

ENROLMENT POLICY

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Approved by	St Mary Star of the Sea College Board				
Author	Frank Pitt, Principal				
Responsible body	College Board College Staff				
Supporting documents, procedures and policies	College Handbook Enrolment Process				
Reference and legislation	Personal Information Protection Act 1998 (NSW) Education Act (1990)				
Audience	Public - accessible to anyone				

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1. PURPOSE OF POLICY

The purpose of the policy is to outline and provide a general guide on:

- Selecting students to be members of a College community aligned with the charism of the Good Samaritan Sisters and possessing a strong Catholic identity.
- Providing enrolment procedures that demonstrate that the College is open and accessible to those who seek its values.
- Identifying and evaluating educational needs in those presenting for enrolment.
- Ensuring hospitality of heart and place is offered to those seeking enrolment and to their parents so that an informed choice might be made by those seeking placement in the College.

2. DEFINITIONS

Student	Student refers to one who is seeking admission to the College and who will participate in the formal curricular and extracurricular activities offered by the College.
Parents/guardians	Carers seeking enrolment in the College for their child or the one for whose care they are responsible.
The College	All areas where learning and teaching take place whether it be on school property or in places designated by the school for extra-curricular activities.

3. APPLICATION AND SCOPE

This policy applies to parents or guardians who are seeking admission for the child in their care to St Mary Star of the Sea College. Prior to enrolment they need to be aware of our Catholic tradition and the strength of the Good Samaritan Benedictine tradition and what it offers the students.

4. POLICY STATEMENT

It is the policy of St Mary Star of the Sea College to support young women seeking a Catholic education in the Good Samaritan/Benedictine tradition. From the very beginning, the education of young people has been at the heart of the Congregation's mission and it has been a basic principle of the Sisters to have a Christ-like attitude of compassion and care for those they serve. As a Good Samaritan College we remain committed to this principle.

In the enrolment process, consideration is given to students who are Catholic and who support the mission of the Church. This does not necessarily preclude the enrolment of students from other Christian denominations or other faith traditions, however it does mean that girls who are Catholic will be prioritised for admission. Siblings of students attending the College would generally be accepted for admission after completing the application form and where required, attending an interview.

Families seeking enrolment for their child must complete the enrolment application package and answer all sections of the application. Documentation requested is to be provided and false or misleading statements may result in termination of an enrolment.

Enrolment criteria is based on the following (in order):

- Consideration be given to students who are Catholic and who support the mission of the Church.
- Siblings of students attending the College.
- Students from other Catholic schools.
- Students from other Christian traditions may be enrolled after other considerations for access have been determined.
- Children of other faith traditions may be accepted for enrolment depending on numbers and the individual circumstances of families.

While local Catholic parish schools are the main source of enrolments, parents should understand that enrolment in the local parish primary school does not confer automatic enrolment at the College. Consideration will also be given for students who transfer from Catholic schools which are interstate, overseas or from other dioceses.

5. RESPONSIBILITIES OF BOARD AND PRINCIPAL

The Board delegates to the Principal the right to exercise discernment in the acceptance of individual students in the enrolment process. The Principal and staff engaged in the enrolment process must ensure that decisions regarding enrolments are based on the Good Samaritan Benedictine tradition.

6. RESPONSIBILITY OF LEADERSHIP

To select students for admission to the College who can be assisted to have a love of learning and willingness to be educated in a way that their creativity, initiative and ability might be fostered and challenged.

Special consideration will be given to the necessitous of our community to ensure that our enrolment policy is fair and equitable, providing a Catholic education for all who seek it in the tradition and spirit of the Sisters of the Good Samaritan, led by Good Samaritan Education.

7. RESPONSIBILITIES OF PARENTS AND CARERS

Good Samaritan schools have been, and are currently, part of the service by the Sisters to the Church and society. In accepting an enrolment at St Mary Star of the Sea College, parents and carers agree to support the Catholic identity of the College and its requirement to give witness to Christian values.

Further, they agree to support the educational endeavours of the College and take an active interest in the development of their daughters.

8. RESPONSIBILITIES OF STUDENTS

Upon accepting the offer of enrolment at St Mary Star of the Sea College, students are required to enter into the life of the College enthusiastically and to participate in the formal curricular and extra-curricular activities to the best of their ability.

9. ENROLMENT PROCESS

General Enrolment

- Complete an online enrolment enquiry form or contact Marie Pulford, Director of Admissions, Marketing and Development E marie.pulford@stmarys.nsw.edu.au or T 02 4228 6011.
- An enrolment pack with an Application Form and detailed enrolment information will be mailed to you.
- Complete the Application Form in full and return it to the College.
- Applications will be processed after the payment of a non-refundable application fee of \$100.00.
- An interview will be scheduled with a member of the College Executive or the Director of Admissions, Marketing and Development.
- Upon successful interview and the availability of a place, an offer will be made.
- In the case where there is no vacancy, applicants may choose to be placed on a waiting list.

Year 7 Enrolment

- Complete an online enrolment inquiry form and information relevant to Year 5 or 6 applications will be mailed out to you.
- Information in the Enrolment Pack will indicate the dates for returning applications and when the Enrolment interviews will take place.
- Applications will be processed after the payment of a non-refundable application fee of \$100.00.
- Letters advising acceptance/non-acceptance are sent out after the interviews
- If accepted, a Confirmation of Enrolment Form is completed and an advance fee of \$200.00 is paid.
- Towards the end of the year an Information Evening and Orientation Day are conducted for both parents and students.
- The College also runs parent workshops prior to commencement.

VERSION CONTROL AND CHANGE HISTORY

Version control	Date effective	Approved by	Amendment
1.0	July 2012	Board	Initial adoption
2.0	September 2014	Board	Amendment to enrolment criteria
3.0	November 2017	Board	Review of policy
4.0	October 2018	Board	Review of policy