

Student Enrolment Policy

Student Enrolments	Red Bend Catholic College keeps a register of enrolments of all children at the College in both print and electronic form.
Source of Obligation	<p>The NSW Registration Manual (3.8) requires the Principal of the College to keep a register, in a form approved by the Minister, of the enrolments of all children at the College.</p> <p>The NSW Registration Manual (3.6.2) requires the College to provide a safe and supportive environment by maintaining a student enrolment register.</p>
Information for Register of Enrolments	<p>The register of enrolments records the following information for each student:</p> <ul style="list-style-type: none">• name, age and address• name and contact telephone number of parents/guardians• date of enrolment• date of leaving the College and the student's destination, where appropriate• for children older than six years of age, previous school or pre-enrolment situation• where the destination of a student under seventeen years of age is unknown, evidence that the NSW Department of Education has been notified of:<ul style="list-style-type: none">• the student's full name• the student's date of birth• the student's last known address• the student's last date of attendance• parents'/guardians' names and contact details• an indication of possible destination• any other information that may assist officers to locate the student• any known work health and safety risks associated with contacting the parents/guardians or student.

ENROLMENT PROCEDURES - METHOD OF APPLICATION

Enrolment applications are considered at any time. There are three steps for parents to follow for securing a place at Red Bend Catholic College:

- Submitting online an APPLICATION FOR ENROLMENT form and paying the enrolment processing fee of \$200. Enrolment packages are available online or on the web site. Enrolment Applications must be signed by both parents unless otherwise stated by Court Orders or other documentation. The Principal will decide if the enrolment can proceed.
- Attending an INTERVIEW with the Principal of the College or delegated staff and other members as required by the Principal.
- Returning the ACCEPTANCE OF ENROLMENT form if an offer of enrolment is made by the Principal. This needs to be received by the due date which will be indicated on the acceptance letter and signed by both parents unless Courts Orders state otherwise.

Enquiries and visits are always welcome and can be arranged through the College.

SCHEDULE FOR CONSIDERATION OF APPLICATIONS

A decision to commence a student's enrolment is a matter for the Principal of the College. In making a determination to offer an enrolment the Principal will:

- Gather relevant information.
- Seek appropriate collegial advice.
- Act consistently with the guidelines below.
 - THE RELEVANT INFORMATION REQUIRED WILL INCLUDE:
 - The most recent full school report.
 - Test results which indicate current levels of literacy and numeracy – this includes:
 - NAPLAN (Year 5) results for all students applying for entrance at the Year 7 level.
 - NAPLAN (Year 7) results for all students applying for entrance at the Years 8 or 9 level.
 - NAPLAN (Year 9) results for all students applying for entrance at the Year 10 level.
 - Evidence that the parents/guardians are able and willing to meet the fees schedule agreed to with the Business Manager and Principal.
 - Applications for enrolment will not be considered until all requested documentation is received.
 - APPROPRIATE COLLEGIAL ADVICE MAY INCLUDE:
 - The College welcomes parents who wish to enrol their son or daughter with additional needs and will do everything possible to accommodate the son/daughter's needs, provided that an understanding has been reached between the College and parents prior to enrolment regarding:
 - the nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the student's additional learning needs;
 - the nature of any additional assistance that is recommended/appropriate to be provided to the student (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other education interventions as may be relevant);
 - the individual physical, functional, emotional or educational goals that are appropriate to the student and how the parents and the College will work in partnership to achieve these goals;
 - any limitations on the College's ability to provide the additional assistance requested.

2.2 Advice from the Director of Curriculum that there is room to accept the student.

2.3 Advice from the student's current Principal or other staff regarding the applicant's suitability for Red Bend Catholic College.

2.4 Other advice from educational, religious, medical or psychological professionals relevant to the application.

3. CRITERIA FOR SELECTION AND PRIORITY ORDER OF ENROLMENT

3.1 When a student who is Catholic, from another Christian denomination or from a non-Christian faith, is offered a place at the College, the offer is contingent on the willingness of the parents and the student/s to support the College's Catholic identity and traditions. This will involve student attendance and participation in the Catholic practices, including (but not limited to) prayer, liturgy, retreats and religious education classes from Years 7 to 12 inclusive.

3.2 Completed enrolment packages received prior to the end of Term 1 of the year preceding that for which enrolment is being sought will be processed in order of receipt of the completed package. Completed applications received after this date will be processed according to the order outlined in 3.3 below.

3.3 Priority of enrolment to Red Bend Catholic College will occur in order of:

- a) Siblings of enrolled or previously enrolled students.
- b) Catholic students attending Parish Primary Schools.
- c) Students of other faiths attending Parish Primary Schools.
- d) Students of no faith or other faith attending Parish Primary Schools.
- e) Catholic students who are attending other Primary Schools.
- f) Students of no faith or other faiths who are attending other Primary Schools.

3.4 Other considerations being equal, applicants who have members of their immediate families as present or past students of the College, or members of staff, or in active affiliation with the Marist Brothers will be considered ahead of those who have had no prior association with the College and/or the Brothers.

3.5 A student who has previously concluded their enrolment at the College will be considered for re-enrolment on a case by case basis at the discretion of the Principal (using the principles of natural justice).

3.6 Students are normally only accepted as day students if they reside with and are in the direct care of a parent or legally recognised guardian.

3.7 Overseas students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, and the full year's fees have been received by the College. Students who leave the College before the conclusion of their course of study will have their fees refunded on a pro-rata basis (at least one term's fees is payable in all circumstances).

3.8 Accepted enrolments are for a period inclusive of year 12 or until such time as full time employment or other study options are found or the enrolment of the student has to be withdrawn as deemed by the Principal.

BOARDING ENROLMENTS

The boarding program at Red Bend Catholic College is offered to both male and female students. In discerning whether to accept a student as a boarder, the Principal of Red Bend Catholic College will additionally use these guidelines.

1.1 The Principal (and/or Boarding Coordinator) will need to be satisfied, on the basis of advice, collected information, and the Principal's own judgement, that there is a reasonable expectation that an applicant is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding program at Red Bend Catholic College.

1.2 The Principal (and/or Boarding Coordinator) will need to be satisfied that the family of the applicant adequately understands the challenges and expectations of residential education and is in a position to support their son or daughter in it.

1.3 Priority will be given to those students who cannot attend Red Bend Catholic College unless they board over those who can attend as day students.

1.4 Students will normally only be accepted as weekly boarders if they are able to be in the direct care of their parents or legal guardians on weekends and not with other relatives or friends of the family.

METHOD OF NOTIFICATION OF SUCCESS OF APPLICATION

YEAR 7 APPLICATIONS

- All students are interviewed by the Principal or a delegated staff member.
- All successful applicants are notified of their approval for an interview at the beginning of Term 3.
- Confirmation of Acceptance documentation is posted by the end of Term 3 and is to be completed and returned to the Enrolment Officer as soon as possible.

YEAR 8-12 APPLICATIONS

- Applications for day students for Years 8-12 may be made at any time. Application packages are available by contacting the Enrolment Officer at the College.
- If you are considering applying for Year 11 it is advisable to apply as early as possible so as to maximise your child's subject selection options.
- Please note that subject selections for Year 9 and Year 11 take place early in Term 3 with our current students and the appropriate information will be sent out at this time.

A FINAL CONSIDERATION

The College has a duty of care towards the students and parents/guardians are required to fully disclose all information concerning the physical, mental and emotional health of the child seeking enrolment necessary to enable the College to fully exercise this duty of care. Failure to have done so, at the absolute discretion of the Principal, may result in the contract of enrolment being terminated.

BREACHES OF ENROLMENT CONDITIONS

An enrolment offer may be withdrawn by the College and/or an enrolment terminated at its own discretion in situations where:

1. Information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the student;
2. Relevant information is withheld by the student's parents or information provided is found to be inaccurate;
3. There is persistent non-compliance by a student with respect to the College policies and procedures and exhaustive attempts for redressing the situation have proved unsuccessful;
4. There have been one or more incidents of serious misconduct by the student which endangers the moral or physical safety of other students or staff, or threaten the good order of the College;
5. There is a significant change in the circumstances of the parents and/or the student which cannot be reasonably accommodated by the College;
6. There has been a failure of parents to honour the conditions of enrolment and reasonable attempts to redress the situation have been unsuccessful, including lack of resolution regarding non-payment of fees.

EXIT PROCEDURE

1. All students exiting Red Bend Catholic College prior to the completion of Year 12 are to complete an Exit Form.
2. The destination of all students exiting Red Bend Catholic College prior to the completion of Year 12 is to be entered into the student register.
3. Any student under the age of 17 who exits Red Bend Catholic College and for whom we have no destination is to be reported to the Department of Education Officer on attendance@det.nsw.edu.au.

The register is retained for a period of seven years after the last entry is made, and copies of information in the register are stored on-site at regular intervals.

Records of the Register of Enrolments

Implementation

Red Bend Catholic College has set up a series of compliance tasks in **CompliSpace Assurance**, to ensure that key obligations under the NSW Registration Manual are managed effectively.