

# Enrolment Policy



## 1. Purpose

This policy aims to outline the principles and objectives that inform the enrolment process at Our Lady of Mercy College (the 'College').

- 1.1. The vision of the College is to provide a contemporary Mercy education that empowers young women to lead with courage and act justly, making a difference in whatever sphere of life they chose to move, in the spirit of Catherine McAuley.
- 1.2. Our mission as an independent Catholic School for girls, is to strive to nurture our students and staff as visionary leaders and compassionate changemakers, guided by the enduring values of our Mercy tradition.

## 2. Scope

This policy applies to all prospective and current students of the College, their Parent/Carer(s) and to all staff involved in the enrolment process.

## 3. Policy Statement and Guiding Principles

- 3.1. The College is a Christ-centred learning community founded in the Mercy tradition. The College acts in accordance with Mercy Values, and its policies are underpinned by the Gospel values of mercy and justice, serve to promote the dignity and uniqueness of each human person. Their aim is to foster the intellectual, spiritual, emotional, physical and social wellbeing of all members of the College community within a safe, healthy, caring and sustainable environment.
- 3.2. The vision of the College is to provide a contemporary Mercy education that empowers young women to lead with courage and act justly, making a difference in whatever sphere of life they chose to move, in the spirit of Catherine McAuley.
- 3.3. The College is an independent Catholic secondary school that enrolls girls who may benefit from the education and values offered by the College, and who may contribute to the life of the College by participating as fully as possible in the education, community and values of the College.
- 3.4. The enrolment intake year is Year 7. However, occasional vacancies may arise in non-intake years.
- 3.5. The College offers enrolment to Prospective Students that the College considers will contribute positively to the College Community and demonstrate a commitment to the Mercy tradition and values.
- 3.6. The College Board delegates to the Principal, the absolute discretion for the enrolment of individual students in accordance with this Policy.

## 4. Key Definitions

- 4.1. 'Applicant' means the Parent/Carer(s) who
  - share responsibility for the care of the Prospective Student, and
  - make an application for enrolment of the Prospective Student at the College, and
  - have agreed to enter into the Enrolment Contract should the application for enrolment at the College be successful.

- 4.2. 'Disability' means the meaning contained in the *Disability Discrimination Act 1992* (Cth), or subsequent equivalent legislation.
- 4.3. 'Enrolment Panel' means the staff appointed by the Principal and the Board, as confirmed in the Enrolment Procedure.
- 4.4. 'Family Court Orders' means an order made by an Australian Court of Law under the *Family Law Act 1975* (Cth) or a care order under the *Children and Young Persons (Care and Protection) Act 1998* (NSW).
- 4.5. 'Principal' means the Principal themselves or a person appointed by the Principal to carry out a function on behalf of the Principal.
- 4.6. 'Prospective Student' means the child / young person for whom an application has been made for enrolment at the College but who is not currently enrolled.
- 4.7. Student means the child / young person who has been enrolled at the College

## 5. Related Policies and Legislation

- 5.1. Relevant legislation includes but is not limited:
  - a. *Education Act 1990* (NSW)
  - b. Anti-discrimination legislation including:
    - i. *Anti-Discrimination Act 1997* (NSW)
    - ii. *Disability Standards for Education 2005* (Cth)
    - iii. *Disability Discrimination Act 1992* (Cth)
  - c. *Children and Young Persons (Care and Protection) Act 1998* (NSW)
- 5.2. This policy must be read in conjunction with the College's policies and procedures, in particular:
  - a. The Community Code of Conduct
  - b. Student Management Policy
  - c. Complaints Policy
  - d. Dress Code

## 6. Enrolment Register

The College must maintain an enrolment register which includes details of enrolments as required by the Education Act.

## 7. Enrolment Decisions

- 7.1. The College considers all enrolment applications received prior to the closing date for enrolment. However, it is unable to guarantee a place to any student.
- 7.2. All applications are reviewed to ensure that all relevant information/material has been provided. Applications which are incomplete, or which do not meet the application requirements may be removed from formal consideration.
- 7.3. Applications are reviewed by the Enrolment Panel, which provides recommendations to the Principal as to whether a Prospective Student should be offered a place at the College.

- 7.4. The Principal has the absolute discretion to either:
- Accept the recommendation of the Enrolment Panel and offer to the Applicant enrolment of the Prospective Student at the College;
  - Reject the recommendation of the Enrolment Panel and decline to offer to the Applicant enrolment of the Prospective Student at the College; or
  - Consider the recommendation of the Enrolment Panel and make a conditional offer to the Applicant enrolment of the Prospective Student at the College which is contingent on certain conditions being met.
- 7.5. The Enrolment Panel and the Principal, shall give consideration to all relevant aspects of each Application, with particular regard to:
- The Applicant's compliance with the enrolment application and process, including the provision of all relevant documentation and information.
  - Demonstration of commitment to the Catholic faith and Mercy tradition by the Applicant and the Prospective Student.
  - The nature of the Applicant's engagement with the College staff and community throughout the enrolment process.
  - The capacity of the College to cater for the educational needs of the Prospective Student.
  - The individual needs of Prospective Students, including any specific educational or other adjustments required, and any information provided by the Applicant.
  - The extent to which the acceptance of the Prospective Student will enhance the experience of the total student population of the College.
  - The capacity of the College to ensure that appropriate resources are available for all enrolled students.
  - The Applicant's ability to demonstrate their capacity to pay fees in accordance with the College's requirements.
- 7.6. The Enrolment Panel will apply the following criteria in considering each Application and making its recommendations to the Principal:
- Evidence that Applicants and Prospective Students have demonstrated a commitment to and participation in the life of the Catholic Church
  - Evidence that Applicants and / or Prospective Students who have demonstrated a willingness to respect and support the Catholic faith, Mercy traditions and values of the College
  - Whether the Prospective Student has a parent or carer who is a member of the College alumnae
  - Whether siblings of the Prospective Student attend the College
- 7.7. In the event that the number of applications from Catholic families exceeds the number of available spaces, the Principal may seek to consider whether Catholic families have demonstrated an ongoing commitment to their parish and/or their commitment to service.

- 7.8. In determining the family's commitment to their parish and/or commitment to service, the College should take into account matters including but not limited to the following:
- The Child's completion of sacraments
  - Active participation in their parish and/or local community
  - Any reference provided by their parish priest or a leader of the community
  - Any activity or conduct that demonstrates a commitment to and respect of the Mercy values.
- 7.9. Notwithstanding the general priority outlined above at clauses 7.6-7.8, the Principal retains absolute discretion to make enrolment decisions.

## 8. Conditions of Enrolment

In accepting an offer of enrolment at the College, the Applicant agrees to the following conditions.

### Participation

- To allow the Student to participate fully in the life and program of the College and support the Student to do so, including activities that reflect the Catholic faith and Mercy tradition.
- To respect and uphold the beliefs and teachings of the Catholic faith and Mercy tradition.
- To provide the Student with the correct and approved College uniform and ensure it is worn neatly and well maintained, in accordance with the College's Dress Code.
- To provide the child with all necessary resources and other equipment of a personal nature that may be required to enable the Student to benefit from the education offered by the College.

### Compliance

- To support the Student, and measures taken by the College to assist the Student, to meet the academic and attendance requirements as required by the NSW Educational Standards Authority (NESA), the Education Act 1990 (NSW) and the Children and Young Persons (Care and Protection) Act 1998 (NSW).
- To recognise and accept the authority of the Principal and other staff at the College to implement appropriate behaviour management and discipline in accordance with College policies and procedures.
- To comply with the Community Code of Conduct at all times, and to encourage and support the Student to comply with the Student Management Policy at all times.

### College Tuition and Related Fees

- Ensure College fees are paid in advance by the tenth working day of each term, or in accordance with a pay schedule for which there is prior written agreement with the College.
- Communicate with the Business Manager circumstances where College fees cannot be met in compliance with clause 8.8, to enable alternative arrangements to be considered.
- To settle any outstanding fees prior to the upcoming term.

## Current Student and Parent /Carer Information

- 8.11. To ensure that the College holds up to date information regarding the Student, including but not limited to:
  - a. Personal details including the Student
  - b. Contact details of the Parents/Carers
  - c. Emergency contact details
  - d. Details of any medical conditions, illnesses or similar wellbeing considerations related to the Student
  - e. Details of any care arrangements, or authorised persons to collect the Students from College.
- 8.12. Parents/Carers agree to provide to the College, as soon as practicable, and at their own cost:
  - a. copies of any court orders or parenting plans pertaining to parenting and fee arrangements.
  - b. apprehended violence orders in which the Student is identified as a protected person.
  - c. medical reports relevant to the Student's education, safety and wellbeing at the College.
  - d. Other information or documents directly requested by the College.
- 8.13. Should the College require the debt recovery services, these costs will be added to the amount owing to the College.
- 8.14. To give at least one term's written notice of termination of the Enrolment.
- 8.15. Failure to do so will result in a liability to pay 25% of the full year's tuition fees plus GST, with the College reserving its rights to pursue legal action to recover the incurred liability as a debt owed to the College for breach of this enrolment condition.

## 9. Enrolment of Students with Disabilities;

- 9.1. The College will not unlawfully discriminate against a person on the grounds of disability.
- 9.2. The Application for enrolment of a student with disabilities will be completed in collaboration with the Prospective Student and their parent/carer(s) as required in making a reasonable decision as to whether the College resources and facilities are able to meet the Prospective Students needs, or if reasonable adjustments are necessary.
- 9.3. As part of the application process, the applicant(s) are required to provide full details of all necessary documentation, information and reports in order for the College to make an accurate assessment of the needs of the Prospective Student.
- 9.4. In order to make this assessment the Principal may require the applicant(s) to:
  - a. Provide medical, psychological or other medical reports from appropriate specialists, at the cost of the applicant.
  - b. Obtain an independent disability assessment for the Prospective Student.
  - c. Request that a further information is provided by the applicant as determined by the Principal to allow the Principal to make an accurate assessment.

- 9.5. The College reserves the right to decline to offer a position to a Prospective Student with a disability, or to review the enrolment of a student, in the following circumstances:
  - a. if the College is unable to meet the student's needs within the educational setting; or
  - b. if the College is unable to make the adjustments required to meet those needs; or
  - c. where the adjustments are unreasonable and/or would cause unjustifiable hardship to the College.
- 9.6. The College will comply with the standards outlined in the Disability Standards for Education 2005 (Cth), when making an assessment regarding whether an adjustment required to support the student is reasonable.

## 10. Ongoing Enrolment Obligations of Parents / Carers

The ongoing enrolment of a Student at the College is conditional upon the following obligations of Parents / Carers:

- 10.1. To ensure that the Student will exhibit appropriate standards of behaviour as outlined in the Student Management Policy and other relevant policies, as amended from time to time.
- 10.2. To engage with the College, and assist in facilitating appropriate testing, or evidencing such testing of the Student, should the College consider there to be signs that the Student suffers from a disability or other medical condition.
- 10.3. To comply with the College's policies and procedures, including the Community Code of Conduct and act in line with the conduct as described. Serious or persistent breaches of the Community Code of Conduct may result in the termination of the enrolment agreement between the parents/carers and the College resulting in the termination of enrolment of the Student from the College.
- 10.4. To authorise the College to provide information to third party providers as required to carry out the functions of the College, or in accordance with legislative obligations.
- 10.5. To provide evidence of capacity to pay the College tuition fees and related expenses to ensure the Student's compliance with the College's policies and procedures.

## 11. Ongoing Enrolment Obligations of Students

The ongoing enrolment of a Student at the College is conditional upon the following commitments of Students:

- 11.1. To adhere to high standards of effort, attitude, behaviour and participation required of students, at all times, including outside College hours. This includes compliance with the Student Management Policy and any direction provided to the student by the College staff.
- 11.2. To behave in a manner that does not put the safety of others at risk.
- 11.3. To refrain from involvement in any activity that significantly brings the name of the College into disrepute.

## 12. Offer of Conditional or Provisional Enrolment

- 12.1. At the sole discretion of the Principal, a conditional or provisional enrolment may be offered to a Student for a specified period of time.
- 12.2. Conditions applying to provisional enrolment will be set out in writing and agreed to prior to the commencement date. Should the Applicant fail to adequately meet the conditions, the enrolment may be terminated.
- 12.3. In these cases, either the parents/carers or the Principal may terminate the enrolment with seven days' notice within the specified period of time. In such circumstances, enrolment fee will be refunded and fees adjusted to cover the period of enrolment only. No penalties will apply.

## 13. Termination of Enrolment

- 13.1. The Principal may rescind or terminate an enrolment at their discretion for reasons including but not limited to the following:
  - failure to comply with the conditions set out in this policy, the enrolment contract, or the College's policies and procedures.
  - where the Applicant has not disclosed or have withheld existing relevant information pertaining to their Student's enrolment. This applies to information which did not exist at the commencement of enrolment but has become available to the parents/carers during the student's enrolment.
  - where the Applicant has unreasonably refused to ensure that the Student receives appropriate medical attention, including where there are indicators of a potential disability which requires attention.
  - where the Applicant has held information regarding the Student's specific educational or medical needs (including in relation to a disability) and has failed to disclose those needs to the College or have withheld relevant information pertaining to their Student.
  - Where a student aged 17 years and older, is failing to meet education and attendance requirements pursuant to NESA and the Education Act 1990 (NSW), and the College has exhausted all efforts to re-engage with the student and/or the Applicant to restore performance and attendance.
- 13.2. In making a decision to terminate the enrolment of a Student, the Principal will:
  - a. give consideration to the gravity of the circumstances that may warrant termination, and
  - b. provide an opportunity for the Student and Applicant to respond to the proposed termination of enrolment, within a reasonable period of time.
- 13.3. The Principal shall provide the Board with periodic updates regarding any decisions to terminate a student's enrolment.
- 13.4. Unless otherwise agreed to in prior writing with the College, termination of enrolment for any of the reasons set forth above shall not affect the right of the College to receive full payment on any unpaid or outstanding fees owed by a parent/carer to the College.

## 14. Management of Family Law Matters

- 14.1. The College does not involve itself in family matters.
- 14.2. In the case of all families, including where the parents/carers are separated, the College proceeds on the understanding that prior to contacting the College, both parents/carers and/or legal guardians are in agreement to apply for their Student to be considered for enrolment at the College.
- 14.3. Unless otherwise stated in Family Court Orders, or in circumstances where one parent/carer is deceased, both parents/carers are required to sign the application form, as well as all relevant documents following offer and acceptance of an enrolment, and to comply with this policy at the respective enrolment contract between the parents/carers and the College.
- 14.4. Unless otherwise specified in Family Court Orders, both parents/carers and/or legal guardians are jointly and separately responsible for the payment of College fees.

## 15. Dispute Resolution and Review of Enrolment Decisions

- 15.1. Issues relating to grievances of parents/carers regarding decision related to the Student's enrolment are to be managed in accordance with the relevant College policy or procedure (for instance the Complaints Policy or the Whistleblower Policy).
- 15.2. The Applicant undertakes to make reasonable efforts to resolve any issues or disagreements in accordance with the Dispute Resolution Policy.
- 15.3. As outlined in this policy the Principal is authorised to exercise discretion regarding decisions related to the enrolment process for Prospective Students, and the enrolment of a student once they have commenced at the College.
- 15.4. An appeal of a decision made by the Principal regarding an Enrolment Application can be lodged by the Applicant provided that there is credible information to indicate that the decision and/or actions leading to the decision of the Principal was:
  - a. an unlawful decision.
  - b. is indicative of seriously inappropriate management and governance in respect of the decision .
  - c. a serious or persistent breach of the College's policies and procedures.
- 15.5. An Appeal must be lodged within 14 days of receipt of notification of the Enrolment Decision, and clearly indicating the grounds relied on to request an appeal.

The Request for Appeal should be sent to the following address:

Enrolment Application Appeal  
The Chair of the Board OLMC Parramatta  
C/o Our Lady of Mercy College Parramatta  
Locked Bag 14  
North Parramatta NSW 1750