above forms are then returned to the College Enrolment Secretary by the due date in the offer letter.
- 5.8.3 A non-refundable Enrolment Fee is required to accompany the enrolment confirmation documents.
- 5.8.4 If no offer of placement is made the parents/guardians will be informed in writing.
- 5.8.5 Parents/guardians will be asked if they wish to keep the applicant's name on the waiting list for any vacancy that may arise in the coming years.

### **5.9 Enrolment Procedure for Students with Learning Support Needs**

Please be aware that the enrolment process for students with learning support 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.

Additional and supporting documentation will be required in order for us to best support students and their families with the enrolment procedure.

## **6. General Information and Procedures on Enrolment**

### **6.1 Withdrawal of a Student**

Parents are required to provide no less than one term's notice in writing of their intention to withdraw a student from the College, otherwise a full term's fees will be charged.



# ST PATRICK'S COLLEGE, STRATHFIELD ENROLMENT POLICY & PROCEDURE

## 7. APPENDIX 1

### *Relevant Legislation*

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)
- Australian Education Act 2013
- The Privacy Act (2000)
- The Anti-Discrimination Act (1991) and amendments
- The Disability Discrimination Act (2005)
- Contract Law
- Procedural Fairness

## 8. Key Foundational Documents

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

- The Charter, Edmund Rice Education Australia, (Revised 2017)
- 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

## 9. Related Policies and School Documents

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

9.2 Conditions of Enrolment.