



St Patrick's College, Strathfield

# Policy and Procedure of Enrolment

Revised: November 2023

For review: November 2025

## Introduction and Purpose

This Policy and Procedures of Enrolment document sets out St Patrick's College, Strathfield ("the College") expectations regarding enrolment.

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.

## Guiding Principles

St Patrick's College partners with parents (carers/guardians) 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/school 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.

Education at St Patrick'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.

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.

## Policy

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

The Principal will consider the 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 Principal will establish the processes and procedures associated with implementing this policy, which may vary from time to time.

At enrolment, all students are required to be under the care of a parent, although the Principal may exercise discretion if it is considered warranted in a particular circumstance.

The College reserves the right to withdraw a student's enrolment where the student and/or his parent(s) are not acting in a manner acceptable to the Principal, or the College believes that it can no longer appropriately meet the student's needs. Students and/or their parents who contravene the *Conditions of Enrolment* may have their son's enrolment withdrawn.

Continued enrolment at the College is subject to satisfactory behaviour, performance, the payment of tuition 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.

## 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 include, but are not limited to:

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

*Applications for Possible Enrolment* are accepted from birth and up to one year before a Year 5 enrolment. The 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 support 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.

## **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.

### **Point of Entry**

The only point of entry or intake year is Year 5, and students typically maintain their enrolment from Year 5 to Year 12.

The College does not open additional enrolments in non-entry years (Years 6-11). Vacancies in non-entry years are filled as they become available. Applicants are to participate in the enrolment process (below), by invitation.

The College enrolls approximately 217 students in each new cohort.

### **The Enrolment Process**

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

The enrolment process for Year 5 enrolment has five steps:

- Step One: Submit Application
- Step Two: Visit the College
- Step Three: Information and Supporting Documentation
- Step Four: Interview
- Step Five: Offer of Enrolment

### **Step One – Submit Application**

To formally place a prospective student on the College's Applicant List for enrolment, a parent must complete an *Application for Possible Enrolment Form*, accessible via the Enrolments page on the College website. This involves registering and logging in to the College's online enrolment platform.

The application collects the following information:

- Full name of the student
- Date of birth of the student
- Current school of student
- Religion of student
- Intended year of entry and grade of the student
- Contact details of the parent (address, phone number, email)
- Parish
- Connections to the College, including siblings and Old Boys

Each application requires a non-refundable fee of \$250 to cover administration costs.

A child will only be entered on the Applicant List at their appropriate year entry level, as determined by the College.

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 College's enrolment register for the intended year of entry. The applicant's information is stored in the College's enrolment register under the List of Applicants for the requested year.

Parents will have live access to the applicant's information and enrolment status through the College enrolment platform, known as the Parent Dashboard.

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).

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.

### **Step Two – Visit the College**

The opportunity to visit the College and the acquisition of general information is provided through an information session and College tour.

These events are typically scheduled approximately two years before the intended year of entry.

Invitations to attend are exclusively extended to student applicants on the Applicant List and their parents.

### **Step Three – Information and Supporting Documentation**

The Enrolment Officer will contact parents to complete an *Application Enrolment Form*, requiring additional information and documentation to be submitted electronically via the enrolment platform by a specified due date (approximately eighteen months before Year 5 entry, and approximately one year before Years 6 – 11 entry).

Parents are expected to provide all relevant information concerning their son's development and enrolment in the College in good faith.

To lodge an *Application Enrolment Form*, the following will need to be submitted:

- A photo of applicant
- Full birth certificate (an extract is not acceptable) or identity documents
- Proof of Australian citizenship if applicant is born overseas or if born in Australia and both parents are born overseas
- Baptismal, Reconciliation, Communion and Confirmation certificates (or those completed to date)
- Parish priest reference
- Copies of any family court orders or other parental orders (if applicable). In lieu of court orders or parenting orders in place, the parents are required to provide a Statutory Declaration that is signed and witnessed outlining each parent's responsibilities, for example:
  - parenting arrangements
  - living arrangements for the child/ren
  - who will be responsible for paying all College fees and charges
  - drop-off and pick-up arrangements for the child/ren
  - contact for College communication
- Immunisation Record from the Australian Government Department of Human Services
- Copies of the most recent two school reports (Semester 1 and 2) (as applicable)
- Copies of NAPLAN (National Assessment Program – Literacy and Numeracy tests in Years 3, 5, 7, and 9) Test (as applicable)
- Copies of any psychometric report or any other report relating to the social, emotional, behavioural, educational, medical, or physical development of the child (if applicable)
- Copies of reference to special financial circumstances.

Only applicants who are permanent residents of Australia or whose parents have a current Australian working visa (a certified copy of their passport must be submitted) are eligible to apply for enrolment at the College. 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.

### **Further Documentation and Information**

In considering all prospective enrolments, and as authorised by parents with a Chapter 16A of the Children and Young Persons (Care and Protection) Act 1998, the College may elect to contact:

- the Principal of the child's previous school/s to confirm information pertaining to the child;
- any medical, professional or other personnel considered significant for providing information pertaining to the needs of the child.

Failure to respond to the request for further documentation or submission of incomplete documentation by the due date may result in the College being unable to proceed with the enrolment process and removal from the Applicant List.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information or reports pertaining to their son's needs or schooling.

Both parents must sign the *Application Enrolment Form*. Exemption may only be granted by the Principal in rare and extenuating circumstances.

The *Application Enrolment Form* includes a signed authorisation to contact the son's previous school and doctor and a signed undertaking to furnish the College with all details relevant to the child's education and well-being under the terms of privacy legislation.

Upon receiving the required information, the Enrolments Officer reviews the application information and verifies the documentation electronically.

The Enrolments Committee will assess the applications, and parents will receive email notifications regarding the status of their child's enrolment. Not all applicants will receive an invitation to an interview.

### **Step Four – Interviews**

The College may invite the student applicants and their parents to an interview the year before entry.

The Enrolment Officer shares the enrolment documents (*Application Enrolment Form* and supporting documentation) with the interviewer.

As part of the interview process:

- The College Principal or a delegated staff member will typically conduct interviews.
- Both the child and both parents will be present wherever possible.

Applicants may be assessed by College staff to ascertain their learning needs and readiness for St Patrick's programs. Further reports or assessments may be required of any applicant, to enable the College to understand fully the child's development and/or associated needs (see below).

Not all families interviewed will receive an offer of enrolment in the College.

### **Step Five – Offer of Enrolment**

At the satisfactory conclusion of the enrolment and interview process, the College may offer the parents the opportunity to enrol their son. This offer is communicated via email by the Principal through the College Enrolments Officer, sent approximately nine months before the year of entry.

To confirm acceptance of the College's offer, parents are required to:

1. Sign the *Acceptance Enrolment Offer*, accepting the *Conditions of Enrolment*, *Schedule of Fees*, *Student and Parent Information Collection Notice*, *Statement on Co-curricular Involvement* and *Parent Code of Conduct*.
2. Deliver the non-refundable *Acceptance Enrolment Fee* of \$1,500.

Completion of these steps renders the offer contractually binding.

Parents are requested to confirm acceptance of the offer within two weeks of receiving it. Failure to respond by the specified date may result in the enrolment being offered to another applicant.

Offers will not be extended to current families with outstanding tuition fees and charges debt.

### **For Years other than Year 5 (Years 6 – 11)**

Enrolments for Year 6 to Year 11 will be conducted through a casual enrolment process, which operates separately from the timeline used for Year 5 enrolments.

Participation in the enrolment process is by invitation only. New enrolments in Year 6 to Year 11 may be considered if there are vacancies. Enrolment into these grades is subject to the sole discretion of the College.

## **Individual Planning Process**

### **Students with Learning Support Needs**

The enrolment process for students with learning support needs may require an extended period of discernment. This is to ensure that the appropriate decisions are made and that any adjustments are in place to successfully support the individual needs.

Additional documentation will be required to best support students and their families during the enrolment procedure. This may include seeking permission to contact the applicant's current school for relevant information. As part of the assessment process, the College will thoroughly evaluate the student's application and may request further details from parents regarding the child and their schooling.

Only when all the required information is provided will the enrolment process proceed further. Where a child has declared educational support needs or a disability, or where other information has come to light indicating a possible need for support services, the College may make an initial assessment of the child's needs. In addition, the Principal may:

- require the parents to provide current medical, psychological, or other reports from specialists outside the College
- obtain advice from other independent bodies.

In the case of a student with a disability, a thorough, individual planning process will be undertaken as appropriate, to determine the needs of the student and the College's capacity to address these needs.

Any assessments or reports required from non-College personnel will usually be at the parents' expense.

### **Child with a Disability**

Where information obtained by the College indicates that the child has a disability, the Principal or his/her delegate, will seek to understand the exact nature of the child's needs and the strategies, adjustments and modifications required to address these needs. An individual planning process will be undertaken and may involve:

- a request to parents for further information, reports, or assessments, regarding any aspect of the child's development
- an independent assessment of the child by external or in-school services
- interview/s and consultation with the parents and/or child and other professionals involved with the child, together with representatives of the College
- advice from other independent bodies such as the Association of Independent Schools

- the development of a detailed plan in relation to the child's possible enrolment, education and support needs within the College and the projected adjustments required to enable the child to access all areas of the curriculum and overall school program, and considering the future years of possible enrolment.

Having obtained this information, the Principal will determine whether the child, if enrolled, would require services or facilities that are not required by students who do not have the child's disability.

Where the Principal determines that the child would require such services or facilities, the Principal will determine whether enrolling the child would impose unjustifiable hardship on the College.

In making this assessment, the Principal will consider all relevant circumstances in the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the child, the family of the child, and the College community),
- the effect of the disability of the child, and
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College.

In consideration of all available information, the Principal will make a decision regarding the child's enrolment.

Every effort will be made to complete the application process in a timely and consultative manner.

### **Provisional Enrolment Offer**

Where circumstances give rise to uncertainty on the part of the Principal, a provisional enrolment may be offered for a child for a set period of time.

Conditions applying to such provisional enrolment will be set out in writing.

In these cases, either the parents or the Principal may terminate the enrolment.

In such circumstances, College fees may be adjusted to cover the period of enrolment only.

Provisional enrolment must not be offered to a child in relation to that child's disability, although it may be offered on other grounds in relation to that child.

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

### **Deferral of Enrolment**

An offer of enrolment is made for a specific year, families are not able to defer the enrolment to another year, Year 6-11.

Should deferral be requested, the student will be placed back on the waitlist for the preferred year of entry, subject to availability and the enrolment process.

### **No Offer of Enrolment**

If no offer of enrolment is extended, parents will receive written notification. In such cases, the applicant will be placed on a waitlist for the respective year of entry, starting with Year 5 and, subsequently, Year 6.

For families wishing to apply for Year 7-11, they will need to reapply and initiate a new *Application for Possible Enrolment* and start the enrolment process from the beginning.

### **Holding of Enrolment**

If a period of absence from the College is sought, the student's place will be held provided:

- College tuition fees and charges are maintained for the period of absence, and
- the enrolment continues to be eligible to attract government funding, and



- there are no debts to the College at the commencement of the period of absence.

Tuition fees paid during a period of absence will not be credited when the student returns to the College.

Holding places at the College is at the discretion of the Principal.

### **Withdrawal of an Enrolment**

Parents must provide a minimum of one term's written notice if they intend to withdraw a student from the College. Failure to do so will result in being charged a full-term fee.

To withdraw enrolment, the following steps need to be adhered to:

1. Provide written notice addressed to the Principal, giving one term's notice.
2. Complete a *Student Withdrawal of Enrolment Form* indicating the last day of attendance at the College, signed by both parents (where applicable) and email it to the Enrolments Office.

Fees and charges will be pro-rated by the College Finance Office based on the dates of student attendance.

### **Re-entry or Reinstated Enrolment**

If a student is withdrawn from the College, a place may be available in a later year provided:

- a vacancy exists, at the time of re-entry, in the year for which a position is requested, and
- a payment is made equal to the difference between the non-refundable enrolment fee paid upon the original entry of the student and that payable at the date of re-entry, and
- there are no existing debts from the previous time at the College.

All re-entry applications are at the discretion of the Principal.

### **Movement of Year 6 to Year 7 Students**

Students in Year 6 will progress to Year 7. All Year 6 students are required to sit a Learning Assessment prior to entry into Year 7 to identify academic weaknesses and assist with class placement.

Late enrolments may also be required to sit a Learning Assessment.

Current Year 10 students may be required to attend an interview with the Principal or delegate prior to entry into Year 11.

## **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 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
- 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
  - Conditions of Enrolment
  - Statement of Co-curricular Involvement
  - Student and Parent Information Collection Notice
  - Parent Code of Conduct.

### APPENDIX 3

#### Register of Student Enrolments

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

The register of enrolments records the following information for each student:

- name, age and address
- the name and contact telephone number of the parent(s)
- date of enrolment and, where appropriate, the date of leaving the school and the student's destination
- where the destination of a student below seventeen (17) years of age is unknown, evidence that the Department of Education has been notified of:
  - the student's full name
  - the student's date of birth
  - the student's last known address
  - the student's last date of attendance
  - parents' names and contact details
  - an indication of possible destination, other information that may assist officers in locating the student
  - any known work health and safety risks associated with contacting the parents or student.

### APPENDIX 4

#### Archiving of Student Enrolments

The Register of Enrolments is to be retained for a minimum period of seven (7) years preceding the current date before archiving. The College Archives Office oversees this process.

### APPENDIX 5

#### Definitions

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

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