



## Enrolment Policy

### 1. Introduction

St Paul's College Ltd (**College**) is a non-selective day and boarding school for students from Year 7 to Year 12. The College offers a broad curriculum, in compliance with Part 3 of the *Education Act 1990* (NSW), to students from a diverse range of backgrounds.

St Paul's College welcomes applications from prospective students:

- who may gain benefit from the broad and balanced education offered by the College;
- who may contribute to the life of the College by participating as fully as possible in the range of activities available; and
- whose families are supportive of the aims and methods of the College, and whose spiritual, educational and vocational aspirations are reasonably able to be met by the College.

### 2. Key Definitions

Throughout this policy, unless the context requires otherwise:

- **'Applicant'** means the person/s set out in the Application for Enrolment Form being the Parents of the Student listed in the Agreement and if more than one, each of them jointly and severally.
- **'Application for Enrolment Form'** means the form submitted to the College by the Applicant/s in relation to the student.
- **'The College'** means St Paul's College Ltd, Walla Walla.
- **'Disability'**, in relation to a student, is that as defined by the *Disability Discrimination Act* (Commonwealth) 1992.
- **'Enrolment Agreement'** means the agreement by which the Applicant agrees to be bound when enrolling the Student at the College.
- **'Parents'** include means the parent/s and/or legal guardians of the students.
- **'The Principal'** means the Principal of the College, or the principal's authorised representative.
- **'Student'** means the student named in the Application for Enrolment Form.

### 3. The Policy

The purpose of this policy is to provide clear and upfront information to a prospective Applicant regarding the conditions and priorities which relate to the student's prospective enrolment at the College. This policy seeks to ensure that students are enrolled at St Paul's College in a manner that is fair, consistent, and transparent. The policy sets out the basis on which students are enrolled and specifies the information that is required from families on entering an Enrolment Agreement with the College.

#### Scope

This policy applies to all current and future Students seeking admission to the College and the Boarding House, the Board, College staff, and parents/guardians (referred to in this Policy as Applicant).

## 4. General

Applicants are expected to support the ethos, culture and policies of the College.

Whilst the College does its best to accommodate all enrolment requests, it is unable to guarantee a position to any Student, until the process outlined in this Policy is completed.

The College does not guarantee all subjects for senior students will be available for selection. Depending on subjects chosen, some subjects may be delivered by external providers.

The College's course offerings, including co-curricular activities and programs, will be determined by the College in its sole discretion and may be varied or withdrawn at any time without prior notice. This may include making changes to the curriculum, co-curricular offerings, teaching methods and processes and other services affecting its students, including offering remote learning. The College's offering and delivery may be subject to government directives in place at the time.

The holistic development of the student is the College's priority in carrying out its duty of care to the student. As such, the College makes no representation or promise regarding any particular academic achievement or level of performance of any Student.

Decisions on admission are made by the principal (or their delegate) in accordance with the criteria outlined in this Policy.

The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:

- a) the physical number of currently enrolled students (for example, if a year level is deemed by the principal as full);
- b) the resources available to cater for the educational needs of students; and
- c) the willingness of the Student and the Student's family (where applicable) to comply with the College's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- a) relevant information is withheld, or information provided is found to be inaccurate; or
- b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the College and family involved.

## 5. Enrolment Eligibility

Whilst the College does its best to accommodate all enrolment requests, it is unable to guarantee a place to any Student.

The College is unable to involve itself in any family matters. In the case of all families, including divorced or separated families, it is the College's assumption and understanding that prior to contacting the College, both Parents are in agreement to the application and possible enrolment of their child. Unless otherwise stated in Family Court Orders or approved by the principal (or their delegate), both Parents are required to sign the Application for Enrolment Form.

The College has two types of enrolments:

- as a domestic student
- as an overseas student.
  - a. Domestic Student

A domestic Student is any Student who does not hold a Student Visa (subclass 500) and is not eligible to enrol as an Overseas Student. These students may include students on other types of visas as well as Australian Citizens. Domestic Students applying for enrolment whose first language is other than English may be required to be enrolled in an Intensive English College prior to entry at the College, and/or may be required to receive extra English tuition once enrolled at the College, with the costs to be paid by the Parents.

## b. Overseas Student

An Overseas Student is any student not an Australian resident. To be eligible to apply for enrolment at the College, the Overseas Student must demonstrate competency in the Australian Education Assessment Services (AEAS) test including the written section. The College will determine the student's English level suitability for enrolment to the College, in accordance with its CRICOS obligations.

An Overseas Student's enrolment is made conditional upon them having achieved the required English level for enrolment in their chosen academic year in a given time period. Once enrolled, Overseas Students undertake the mainstream program of study.

## 6. Priority Order of Enrolment

All Applicants must submit the Application for Enrolment Form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the Applicant has correctly submitted to the College the Application for Enrolment Form.

Once a student has enrolled at the College, their enrolment is continuous through to year 12 unless the student is formally withdrawn or removed from the College, or their enrolment is terminated at the discretion of the College. Some applications may be given preference on the waiting list on the basis of the following criteria, which are in no particular order:

- the student is a sibling of current students at the College;
- the student is a child of SPOCA (St Paul's Old Collegian's Association) members;
- the student is a child of a current member of college staff;
- the student is currently enrolled at a feeder school;
- whether the student is a Christian; and/or
- date the Application for Enrolment Form is received.

The College will also take the following into consideration:

- a student's willingness and ability to contribute to the wider life of the College; and
- evidence of good leadership and good character.

A Student who has previously concluded their enrolment at the College because of dissatisfaction on the part of the Student, Parents, or the College (be that withdrawal or termination), would not normally be considered for re-enrolment.

The College may exercise its discretion to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so. If the Applicant wishes to appeal this decision, an appeal should be made in writing to the principal specifying the reason for the appeal. The final decision is at the sole discretion of the principal, who will notify the Applicant of the outcome. The decision of the principal is final.

## 7. Application for Enrolment Process

The College accepts Applications for Enrolment at any time, however, new enrolments are encouraged at the main intake at Year 7. The College recommends Parents apply as early as possible, the latest being in March or April one year before the Parents intend the student to commence at the College.

The College is committed to complying with its anti-discrimination obligations. In accordance with this Enrolment Policy, Applicants are required to make full disclosure in the Application for Enrolment Form. The College will provide reasonable adjustments, as appropriate, in line with the provisions of this Policy.

1. The application process for a Domestic Student is as follows:  
Applicants complete the Application for Enrolment Form and return to the College. This includes completing the:

- Application for Enrolment Form by submitting it, with any accompanying documents as specified, as applicable (such as a birth certificate).
2. When the College receives a completed Application for Enrolment Form:
    - the student's name is registered on the waitlist for the year and year level nominated;
    - the Applicants are sent an acknowledgement from the College;
    - an interview is arranged with the Student and Applicants; and
    - Students in years 7 – 11 undertake a pre-enrolment interview.
  3. The College may request additional information to assess suitability and the College's priorities of enrolment. Information requested in the application process may include:
    - evidence of your child's date of birth (e.g., birth certificate, passport) [mandatory];
    - religious denomination;
    - previous school reports (if applicable);
    - names and addresses of the child and parents/guardians;
    - telephone numbers (home, work, mobile) of parents/guardians;
    - names of emergency contacts and their details;
    - specific residence arrangements;
    - information about the language(s) your child speaks and/or hears at home;
    - nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable;
    - doctor's name and telephone number;
    - medical conditions;
    - information on additional learning needs (e.g., whether your child requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.); and/or
    - parenting agreements or court orders, including any guardianship orders;
    - If indigenous - proof of indigenous status;
    - NAPLAN results;
    - Medical assessments and letter from doctor regarding medication.
  4. A formal letter of offer of a place at the College may be made, or the College may advise if the application is unsuccessful.
  5. Applicants may accept the offer by:
    - returning the Letter of Offer Acknowledgement Form to the College; and
    - paying the non-refundable Enrolment Fee.
  6. Once the College acknowledges receipt of the items stated in clause 5 of this section, the student has a confirmed place at the College.

#### Offer – Overseas Students

Overseas students are required to forward a copy of their AEAS Test Report of English competency prior to being considered for enrolment, or notification when the student will be undertaking the test.

In addition, an application for an overseas student must include:

- a copy of the biographical page of their passport
  - where applicable, any ESL reports from an Intensive Language College.
1. Overseas students receive a Letter of Offer and Written Agreement (conditional upon them reaching the required ESL level required for entry into their requested academic year in a given time period of time).
  2. Full CRICOS Course details
  3. Statement of Fees
  4. Acceptance of Place Form
  5. Data Collection Form – government requirement – for completion and return.
  6. Overseas Students Complaints and Handling Policy and Procedures.

## 8. Expectations of Applicants

In completing the Application for Enrolment Form, Applicants must declare, to the best of their knowledge, any special needs of their child. If an Applicant withholds information relevant to the Application and Enrolment Process, the College may refuse, or terminate the Enrolment Process on these grounds. This provides the Student and Staff the best opportunity for success during their time at the College.

Applicants must advise the College in writing of any changes of contact details of living arrangements during the Enrolment Process. The College waives any responsibility for non-contact of an Applicant during the Enrolment Process if contact details are not updated.

## 9. Reasonable Adjustments

Where information obtained by the College indicates a student has a Disability, the principal will consult with the student and their family and/or carers to determine whether the Disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make adjustments to support the student to fully participate in their education, and whether those adjustments are reasonable.

The College's Learning team supports the educational needs of students with Disabilities, Aboriginal and Torres Strait Islander Students, culturally and linguistically diverse (CALD) Students, and gifted learners.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the Student's Disability;
- the information provided by, or on behalf of, the student about how the Disability affects the student's ability to participate;
- views of the student, or an associate of the student, about whether a proposed adjustment is reasonable and will enable the Student with a Disability to access and participate in education and training opportunities on the same basis as Students without Disabilities;
- information provided by, or on behalf of, the
- Student about their preferred adjustments;
- the effect of the proposed adjustment on the student, including the student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff, and other Students; and
- the costs and benefits of making the adjustment.

The principal may require Applicants to provide medical, psychological, or other reports from external specialists, and/or require an independent assessment of the student to enable the principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case including:

- the views of the student;
- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other Students, staff, the College community, the student, and the family of the student). This includes (without limitation):
  - costs resulting from the student's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other Students, and teachers; and
  - benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other Students, and teachers; and
  - the effect of the Disability on the Student; and
  - the College's financial circumstances and the estimated amount of expenditure required

- to be made by the College community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
- the impact of the adjustments on the College's capacity to provide education of high quality to all Students while remaining financially viable; and
- the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
- the nature of the Student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The principal will discuss with the student and their family (as appropriate) the concerns they have regarding any proposed adjustment that would cause unjustifiable hardship to the College. If the Principal is satisfied the student and their parents (as appropriate) have been sufficiently consulted, and adjustments required are not reasonable, or would cause unjustifiable hardship to the College, the College may decide to decline to offer the student a position or may defer the offer.

Offers of Conditional or Provisional Enrolment.

Where circumstances give rise to uncertainty on the part of the principal, a conditional or provisional enrolment may be offered for a student for a set period of time.

- Conditions applying to such provisional enrolment will be set out in writing.
- The provision may not be applied in the case of a Student with a Disability.

Fee to confirm enrolment.

Applicants must pay a \$200 fee to confirm enrolment. The fee for students from Lutheran feeder schools is \$50. This is paid when the Acknowledgement is returned to the College in order to accept the place. If the fee is not paid, the student is not guaranteed a place. This amount is non-refundable.

## 10. Privacy

The College collects personal information, including sensitive information regarding Parents, Applicants and Students during and subsequent to the enrolment process in accordance with its Privacy Policy and applicable privacy laws. The primary purpose of collecting personal information is to facilitate the completion of enrolment process and, during the course of enrolment, to provide for the best interests of Students.

The College's Privacy Policy sets out the manner in which the College collects, uses, protects, discloses and provides access to personal information. The Privacy Policy, which also sets out the process for managing complaints about privacy, can be viewed on the College's website.

Data Collection

The Registered and Accredited Individual Non-government School (NSW) requires the Principal of the School to keep a register. This register is in electronic format and stored on the school's database. This information is submitted to NESAs (NSW Education Standards Authority) as required by our funding and legislative obligations.