



Enrolment Policy

Introduction & Purpose

Oakhill College, Castle Hill is a Catholic day school conducted by the De La Salle Brothers and is grounded in, and informed by, core principles inherent in Lasallian education:

- Faith in the presence of God
- Respect for all persons
- Inclusive
- Excellence
- Concern for the poor through service

The College's mission is to provide a holistic education for boys (Years 7 – 12) and girls (Years 11 and 12) that inspires them to attain excellence and fulfil their potential, empowering them to serve and enrich our changing world.

This policy gives guidance concerning enrolment criteria and procedures.

Relevant Legislation

Oakhill College will observe all relevant State and Federal Legislation in assessing students for enrolment such as

Education Act
Disability Discrimination Act
Race Discrimination Act
Anti-Discrimination Act
Privacy Act

Definitions

Throughout this policy, unless the context requires otherwise:
Parents: includes biological parents or legal guardians.

Enrolment Process

New Enquiries

The Registrar will reply to all enquiries regarding enrolments at the College and will direct parents to the College website for further information and to complete an Expression of Interest Form online.

Age Requirements

To enter Year 7 a student should be twelve (12) years old by 31 July in the year of entry.

Points of Entry

Entrance to the College is normally in Year 7 for boys and Year 11 for girls however, enrolments are also taken at any time for entry into Years 8-11 and are registered on the 'List of Applicants' for Years 8-11. Applications for Years 8-11 are processed each term if vacancies become available. Applicants remain on the 'List of Applicants' and are progressed forward each year until the application is withdrawn or the application is declined.

Applications for boys wishing to enrol in Year 7 are accepted at any time from birth until two years before the requested year of entry. Therefore, for entry into Year 7, applications close at the end of March while the student is in Year 5. A non-refundable Application Fee of \$165.00 must be paid when the online *Expression of Interest for Enrolment Form* is lodged.

Applications for girls wishing to enrol in Year 11 are accepted at any time from birth until one year before the requested year of entry. Therefore, for entry into Year 11, applications for girls close at the end of May while the student is in Year 10. A non-refundable Application Fee of \$165.00 including GST must be paid when the *Expression of Interest for Enrolment Form* is lodged.

Expression of Interest for Enrolment – List of Applicants – Waiting List

The Principal, through the Registrar, is responsible for the maintenance of the 'List of Applicants' from the online *Expression of Interest Form*. Names of students will be entered on the appropriate list of applicants when their parent(s) or legal guardian return the *Expression of Interest for Enrolment Form* and pay the Application Fee.

Confirmation of Application

Two years before the requested year of entry for boys entering Year 7 and one year for girls entering Year 11, parents of students on the 'List of Applicants' will be contacted and asked to complete an Application for Enrolment Form online and upload the following documents:

- a copy of the student's birth certificate;
- a copy of the student's Baptism and all other Sacramental Certificates (if applicable);
- a copy of the student's latest school report and all NAPLAN tests;
- a copy of any applicable legal papers or court documents;
- Immunisation certificate;
- Proof of Permanent residency (if applicable) information/documentation relating to special needs/Assessments/ Interventions/ Support.

Failure to provide all required information may result in the College removing the student's name from the list of applicants.

Assessment

The College will undertake an assessment process at a time decided by the College after the documents referred to in the previous section have been received. As part of the assessment process, the College may ask the parents to provide more information about the student. 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 delegate to contact:

- the Principal of the student's previous school to confirm information pertaining to the student;
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Normally, each student is assessed in the light of his/her:

- academic progress (latest school reports and NAPLAN Tests for Literacy and Numeracy);
- social development (school reports and any other support material);
- physical development (school reports and any other support material);
- spiritual development (school reports and any other support material).

The criteria used are multi-dimensional and no criterion is taken in isolation; the College attempts to choose applicants who will be best suited to the schooling offered at Oakhill College.

Interview

The College will invite parents and the student on the list of applicants to attend an interview at the College with the Principal or a senior member of staff appointed by the Principal. Interviews would normally be conducted in March/April two years prior to the intended year of enrolment for Year 7, and in May of the year prior to the year of intended enrolment for Year 11. At the interview, among other things, the College's representative will:

- inform the parents of their responsibility to the College in relation to the 'Conditions of Enrolment' (See Part Two) and to the College fees, and will ascertain the parents' ability to afford the current fees;
- will seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College.

Please note that not all applicants will receive an offer of an interview and not all families interviewed will necessarily receive an offer of a place.

Inappropriate Behaviour

Where information obtained by the College suggests a profile of wilful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College, notwithstanding that the student be the brother/sister of a current or past student or the son/daughter of a former student, the Principal may decline to proceed any further with the enrolment process.



Enrolment Policy

Disability

Where a student has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or the student's parents. In addition, the Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the College;
- obtain an independent assessment of the student.

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- the student's disability;
- whether the particular measure or action required is reasonable;
- the extent to which the particular measure or action required would ensure that the student was able to participate in the College's courses or programs or to use the College's facilities or services on a similar basis as a student without the disability;
- effect of the adjustment required on the student, including the effect on the student's:
 - ability to achieve learning outcomes;
 - ability to participate in courses or programs; and
 - independence;
- the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the student, the family of the student, and the College community);
- the effect of the disability of the student;
- the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the enrolment offer or defer the offer.

College Reserved Rights

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student 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 there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their child's needs.

Selection Criteria

The College enrolls students whose families are supportive of the vision and mission of the College. Given there are more applicants than vacancies the Principal will consider applications according to a range of factors, in no set priority, which may include, but not be limited to:

- Baptised and non-baptised Catholics in both Catholic and non-Catholic schools.
- Active participation in the life of the Catholic Church and/or other Christian denominations.
- Students of other faith traditions who are prepared to support the Catholic and Lasallian tradition at Oakhill College.
- Siblings of family members already enrolled in the College, provided the family has proved to be supportive of the ethos of the College, its rules and expectations.
- Sons and daughters of alumni (these will be considered along with all other applicants).

The Principal has absolute discretion as to the selection of students who will be enrolled at Oakhill College and their continuing enrolment.

Offer

At the satisfactory conclusion of the assessment process, the College may make an offer in writing to the parents to enrol their son or daughter. To accept the offer, the parents before the due date must complete:

- the *Acceptance of Offer of Enrolment Contract* which includes acceptance by the parents of the then current Conditions of Enrolment;
- pay the non-refundable Administration Fee of \$300.00; and
- pay the Enrolment Deposit of \$2000 which is refundable on withdrawal of the student provided that a term's notice is given to the College (otherwise it is treated as fee in lieu of notice) or refundable at the end of Year 12 provided that the fee account is not in arrears.
- The payment of \$2,300 is non-refundable prior to the students commencement at the College.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

Every offer of enrolment is at the absolute discretion of the Principal.

Administration Fee and Enrolment Deposit

The Administration Fee covers the costs of the enrolment process and ongoing student administration. The Enrolment Deposit confirms and secures your child's enrolment. It is refundable on withdrawal of the student from the College, provided the parent/guardian gives the College a term's notice. If the student remains at the College until the end of Year 12, the Enrolment Deposit will be refunded at the end of Year 12.

The payment of \$2,300 is non-refundable prior to the students commencement at the College.

If the student is withdrawn from the College without sufficient notice, the Enrolment Deposit is forfeited as fee in lieu of notice.

If the fee account is in arrears on withdrawal with a term's notice or at the completion of Year 12, the Enrolment Deposit will be credited against the fee account to offset any of the outstanding fees. A balance due to the parent/guardian after this (in case the enrolment deposit is larger than the outstanding fees) will be refunded to the parent/guardian.

The parent/guardian may elect to donate the refundable enrolment deposit if no balance is owing to the College.

Conditional Enrolment Offers

In very rare exceptional circumstances the Principal may issue a conditional enrolment. Conditions applying to such conditional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.