



## Enrolment

### 1. Rationale

All prospective students of St Edmund's College are required to undertake the formal enrolment process before a determination of enrolment can be made and an offer of enrolment made to the prospective student's parents/guardians. The enrolment process allows staff to make a recommendation to the College Principal regarding the enrolment. All student enrolments require the approval of the College Principal.

The enrolment process typically involves the following steps –

1. Enrolment Application (including provision of required documentation)
2. Enrolment Interview
3. Offer for Enrolment
4. Contract of Enrolment including the payment of a Holding Fee Payment

### 2. Application

These Guidelines apply to current and prospective parents and students of the College.

### 3. Definitions

N/A

### 4. Table of Contents

- Enrolment Application
- Enrolment Interview
- Offer for Enrolment
- Contract of Enrolment

### 5. Guidelines

#### ***Enrolment Application Process***

1. Each parent/guardian is to complete a St Edmund's College Application for Enrolment. Certain information is required to be gathered for government reporting purposes and therefore the enrolment cannot proceed until all required information and documentation has been provided.

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Review		February 2021	
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2. The parent/guardian must be aware that full and accurate disclosure of information is required when completing the enrolment application. Failure to provide full and accurate disclosure of information may result in the cancellation of the enrolment.
3. The application must stipulate-

### Student Details

- The desired entry year level
- Student details including name, address, date of birth, country of birth, religion, whether the student is of Aboriginal or Torres Strait Islander decent and a history of schooling to date
- Catholic students are to provide details of their local parish and the sacraments completed - documentary evidence of the sacraments is also required to be attached
- Details of the student's citizenship are required - a copy of the student's Australian birth certificate or a Citizenship certificate are required to be attached to the application - all students who are not Australian citizens must provide a copy of the visa on which they gained entry to Australia
- Details of whether the prospective student has been verified as a "Student with Disabilities" or whether the student requires any additional learning support
- Details of any relevant medical and/or educational assessments such as an Individual Education Plan conducted by medical/qualified practitioners pertaining to the student's learning needs
- Details of the prospective student's immunisations and medical assessment (including the provision of a Medical Plan if applicable) and notification of any medication required to be taken whilst at school.
- Details of whether the prospective student is a sibling of a current or former student of St Edmund's College

### Parent Details

- Parent/Guardian details including name, address, contact details, country of birth, religion, education level, employment details (including notification of membership of the Australian Defence Force)
- Notification of whether the father of the prospective student is an Old Boy of the College and if so, details of when he attended the College

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### Ancillary Information

Other information required to be disclosed on the Application Form includes –

- The main language spoken at home by both the mother and the father at the time of the child's birth
  - Whether there are any family matters and in particular if there are any legal proceedings and Family Court matters including Child Safety Orders, Parenting Arrangements or Plans, Child Protection or Guardianship Orders (copies of which must be submitted to the College at the time of enrolment application)
  - To whom and where correspondence such as copies of School Reports, Fee Accounts should be directed
4. The Application Form will incorporate a copy of the College's Privacy Policy and the Disclosure Notice for information contained in the Enrolment Application.
  5. A copy of the College Enrolment Terms and Conditions (as encapsulated in the Contract of Enrolment) will also be appended to the application form.
  6. All parents/guardians wishing to be party to the student enrolment must sign the Enrolment Application Form.
  7. A non-refundable administration fee of \$110.00 (inc. GST) must be paid with the Enrolment Application Form. The Enrolment Application will not be processed until payment of the administration fee has been received.
  8. Documents required to be attached to the Enrolment Application include -
    - Birth Certificate, Citizenship Certificate or Visa
    - Sacrament documents
    - Legal proceedings and family court documents
    - School report and most recent NAPLAN results
    - Any educational assessments and/or Individual Education Plans (if applicable)
    - Medical plan (if applicable)

### Enrolment Interview Process

1. Following receipt of a duly completed Enrolment Application, an Enrolment Interview will be arranged.
2. The Interview will be conducted by a member of the College Leadership Team or a Middle Leader.
3. A Record of Enrolment Interview Form should be completed by the interviewer. A copy of the Record of Enrolment Interview template is attached.

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4. The interview will be conducted with the prospective student and at least one parent/guardian who has signed the Enrolment Application Form.
5. The interview is designed as a discussion with the prospective student regarding their –
  - Knowledge of St Edmund's College
  - Academic interests
  - Abilities in literacy and numeracy
  - Sporting & Cultural Interests
6. The interview is an opportunity to discuss the College's approach to certain matters such as subject selection, restorative justice and bullying policies.
7. The interview is further designed to clarify with the parents/guardian any matters from the Enrolment Application, in particular, discuss pertinent information relating to prospective student such as any custody arrangements, court orders and any special needs for the student.
8. It is also an opportunity to ascertain the parents' expectations of the school and how they became aware of St Edmund's College.
9. The interview will be used to indicate the current tuition fee and other levies applicable for the coming year and provide an opportunity to discreetly determine whether there are any challenges in meeting the fee payment obligation.
10. Instances where it is evident that there will be some difficulty meeting the fee payment or where a fee concession is requested must be referred to the College Business Manager.
11. At the conclusion of the interview, the interviewer will make a recommendation to the College Principal to –
  - Accept the enrolment;
  - Reject the enrolment; or
  - Seek for information or referral to another interview (e.g. Learning Support, Counsellor, Business Manager).

## Offer of Enrolment

1. Following the interview process and subject to the satisfactory completion of all requirements, the College Principal will approve all successful enrolment applications.
2. While the enrolment interview and any subsequent enrolment interviews are necessary for consideration of an enrolment offer it is not indicative or guarantees an enrolment offer.
3. A Letter of Offer will be sent to the parents/guardians of the prospective student offering an enrolment position. A copy of the Letter of Offer template is attached.
4. The Letter of Offer will be accompanied by a Contract of Enrolment for the parents/guardians to sign and return to the College.
5. The Contract of Enrolment will not be binding until the contract is signed by the College Principal and a Holding Fee payment of \$600.00 is received by the College.

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6. The Holding Fee will be deducted from the first term school fees applicable for that student.

### Contract of Enrolment

1. A formal Contract of Enrolment will be entered into between the parents/guardians and the College for every student enrolment.
2. This is a legally binding contract enforceable by Australian law.
3. The Contract of Enrolment includes the terms and conditions of enrolment.
4. A copy of the Contract of Enrolment template is attached.
5. Both parents/guardians wishing to be a party to the enrolment must sign the Contract of Enrolment.
6. Termination of the Contract of Enrolment by the parents/guardians can only occur with written notification of those parents/guardians who signed the original contract.
7. The Contract of Enrolment is not binding until it is signed and executed by the College Principal and a Holding Fee payment of \$600.00 is received by the College.
8. The Holding Fee will be deducted from the first term school fees applicable to that student.
9. A copy of the completed and executed Contract of Enrolment will be retained in the Student File at the College and a duplicate copy will be forwarded to the parents/guardians.

## 6. Supporting Documents

Enrolment Policy

Contract of Enrolment

College Enrolment Terms and Conditions

College Enrolment Interview Template

Letter of Offer Template

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