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## ENROLMENT POLICY

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### 1. Purpose

- 1.1 St Catherine's School (School) is committed to ensuring that students are enrolled in the school in a manner that is fair and transparent.
- 1.2 The School is committed to maintaining accurate records that comply with the School's legal obligations in relation to school enrolment.
- 1.3 The enrolment policy sets out the principles and framework governing the basis on which students are admitted to the school. The policy, together with the policy associated documents listed in section 9, should be read and understood by parents and those responsible for implementing the policy.

### 2. Scope

- 2.1 This Policy applies to the enrolment procedures of all sections of the School: the Early Learning Centre; Junior School, Senior School and the Boarding House. In drafting this policy, the School has taken notice of its obligations to promote the principles and practices of Australian democracy including a commitment to: elected government; the rule of law; equal rights for all before the law; freedom of religion; freedom of speech; and association and the values of openness and tolerance.

### 3. Legal and regulatory basis for compliance

- 3.1 Education and Training Reform Act 2006 (Vic.)
- 3.2 Education and Training Reform Regulations 2007 (Vic.)
- 3.3 Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- 3.4 Equal Opportunity Act (Vic.) 2010
- 3.5 Disability Discrimination Act 1992 (Cth.)
- 3.6 Disability Standards for Education 2005 (Cth.)
- 3.7 Australian Education Act 2013 (Cth.)
- 3.8 Australian Education Regulation 2013 (Cth.).

### 4. Definitions

- 4.1 The enrolment register, Synergetic, is a permanent record of the students admitted to the school. The School is required to implement processes and procedures to ensure that the register is up to date. The enrolment register determines those students for whom attendance must be registered and monitored.



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## ENROLMENT POLICY

---

- 4.2 Should the School or Boarding House be oversubscribed in one or more age groups, a waitlist may be maintained. The principles of fairness and transparency that apply throughout the enrolment policy also apply to the procedures relating to the management of the waiting list.
- 4.3 Children of compulsory school age (six years and up to the age of seventeen years) resident in Victoria are required to be in full-time attendance at school or be in registered home schooling. Non-government schools have no legal restriction in relation to a minimum age or a maximum age at the point of enrolment.
- 4.4 Within the meaning of the Equal Opportunity Act (Vic.) and the Disability Discrimination Act 1992 (Cth.), schools are not permitted to discriminate on the grounds of disability. The legislation permits an exception to be made in relation to sex, race, religious belief, age or age group:
- 4.4.1 Schools, amongst other organisations, have a positive duty to take reasonable and proportionate measures to eliminate discrimination.
  - 4.4.2 When enrolling a student with a disability, schools are required to consider what reasonable adjustments need to be made to the learning environment or to the delivery of learning to assist that student.
- 4.5 The School requires proof of age and enrolment name for each enrolment. Such documentation could be in the form of a birth certificate or passport.
- 4.6 Under the Australian Education Act 2013 (Cth.) the School is required to collect Student Background Characteristics Data as part of the enrolment process and report the data to the VCAA or other testing agent when requested.
- 4.8 Although there is no legislation regarding permanent records covering non-government schools, the School is under a general obligation to retain permanently, any documents that might be relevant to future legal proceedings. Student enrolment records may be audited by either state or commonwealth authorities in order for the authorities to monitor payments made on the basis of student numbers or on the basis of the enrolment of particular categories of students.
- 4.9 Records of enrolment are required for annual data returns to the Australian Government for the Australian Government Census of Non-Government Schools under Australian Education Regulation 2013 (Cth.) (s.77). They are also required for annual data returns to the Victorian Government for the Victorian Census under the Victorian Government Funding Agreement for Non-Government Schools.
- 4.10 Legislative privacy requirements govern how personal, sensitive and health information must be collected, used, disclosed and stored as part of the enrolment



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## ENROLMENT POLICY

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process. A privacy notice must be provided with the enrolment form.

- 4.11 The School is required to request and record the immunisation status, called Child History Statement, for each primary student prior to enrolment.
- 4.12 The School is required to request and record the visa status when enrolling a student on a visa, that is any student who holds, or is a dependent of a person who holds, a permanent, bridging or temporary visa.
  - a. The School is also required to request and record the visa status when enrolling international students (formerly known as full fee paying overseas students (FFPOS)) who are those who hold a visa that is specifically related to studying in Australia, or a bridging visa attached to a substantive visa with those provisions.
- 4.13 Exchange students enter Australia on a student visa, for which reciprocity must be maintained. The student is enrolled as a student within the School.
- 4.14 Students attending the School on a cultural visit enter Australia on a tourist visa, are visitors to the School and are not enrolled students.

### 5. Policy Statement

- 5.1 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
- 5.2 The School is a non-selective, non-denominational school committed to ensuring students are admitted in a manner that is fair, transparent and non-discriminatory.
- 5.3 The School will publish clear criteria as the basis on which admissions are made.
- 5.4 The School values diversity across the School community and this principle shapes the way in which the school's admissions criteria are applied.
- 5.5 The School keeps and retains accurate records of enrolments that comply with its commonwealth and state legal and regulatory requirements.

### 6. Roles and responsibilities

- 6.1 The Principal is responsible for authorising the enrolment policy and for approving the criteria for admission.
- 6.2 The Principal is responsible for ensuring the implementation of the enrolment policy is fair, transparent and non-discriminatory.
- 6.3 The Registrar is responsible for ensuring an enrolment register [and waiting list] is accurately maintained.



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## ENROLMENT POLICY

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- 6.4 The Registrar is responsible for ensuring this policy is implemented in accordance with commonwealth and state privacy legislation.
- 6.5 The Registrar is responsible for:
- 6.5.1 Ensuring that procedures are implemented so that parents are guided through the enrolment process from enquiry to admissions
  - 6.5.2 Ensuring that procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the school's decision to offer a place or not
  - 6.5.3 Ensuring that procedures are in place for the management, storage and retrieval of enrolment data:
    - a. proof of the child's identity, specifically date of birth and enrolment name
    - b. immunisation status
    - c. visa status
- 6.6 The Deputy Principal School Operations is responsible for ensuring that the school reports data relating to the characteristics of students at the School to the School community at least once a year.<sup>1</sup>

### 7. Terms of Enrolment

- 7.1 The St Catherine's student cohort comprises both day students and boarders, who may be residents of Australia or international students, Full-Fee Paying Overseas Students.
- 7.2 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. Applicants are encouraged to disclose any additional learning needs prior to Enrolment to ensure the best possible support is provided to both students and teachers with the express purpose of enhancing students' access to the curriculum and achieving their learning potential.
- 7.3 Students are expected to participate in the academic program, align themselves with School Values and Policies, comply with compulsory activities and avail themselves of co-curricular opportunities. These expectations are agreed to prior to confirmation of enrolment.
- 7.4 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



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## ENROLMENT POLICY

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enrolments irrespective of the year of enrolment.

- 7.5 Parents accepting an offer at St Catherine's School will both be required to sign an enrolment contract which will form the basis of the legal acceptance by the parents of the condition of their daughter's enrolment. Both parents are required to sign the contract unless in the case of one parent being deceased or there are legal measures established between the two parents.
- 7.6 The letter of confirmation of enrolment includes statements that outline the conditions for a student admission and continuing enrolment at St Catherine's School.
- 7.7 Students who are transferring to St Catherine's School will be required to submit to the School, documents 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.
- 7.8 Students are placed into classes and courses based on the criteria and processes outlined in the Subject Selection Protocol.
- 7.9 St Catherine's School will provide all necessary documentation to students, parent and external bodies required in the processing of a student enrolment.
- 7.10 Students entering St Catherine's School at Year 11 and/or Year 12, are assessed, based on their previous schooling and academic background, as to their suitability to undertake a particular course of study.
- 7.11 Students entering from either an alternative Australian education system, or from overseas, who have completed all or part of a Year 11 equivalent, submit an application to VCAA through VASS for credit in the corresponding course of study undertaken elsewhere.

### 8. Additional Terms of Enrolment – International Students

- 8.1 The School may enter into an agreement with an external party (Agent) for the express purpose of facilitating the enrolment of International Students.
- 8.2 All prospective International Students are required to complete and submit their results from an AEAS English Proficiency Test.
- 8.3 Enrolment in EAL is available only to students who have approved EAL status. A student may be eligible for EAL status if they:
  - 8.3.1 Have been a resident in Australia or New Zealand or other predominantly



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## ENROLMENT POLICY

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English-speaking country for no more than seven years or they are a student of Aboriginal or Torres Strait Islander descent whose first language is not English. The period of seven years is to be calculated cumulatively over the student's whole life. The calculation of time spent in Australia is made from the date of last arrival plus any previous periods of time spent in Australia or any predominantly English-speaking country. Time spent out of Australia during school vacations should be included in the accumulation towards the seven years because there would have been no disruption to education during these periods.

- 8.3.2 English has been the student's major language of instruction for a total period of not more than seven years over the period of their education. Students may be eligible to receive assistance by means of EAL teachers employed by the School to assist students in their development of English proficiency. EAL students who meet the necessary Government or VCAA criteria are expected to attend EAL classes.
- 8.4 The School utilises Provider Registration and International Student Management System (PRISMS) to inform the regulatory bodies of any changes to International Students enrolment details.
- 8.5 The School will not delegate, outsource or contract out the responsibility for approving the accommodation and providing support and general welfare arrangements for a student who is under the age of 18. As a condition of the student visa, students under 18 years of age are required to have suitable accommodation and welfare arrangements, which must be approved by the School..
- 8.6 In the event that a student's cancellation, withdraw or deferral of enrolment has implications regarding their ongoing accommodation, to ensure the welfare of the student is maintained, the School will review and monitor the suitability of the student's accommodation arrangements until the student: has accepted a position at another registered provider who will take responsibility for the accommodation of the student; the International student leaves Australia; or the International student makes alternative accommodation arrangements that satisfy immigration regulations.
- 8.7 The School will not accept an International Student enrolment where the student has been at another provider for less than six months or that the School does not agree to the accommodation arrangements proposed by the parent or if the School deems that the student's language skills or academic performance would not make an enrolment at St Catherine's beneficial to the International Student.
- 8.8 A student enrolment may be varied, extended, or conversely, cancelled, suspended or deferred on compassionate or compelling grounds at the discretion





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## ENROLMENT POLICY

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of the Principal. Compassionate or compelling grounds may include, but is not limited to, medical, behavioral 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.

- 8.9 St Catherine's maintains an ongoing Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS) registration. In the event of St Catherine's discontinuance of its CRICOS registration the School will not accept an International students enrolment beyond the School's CRICOS registration period.
- 8.10 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.
- 8.11 Conditions in which a student is eligible for a refund is outlined in the St Catherine's School Business Practices.

### 9. Associated Documents

- 9.1 Specific procedural guidelines pertaining to this Policy are referred to in the policy and protocol documents listed:
- a. Enrolment Application (Residential)
  - b. Enrolment Application (International)
  - c. Business Practices (Resident)
  - d. Business Practices (Non-Resident)
  - e. Enrolment contract (Residential)
  - f. Enrolment contract (ELC/Prep Conditional)
  - g. Enrolment contract (International)
  - h. Enrolment Contract (Scholarships)
  - i. Appointment of Third Party Contractors Guidelines
  - j. Subject Selection Protocol
  - k. Admissions Protocols
  - l. Deferment, extension or cancellation Protocols
  - m. Records Retention Policy
  - n. Privacy Policy
  - o. International Student and EAL Policy
  - p. Welfare Policy