

ENROLMENT POLICY



St Francis Xavier College
Berwick, Officer & Beaconsfield
Ratified by the Board of Management May 2000
Updated April 2004
Ratified by College Board May 2004
Amended April 2005
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Amended June 2008
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Amended June 2011
Ratified by College Board June 2011
Amended February 2013
Ratified by College Board March 2013
Amended October 2016

Recommended by College Advisory Board November 2016
Ratified by Canonical Administrators December 2016

1. GENERAL PRINCIPLES:

- 1.1 The College policy is based on the Document "Catholic Schools' Enrolment - Diocese of Sale" approved by Bishop Prowse in 2010 who stressed "the necessity of consultation between Principal, School Board and Parish Priest" and emphasised that "there should be no hidden agenda".
- 1.2 This College was established to provide for Catholic Secondary Education for all Catholic children of the Region whose parents seek such an education.
- 1.3 Whilst all parents are expected to make a commitment to the payment of fees no child will be excluded from the College because of the inability of the parents to pay fees. It is expected that in such circumstances by prior consultation some alternate arrangement would be made by the College in conjunction with the particular Parish.
- 1.4 Enrolment will not be made on any criteria based on an academic assessment of applicants.
- 1.5 Should the College be unable, at a particular period, to offer places to all applicants then criteria set out in Section 3 will be followed.

2. ENROLMENT PROCEDURE

- 2.1 Enrolment applications will be delivered directly to the Parish Feeder Primary Schools for Grade 6 students.
- 2.2 Application forms must be sent to the College Principal by the advertised date, together with a non-refundable \$100.00 application fee.
- 2.3 Interviews will then be conducted for all students who have submitted application forms by the advertised due date and who meet the initial criteria set out at paragraph 4 of this Policy.
- 2.4 At the conclusion of the interview a letter of offer of enrolment will be given to successful applicants.
- 2.5 This letter of offer of enrolment will be confirmed following receipt by the College of the completed Education Enrolment Contract by Parents ("Parents" is defined in the Education Enrolment Contract).
- 2.6 Following receipt of the completed Education Enrolment Contract the College will invoice Parents an acceptance fee. This fee is explained in the Education Fees Policy.
- 2.7 The submission of the Education Enrolment Contract means Parents accept the Education Enrolment Contract's terms and conditions, including, but not limited to, an undertaking to abide by all College regulations and to pay the Education Fees (as set out in the Education Fees Policy) as determined by the Board.

3. PRINCIPLES

- 3.1 Catholic school in the Diocese of Sale strive to be authentically Catholic and faithful to the tradition and teachings of the Church.
- 3.2 The Catholic school is a community whose mission is to provide its members with a holistic education which takes place in an environment formed by the teachings and values Christ gave us in the Gospels.
- 3.3 The Catholic school community strives for strong partnerships with the parish/parishes it serves.
- 3.4 Families who choose a Catholic school for their children do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the school and acknowledge the importance of religious education for their children. Families who have demonstrated an unwillingness to do so may be refused enrolment at the school.
- 3.5 Catholic schools in the Diocese of Sale have a particular responsibility to welcome, accept and support those who are poor, marginalized and in most need. No student will be refused enrolment or be disadvantaged because of an inability on the part of parents/guardians to meet financial requirements.
- 3.6 Catholic schools in the Diocese of Sale have a responsibility to ensure that the requirements of State and Commonwealth legislation are met when processing enrolments.
- 3.7 Catholic schools in the Diocese of Sale have a responsibility to promote enrolment in Catholic primary and secondary schools.

4. CRITERIA FOR ENROLMENT

- 4.1 Catholic secondary schools give priority to children baptised as Catholics and siblings of children already attending the school.
- 4.2 Catholic children who attend a Catholic school in the designated enrolment area.
- 4.3 Catholic children from non-Catholic schools whose families are active members of the local parish.
- 4.4 Children who have been enrolled in a Catholic school in the designated enrolment area.
- 4.5 Catholic children who attend a Catholic school but reside outside the designated enrolment area.
- 4.6 Catholic children from non-Catholic schools who reside outside the designated enrolment area, who
 - 4.6.1 Cannot obtain a place in their designated secondary school, or
 - 4.6.2 Can obtain a place in their designated secondary school, but choose not to accept such a position.
- 4.7 Children who have been enrolled in a Catholic school outside the designated enrolment area.

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- 4.8 Catholic children who reside in other parishes and who could have gained enrolment in their secondary school.
- 4.9 Children from families who belong to any of the Orthodox Church and have difficulty with access to their own Church, may participate in full Sacramental life of the school.
- 4.10 Children whose parents/guardians desire and are committed to a Catholic Education for their children.
- 4.11 Canonical Administrators and the Principal have the right to exercise discretion in application of enrolment policy.
- 4.12 Non-Catholic students may only be enrolled when:
 - (i) The Principal receives an undertaking from the parents that the nature, life and identity of the school will be respected and that their children will participate in the Religious Education Program and practices of the College.
 - (ii) The Board has been consulted and agreed to the enrolment of Non-Catholic students at no time exceeds 7% of the total student population in any year level at the College.
 - (iii) Such students accepted will have the same rights as that of Catholic students to complete their education at the College.
 - (iv) Children other than Catholic can only be enrolled when class sizes are within the agreed limits.

5. **CATHOLIC ENROLMENT APPLICATIONS IN EXCESS OF AVAILABLE PLACES**

- 5.1 Where the number of applications for enrolment is in excess of the number of places available, the Principal will apply criteria in Section 4 of the Enrolment Policy; the excess applications will be placed in order on the Waiting List, from which future vacancies will be filled, as per the Waiting List protocol.
- 5.2 The Waiting List protocol is as follows:
 - 5.2.1 Catholic children in Catholic Feeder Primary Schools (i.e. Late Applications).
 - 5.2.2 Catholic siblings of current students.
 - 5.2.3 Catholic children from Catholic schools outside our region now residing within our boundary.
 - 5.2.4 Non-Catholic children attending our Feeder Primary Schools.
 - 5.2.5 Catholic children attending Government schools within our boundaries.
 - 5.2.6 Non-Catholic siblings of current students.
 - 5.2.7 All other Non-Catholic students.