



Enrolment Policy

Rationale

Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ. Catholic schools offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church.

Parents and guardians, as the first educators of their children, enter into a partnership with the Catholic school to promote and support their child's education in particular their education in faith. Parents and guardians must assume a responsibility for maintaining this partnership with the school by supporting the school in furthering the spiritual and academic life of their children.

Enrolment Application

To meet College and government requirements, parents/guardians will need to provide particular information about their child. We ask that parents/guardians answer **all** questions on the Enrolment Application form and ensure it is signed by all parties who are jointly responsible for the child. The College may need to request further information from you, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Enrolment Application. In addition, as part of the enrolment process, the College will interview all applicants who are seeking a place at all year levels. Please note that lodgement of the Enrolment Application form does not guarantee enrolment at the College.

Enrolment Applications must be accompanied by the following:

- Copy of Birth Certificate or Copy of Citizenship/Passport/Visa
- Copy of Baptism Certificate
- Copy of Health Immunisation Certificate
- Copies of most recent School Reports (Semester and Term)
- Copy of Grade 5 Naplan Report
- Enrolment Application Fee \$100 (non-refundable)
- Medical Condition/Disability Reports (if applicable)
- Court Orders/Parenting Plans Documents (if applicable)

As part of the Application, parents are asked to sign the Conditions of Enrolment Agreement (See Appendix)

Enrolment Criteria

The parishes forming a College's designated enrolment catchment area are referred to as Priority Parishes. For Sacred Heart College Kyneton, the Priority Parishes are currently: Kyneton, Trentham, Castlemaine, Woodend, Lancefield and, Gisborne (which includes Riddell's Creek and Macedon). Therefore, students who reside in any of these parishes are eligible for enrolment, in accordance with the following criteria:

1. Child is a baptised Catholic and attends a Catholic primary school.
2. Child is a baptised Catholic, does not attend a Catholic primary school, but has participated in sacramental program and received the sacraments.
3. Child is a baptised Catholic, does not attend a Catholic primary school, and has not participated sacramental program nor received the sacraments.
4. Child is not a baptised Catholic, does not attend a Catholic primary school, but has or has had siblings at the College.
5. Child is not a baptised Catholic but attends a Catholic primary school and is genuine in their Christian commitment.
6. Others genuinely seeking a Catholic education. Within this, preferential consideration will be given to those whose parents are former students of the College and to those who are baptised in another Christian religion (other than Catholic).

The Principal reserves the right to make the final decision concerning enrolments and may use discretion for individual students due to pastoral or other reasons.

Waiting List

Those students who are unable to be offered a place, due to the number of applicants exceeding the number of available places, will be placed on a Waiting List. The Waiting List will be prioritised according to the Enrolment Criteria. When, and if, places become available, applicants on the Waiting List will be contacted to arrange an interview. Places cannot be guaranteed for students on the Waiting List and parents are strongly advised to make alternative or contingency arrangements for secondary schooling.

Key Enrolment Dates for Year 7 Students

- Enrolment Applications will be accepted from when the child is in Grade 4
- Applications close at the end of July while the child is in Grade 5
- Interviews will be held in August while the child is in Grade 5
- Offers of Places will be made in October while the child is in Grade 5
- Final date for families to accept offers made will be at the end of October while the child is in Grade 5

Terms of Enrolment Regarding Acceptable Behaviour

Our College is a community that exemplifies the gospel values of love, forgiveness, justice and truth. The College community recognises that everyone has the right to be respected, to feel safe and be safe; and in this regard, understands their rights and acknowledges their obligation to behave responsibly.

We aim to:

- Promote values of honesty, fairness and respect for others
- Acknowledge the worth of all members of the community and their right to work and learn in a positive environment
- Maintain good order and harmony
- Affirm co-operation as well as responsible independence in learning
- Foster self-discipline and to develop responsibility for one's own behaviour

The College administration, in consultation with the school community wherever appropriate, will prescribe standards of dress, appearance and behaviour for the student body. As a term of your child's enrolment, parents/guardians are expected to comply with the College's policies, and to support the College in upholding prescribed standards of dress, appearance and behaviour.

Unacceptable behaviour by a child, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between parent/guardian and school, may result in a suspension or termination of the student's enrolment.

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Parents/Guardians are required to agree to the Mercy Education Parent Code of Conduct which is readily available and accessible www.shckyneton.catholic.edu.au

Terms of Enrolment: The Catholic Faith

As a provider of Catholic education, the College Principal will take into account the need for the school community to represent and conform to the doctrines, beliefs and principles of Catholic faith when making decisions regarding matters of school administration, including enrolment. Students and families who are members of other faiths are warmly welcomed at our College. However, the College reserves its right to exercise its administrative discretion in appropriate circumstances, where it is necessary to do so, to avoid injury to the religious sensitivities of the Catholic school community.

Terms of Enrolment: Accurate Information

It is vitally important that College is made aware of each student's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents/guardians must provide accurate and up to date information when completing an enrolment form and supply the College, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports, reports from previous schools, court orders or parenting plans/ agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the school.

Where, during the course of a student's enrolment, new information becomes available that is material to the student's educational and/or safety/wellbeing needs, it is a pre-condition of ongoing enrolment that such information is provided to the school promptly.

The provision of, inaccurate residential address details or failure to provide and updated residential address for the student will also be treated as a breach of the terms of enrolment.

It is the College's understanding that students are enrolled at the College until they complete Year 12. Any proposed withdrawal from the College must be discussed with the Deputy Principals and/or the College Registrar prior to exiting the College and that a minimum of one term's notice MUST be provided. Failure to provide this notice will result in a full term's fees being charged to the family account.

Enrolment for Students with Additional Needs

The College welcomes parents/guardians who wish to enrol a child with additional needs and will do everything possible to accommodate the student's needs, provided that an understanding has been reached between the College and parents/guardians prior to enrolment regarding:

- The nature of the diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the student's additional learning needs (for example giftedness, or an experience of trauma)
- The nature of any additional assistance that is recommended or appropriate to be provided to the student (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individualised educational programs, behaviour support plans or other educational interventions as may be relevant)
- The individual physical, functional and emotional goals that are appropriate to the student, and how the parents/guardians and the College will work in partnership to achieve these goals
- Any limitations on the College's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every student's educational needs can change over time, it will often be necessary for the College to review any additional assistance that is being provided to the student, in consultation with parents/guardians and the student's treating medical/allied health professionals in order to assess:

- Whether the additional assistance remains necessary and/or appropriate to the student's needs
- Whether the additional assistance is having the anticipated positive effect on the student's individual physical, functional, emotional or educational goals
- Whether it remains within the College's ability to continue to provide the additional assistance, given any limitations that may exist.

Assessments and Updates

Various opportunities are provided during the year to let you know your child's progress. You will receive two comprehensive written reports each year, and arrangements will be made for at least one interview where you can discuss your child's progress with the teacher. In addition, you can always contact the College to arrange a meeting with the teacher if you have concerns or wish to have an update on progress.

Privacy Policy

The College collects personal information, which includes sensitive information such as health information about students and parents/guardians both before and during the course of the student's enrolment at the College. This may be collected from parent/guardians or from the student or from others. The primary purpose of collecting this information is to enable the College to provide schooling for your child. Some of the information we collect is to satisfy the school's legal obligations, particularly to enable the school to discharge its duty of care.

Please refer to the College's Privacy Policy for more information.

Responsibility:	College Registrar & Development Officer
Date Developed:	2014
Date Updated:	May 2020 (see note below)
Review Date:	May 2021

Note: *May 2020 update*
Mercy Education is currently reviewing the Operational Instructions for Student Enrolments. This review may result in changes to the College's Enrolment Policy, Enrolment Agreement And Enrolment Application in coming months.

APPENDIX:

CONDITIONS OF ENROLMENT AGREEMENT

I acknowledge that I understand and accept the term and conditions of enrolment as set out in the Enrolment Policy and, if enrolment is accepted, I agree that:

- I will support the Catholic Ethos of the College and in the Catholic education of our children.
- I will support the College Policies in relation to Enrolment, Fees, Discipline, Respectful Relationships, Uniform, Computer & Internet Use, Drug Use, Child Safe and general operations of the College.
- I will ensure the information that I have provided is kept up to date throughout the period of enrolment and I will notify the College promptly of any changes to that information (e.g. change of address, changes to parenting orders).
- I agree to the use and sharing of CareMonkey for our students' medical profile (including the use of e-forms) and will ensure that all information provided is true, correct and up to date.
- I have read and understood the College School Fee Policy. I understand that I am jointly and separately liable and responsible for payment of all fees and levies for the duration of my child's enrolment at Sacred Heart College.
- I will support our child's participation in the religious life of the College (e.g. Retreats, Masses, Prayer, Liturgies).
- I will support our child's participation in the College Sporting Days and Camp Programs.
- I will attend Student Progress Interviews and Information Evenings which relate to my child.
- In the event that I have any concerns, I will raise them initially with the relevant teacher or the Year Level Leader.
- I will treat all members of the College Community with respect as befits a Catholic Secondary School.
- If, in time of emergencies, accidents or serious illness, I cannot be contacted, I give my permission for the Principal (or his/her representative), to seek medical attention for my child as required (which may include transportation to the nearest hospital, medical centre or doctor by ambulance or private vehicle). I also understand the signatories below are required to meet any costs incurred.
- I acknowledge that any proposed withdrawal from the College must be discussed with the Deputy Principals and/or the College Registrar prior to exiting the College and I understand that a minimum of one term's notice **MUST** be provided. Failure to provide this notice will result in a full term's fees being charged to the family account.
- I acknowledge that I have read the information in the enrolment package and, understand the policies the signatories below will need to abide by, should the enrolment application be successful.
- I understand that if any misleading information has been provided, or any omission of significant information is made in the application for enrolment, acceptance will not be granted; or if discovered after acceptance, enrolment may be withdrawn.

Parent/Guardian Name:		
Parent/Guardian Signature:		Dated:
Parent/Guardian Name:		
Parent/Guardian Signature:		Dated:

(This Agreement is included in the Enrolment Application Form)