ENROLMENT POLICY

1. Purpose

This Policy exists to give an explicit framework to the enrolment procedures of the School and ensure compliance with regulations mandated by government authorities.

2. Scope

This Policy applies to the enrolment procedures of all sections of the School: the Early Learning Centre; Junior School and Senior School.

3. Definitions

[Non-selective]: [Characterised by an open entry policy; student enrolment not decided by an entrance examination]

[Non-denominational]: [Not restricted as regards religious denomination]

[AEAS]: [Australian Education Assessment Services]

[Full-Fee Paying Student, FFPOS]: [Full Fee Paying Overseas Students. Non-resident student required to pay all their school educational costs as Government funding does not apply.]

[PRISMS]: [Provider Registration and International Students Management System is a secure computer database that registers CRICOS providers that interfaces with the Department of Immigration and Citizenship (DIAC)]

[DIAC]: [Department of Immigration and Citizenship]

4. Policy Statement

St Catherine's is a non-selective, non-denominational School; although based on Christian values and heritage, the School seeks to embrace a variety of faiths and international cultures

- The St Catherine's student cohort comprises both day students and boarders, who may be residents of Australia or international students, Full-Fee Paying Students.
- While the School has an open Admissions platform with no compulsory entrance examination, students are tested on receipt of the Application Fee to identify their scholastic needs prior to the confirmation of a place and waiting lists may apply
- The letter of confirmation of enrolment includes statements that outline the conditions for a student admission and continuing enrolment at St Catherine's School

ENROLMENT POLICY

- Full-Fee Paying Overseas Students must complete an AEAS test to determine their individual needs and preparedness for an education at St Catherine's School
- Students are expected at St Catherine's to participate in the academic program, align themselves with School Values and Policies, comply with compulsory activities and avail themselves of extra-curricular opportunities. These expectations are agreed to prior to confirmation of enrolment.
- The conditions of enrolment are subject to the St Catherine's School Business Practices, which are accepted by the applicant prior to enrolment. The Business Practices are an annual document which reflect the operation requirements of that year and may alter accordingly. The current Business Practices applies to all enrolments irrespective of the year of enrolment.
- The School undertakes to administer all aspects of its admissions procedures and dealings with potential enrolments in a just, meticulous and respectful manner
- The School may enter into an agreement with an external party for the express purpose of facilitating the enrolment of Full-Fee Paying Overseas Students
- The School recognises its obligations with regard to adherence to government regulation and duty of care issues
- Non-refundable and refundable payments associated with a student enrolment as well as the process for applying for a refund is outlined in the St Catherine's School Business Practices
- Conditions in which a student is eligible for a refund is outlined in the St Catherine's School Business Practices
- Student enrolling at St Catherine's will be required to provide evidence of previous study to enable the School to establish relevant study credits if applicable
- St Catherine's School will provide all necessary documentation to students, parent and external bodies required in the processing of a student enrolment
- PRISMS is used to inform the DIAC of any changes to Full-Fee Paying Overseas Student enrolment details

ENROLMENT POLICY

- A student can have their enrolment cancelled, suspended or deferred on compassionate or compelling grounds at the discretion of the Principal.
- In the event that a student's cancellation of enrolment has implications regarding their ongoing accommodation the School will review and monitor the suitability of accommodation arrangements of the student until the student has accepted a position at another registered provider who will take responsibility for the accommodation of the student, the FFPOS student leaves Australia or the FFPOS student makes alternative accommodation arrangements that satisfy Migration Regulations.
- St Catherine's recognises as part of its Enrolment Policy the previous education status of its students, but the School will not accept a Full-Fee Paying Student enrolment where the student has been at another provider for less than six months
- A student enrolment may be extended, or conversely, cancelled, suspended or deferred on compassionate or compelling grounds at the discretion of the Principal. Compassionate or compelling grounds may include, but is not limited to, medical, behavioural or personal issues, or academic progress which the School deems to have the capacity to impact on the suitability of the student's ongoing enrolment arrangements.
- St Catherine's maintains an ongoing CRICOS registration. In the event of St Catherine's discontinuance of its CRICOS registration the School will not accept a Full-Fee Paying Overseas Student enrolment beyond the School's CRICOS registration period
- Students who are transferring to St Catherine's School will be required to submit to the School's process of determining their academic achievements when placing them in an appropriate year level. Students entering VCE mid-stream from another system, such as O Levels or International Baccalaureate, will be required to provide documentation to facilitate obtaining appropriate credit for courses previously undertaken.
- Students entering from another VCE school will have their course credit automatically transferred through VASS

ENROLMENT POLICY

5. Responsibility

This Policy applies most pertinently to the Principal, Registrar, Business Manager, Assistant to the Registrar, Director of Student Services and Activities, Director of Student Wellbeing, Director of Curriculum, Head of Junior School, Director of Early Learning Centre, Deans, International Students/ ESL Coordinator and the Director of Boarding Services.

6. Compliance requirements

Various Government – Guardianship, Homestay and Visa requirements
CRICOS (Commonwealth Register of Institutions and Courses for Overseas Students
ESOS (Education Services for Overseas Students)
MCEETYA (Ministerial Council on Education, Employment, Training and Youth Affairs – The Adelaide Declaration on National Goals for Schooling in the Twenty-First Century)

7. Associated Documents

Specific procedural guidelines pertaining to this Policy are referred to in the Protocol Information section to follow:

- Admissions Protocols 2008
- Application Enrolment Form
- Application Enrolment Non-Resident
- 2008 Business Practices Non-Resident Final
- Prospectus Letter template
- Application receipt letter template
- Testing letter template
- Entry interview letter template
- Letter of offer non-resident

ENROLMENT POLICY

- Letter of offer resident student
- Confirmation of receipt of confirmation of enrolment letter template
- Student offer of enrolment form
- Record of Inquiry form
- Letters of offer (3YO; 4YO; JS; SS)
- Prospectus (2008 edition pending)
- Enrolment contract
- Appointment of Agents Protocol
- Review of Agents Protocol

ENROLMENT POLICY

• Admissions Protocols

This protocol serves to inform the Admissions process as defined by the St Catherine's School Admissions Policy.

Inquiry (phone or e-mail)	1. Collect information regarding interest	Record of Inquiry Form	Admissions Officer / Registrar
	2. Enter details into the inquiry database synergetic		Admissions Officer
	3. Mail Prospectus (1000 required a year) • Letter – including information a. Details of the School, b. Details of Open Mornings c. Information about accessing the School's Web Site d. Information regarding testing requirements for Residents. e. Information regarding testing requirements for Non-Residents (AEAS) f. Information regarding Visa requirements for Non-Residents for study in Australia. g. Information regarding accommodation arrangements that must be made for non-resident students. • VCE Results for preceding year. • Copy of St Catherine's News • VCE / 7& 8, 9&10 Curriculum Handbooks (as appropriate) • Application Form (Resident or Non-Resident) • Business Practices (Resident or Non-Resident) • Boarders' Handbook (if relevant) • JS / ELC Information as relevant	Prospectus Letter and Prospectus	Admissions Officer
	4. Meeting arranged with Principal /Head of JS / Head of SS as required		Admissions Officer
	5. Tour arranged if necessary of ELC/JS/SS. Tours held by Registrar or other Senior Members of staff.		Admissions Officer

ENROLMENT POLICY

Receipt of Application	1. Application arrives with $100 application fee (non-refundable)	Application Receipt Letter	
	2. Information placed in Futures Module on Synergetic A = Applications B = Place Offered X = Place Confirmed – rolled in to current and Business Office notified.		Admissions Officer / Assistant Accountant
	3. Letter sent from Director of Student Wellbeing regarding testing.	Testing Letter	Admissions Officer
	4. Gather information regarding student interests (Sport, Drama, Music, Academic etc)	Record of Inquiry Form continued	Admissions Officer
	5. Obtain copies of school reports – to be placed on file		Admissions Officer
	6. Full-Fee Paying Overseas Applications Terms and Conditions Check that the following arrives: AEAS Test Results Copy of Passport (Student and one parent) Copy of latest School Reports (translated certified copy) Full details of an English speaking local guardian (including address, telephone numbers and names)		Admissions Officer / Registrar
Testing 2009/10 letters sent to all requesting testing with LHE . April/May Mondays – Catering etc have been ordered. Testing 9.00 to 12.00 – parents collect at 12.30 pm	1. Appointment made for test – through Director of Student Wellbeing (Yr 4 up)		Admissions Officer
	2. Morning Tea arranged for students on test day.		Admissions Officer
	3. Parents phoned week prior to test to confirm – remind to bring pencils – but no need for food.		Admissions Officer
	4. Educational Psychologist Completes test with student and arranges marking and provides information to Director of Student Wellbeing.		Director of Student Wellbeing
	5. Results distributed to Principal and Heads of School as necessary.		Director of Student Wellbeing
	6. Principal reviews results and requests meeting with relevant staff as necessary.		PA to the Principal

ENROLMENT POLICY

	7. Confirm availability of accommodation and guardianship arrangements for FFPOS.		Registrar / Director of Boarding / Admissions Officer / International Student Coordinator
	8. Meeting to review formally application with Principal, Director of Student Wellbeing, Head of SS/JS, and other staff as required.		PA to the Principal
	9. Letter sent to request interview with Principal / Head of Junior School.	Entry Interview Request Letter	Admissions Officer
Offer	1. Letter of offers sent – including contract and fee structure/ Business Practices.	Student Offer of Enrolment Letters (Principal and Registrar)	PA to the Principal and Admissions Officer
	2. Electronic Copy of Letters of Offer sent to FFPOS and to PRISM	Letter of Offer (electronic)	Admissions Officer
Receipt of Contract	1. Check that both parents have signed/ been contacted regarding enrolment.		Admissions Officer
	3. Entrance Fee Received - Entrance Fee $1,800 first child, $700 second child (i.e. max $2,500 per family) and passed onto Business Office		Admissions Officer
	4. International Students ○ Electronic Confirmation of enrolment by school for VISA ○ Arrange Medibank Private Health Cover (part of fees $348). Includes ambulance cover		Admissions Officer
	5. Letter sent to confirm receipt of Entrance Fee and contract – providing information about Transition Program. Signed by Registrar		Admissions Officer

ENROLMENT POLICY

Transition	1. ELC – End Term 2 Contact regarding meeting with Director of ELC JS – Mid Term 3 – Formal Program SS – Mid Term 3 – Formal Program	ELC – Letter requesting interview. JS/SS – Information Letter	Admissions Officer
	2. Year 7 Involved in Transition Program Others - Phone Call to confirm and offer 'day at the school'		Admissions Officer
	3. Invitations sent to new students for relevant activities Plays, Concerts etc.	Invitations as required.	Admissions Officer
	4. Copy of Weekly News sent to new students from Term 3		Admissions Officer
	5. Distribute information to key staff about student(s) ○ SS Subject Selection (GLA) ○ Interests: Drama (MBO), Music (KKA), Sport (DTH), Faculty (HofF), Debating & Pub Speak (MOC), O.Ed (BLO)		Admissions Officer / Registrar
	6. FFPOS students if in Australia prior to commencement are invited to visit the School for a tour and consultations with appropriate Staff (International Student Coordinator, Dean, Head of SS/JS/Curriculum Adviser etc)		Registrar
	7. FFPOS students who arrive to commence at School without a prior visit, are met by International Student Coordinator/Dean/Director of Boarding Services for a formal introduction to the School.		International Student Coordinator/ Dean
	8. The Director Boarding liaises with the Registrar/Admissions Officer prior to the arrival of a FFPOS student to confirm and support arrangements for transport and orientation.		Director of Boarding Services
Orientation Day at School	1. Date Chosen and staff notified (Form/Class teacher, Dean/Careers Adviser)		Admissions Officer
	2. Phone to arrange details with parents		Admissions

ENROLMENT POLICY

	SS Arrive at 8.15 – meet with Dean and Student Buddy JS Arrive at 8.30 – meet with classroom teacher		Officer
	3. Appointments made with Careers Advisor as required.		Admissions Officer
	4. Selections made and passed on to Timetabler, Director of Curriculum, Head of SS.		Admissions Officer
Preparation for First Day	1. Appointment / Visit to Uniform Shop		Admissions Officer
	2. First Day Package arranged. • Locker Allocated • Locker Name Label (Senior School) • Combination Lock (Senior School) • School Homework Record Book • Timetable		Student Services
	3. Class Placement		Dean
	4. House Placement		Head of Sport
	5. Teaching Staff Informed and details distributed		Admissions Officer
	6. Parents' and Friends' Association Notified		Admissions Officer
	7. Medical Form checked and entered into Synergetic		Student Services
	8. Handover with Dean. View files and student files placed in Central File		Registrar
First Day	1. Student arrives at 8.20 am SS - Meet with Dean who takes to Roll Call (8.30) with buddy. JS – Meet with Head of JS to takes to class room (8.30)		Deans
	2. Dean to meet at end of day to check how things have gone.		Deans
	3. Form Teacher/Class Teacher contact parents at end of first week for feedback		Form/Class Teacher
Student Leaving	1. Requests that all notification is put in writing to Principal.		All
	2. Response from Principal Additional response from Registrar when appropriate		Principal Registrar

ENROLMENT POLICY

	3. Business Office Informed Withdrawal requires 1 Term's notice Leave of Absence LOA – Past /Future / Current on Synergetic.		Admissions Officer
	4. Date Leaving put in Synergetic Transfer to Past Student on Synergetic at appropriate date.		Registrar
	5. Inform Staff		Admissions Officer
	6. Exit Interview Arranged if appropriate – with Principal / Registrar / Dean / Head of SS or JS		Admissions Officer
	7. Relocation – Phone Call from registrar to confirm return possibilities.		Registrar
Open Days NB 2008 booked – rooms, catering, dates. Generally one a month – May, June, Aug, Sept Busy. Avoid Spring Racing Carnival	1. Advertisements		Marketing
	2. Post from database to interested parents	Flyer regarding Open Days	Admissions Officer / Marketing
	3. Phone Calls to interested parents		Admissions Officer / Registrar
	4. Booking Venues (Ballroom / Dining Room)		Admissions Officer
	5. Booking Catering (Tea/Coffee/Juice/Slice – Dining Room)		Admissions Officer
	6. Staff Informed		Hof SS / JS
	7. Documentation – Handbooks, Magazines, Prospectus etc for Dining Room		Admissions Officer
	8. List of potential visitors created for gate. New names taken at gate. Name labels and pens required.		Admissions Officer
	9. Maintenance Requests – Umbrella, Table at gate ICT Requests – Screen and Laptop Computer		Admissions Officer
	10. Tour Guides selected and briefed – Uniform Checked at gate		Staff Member allocated
	11. PowerPoint Presentation Arranged		Registrar
	12. Typical Program 8.45 - 9.00 Arrival at gate, name tags, guide allocation to DR 9.00 - 9.15 Tea and Coffee in Dining room 9.15 - 9.30 Presentations – Ballroom 9.30 - 10.10 Tours (NB Guides needed for those arriving late)		All

ENROLMENT POLICY

	10.10 - 11.00 Q&A in Dining Room		
	12. List generated of those who attended. Name, Year and Level of possible entry.		Admissions Officer
	13. Follow up calls to those who have not made contact post open day.		Registrar
	14. Debriefing of staff involved – to share information and adjust program for next Open Day.		Registrar
Arranging Homestay Older Students (usually Yr 11/12 – occasionally Yr 10)	1. Speak to Child/Parent/Guardian about requirements		Registrar
	2. Contact agency / bank of Homestays.		Registrar
	3. Check Accommodation by visitation		Registrar
	4. Sight Working With Children / Police Check. Indicate date on Database		Registrar
	5. Second Visit to Accommodation with Student/Parent/Guardian		Registrar
	6. ELICOS – Need to contact early and check standard ready for enrolment.		Registrar