



## INTRODUCTION

Stella Maris College is a school of Good Samaritan Education established in 1931 in the Benedictine tradition. The policies of the College give expression to its values and ethos and/or reflect the legal requirements of a school registered and accredited by the NSW Education Standards Authority (NESA).

The College provides a Catholic education that promotes Benedictine values with particular emphasis on Justice, Peace, Hospitality, Stewardship and Community. In accordance with the Good Samaritan ethos, the College is committed to the development of the whole person, recognising their unique dignity. The College provides a comprehensive education for, and strives to meet the learning needs of, its students. The College recognises its role in supporting parents as the primary educators of their children.

In fulfilling its Mission, the College seeks to nurture the spiritual, intellectual, physical, social and emotional growth of all students. The College encourages the development of students' personal Christian values and the establishment of a firm foundation for on-going learning throughout life.

This policy gives guidance to those within the College community and those who join it concerning enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the Principal's responsibility to decide the appropriate course to take in the circumstances.

## RELEVANT LEGISLATION

*Disability Discrimination Act 1992 (Cth)*  
*Sex Discrimination Act 1984 (Cth)*  
*Racial Discrimination Act 1975 (Cth)*  
*Anti-Discrimination Act 1977 (NSW)*

These Acts make it unlawful to discriminate against a person on the grounds of their disability, sexual orientation, gender identity or race by refusing to enrol them at the College. The College is committed to fulfilling its obligations under the law in this Enrolment Policy.

## DEFINITIONS

Throughout this policy, unless the context requires otherwise:

**parents** includes guardians or any other person who has applied to have a child entered on the register or enrolled at the College and, where the child has only one parent, means that parent.

## ENROLMENT PROCESS

1. Registration Forms can be completed online via the College website ([www.stellamaris.nsw.edu.au](http://www.stellamaris.nsw.edu.au)). Parents complete the online Registration Form and pay a non-refundable registration fee. Parents declare they have read and acknowledge/understand the following which appears on the College's website:
  - Enrolment Policy (Local Students) Policy
  - Enrolment Conditions
  - Standard Collection Notice

2. Failure to provide all required information may result in the College declining to consider the child for admission to the College or delaying such consideration and may also result in the College declining or delaying the child's enrolment.
3. Entrance to the College is normally in Year 7. Entrance at other year levels is limited to vacancies which may occur from time to time. Entrance may be accommodated at any time throughout the school year depending on circumstances. Entrance other than at the beginning of Year 7 is at the discretion of the Principal.
4. Normally, the Principal and senior staff will conduct enrolment interviews for children whose parents have applied to have them commence at the College in Year 7 during Term 1 of the year in which they are in Year 5.
5. Normally, the Principal will conduct enrolment interviews for children whose parents have applied to have them commence at other times as places become available in the relevant student year group.
6. At these interviews, among other things, the senior staff will:
  - (a) inform the parents of their responsibility to the College in relation to fees
  - (b) seek to establish that the expectations and commitments of the parents are consistent with the College Mission and Vision Statement and the values, goals, policies and resources of the College.
7. Enrolment interviews form part of a wider assessment process by the College, further details of which appear below.
8. At the satisfactory conclusion of the assessment process, the College may make an offer to the parents to enrol the child.
9. To accept the offer, the parents must within four weeks of receiving it:
  - (a) submit online to the College Registrar the signed Enrolment Conditions form; and
  - (b) pay the non-refundable Enrolment Fee.
10. Failure to reply within the required time may result in the position being re-offered where other children are waiting for entry to the College.
11. Prior to the student commencing at the College, parents and their daughter will be requested to participate in an information session
12. The College will provide to parents a Family Handbook giving details of uniform, curriculum, pastoral care, fees and any additional costs that may be incurred.
13. The College will hold induction events prior to commencement of the school year to familiarise the student with College life.

## **Assessment**

The College will undertake an academic assessment of students prior to starting Year 7, after receipt of the Enrolment Form. As part of the assessment process, the College may ask the parents to provide more information about the child.

Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the College may ask parents to authorise the Principal or his/her delegate to contact:

- (a) the Principal of the child's previous school to obtain or confirm information pertaining to the child or the child's enrolment
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the child.

Where information obtained by the College suggests:

- (a) a profile of willful misconduct, illegal activities or strong anti-social behaviours that indicate that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College; or
- (b) the parents may not be able to meet the financial commitment required by having a child at the College,

notwithstanding that the child otherwise satisfies the enrolment criteria, the Principal may decline to proceed any further with the enrolment process.

### **College Reserves Rights**

The College reserves the right not to offer any child a place at the College or to defer the offer of a place to any child in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The College also reserves the right to terminate an enrolment where the parents have not declared or have withheld known information pertaining to their child's needs.

### **College's Considerations and Preference Criteria**

When considering making offers of a place at the College, the College gives preference to:

- (a) students from local Catholic primary schools
- (b) sisters of students already at the College
- (c) daughters or granddaughters of former students of the College
- (d) students who are committed to the Catholic faith.

The College may also consider:

- (a) the commitment of the parents to enrolment of their daughter until the completion of her education in Year 12
- (b) evidence of a place at a similar Catholic school elsewhere in Australia if a family relocates from interstate or overseas
- (c) the pastoral needs of the student or her family
- (d) a student's and her family's willingness and ability to contribute to the wider life of the College
- (e) evidence of the student's leadership abilities and good character; and
- (f) the date of lodgment of the Registration Form.

### **Continuing Enrolment**

Continued enrolment at the College is dependent on a student's academic progress, consistent attendance, receipt of fees and any other charges by the due date, adherence to the enrolment conditions and the College Community Code of Conduct as well as any other expectations of the student and her parents as set out in various College publications and policies from time to time.

Related Documents:

- Enrolment Conditions
- Standard Collection Notice
- Privacy Policy
- College Community Code of Conduct

**VERSION 5**

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