



Introduction and Purpose

This Policy and Procedures of Enrolment document sets out St Patrick's College, Strathfield ("the College") expectations regarding enrolment.

St Patrick's College, Strathfield is a Catholic Years 5-12 boys' school. It is governed by Edmund Rice Education Australia New South Wales Colleges Ltd (EREA NSW Colleges Ltd) and is committed to providing Catholic education in the tradition of Edmund Rice. St Patrick's College serves those who share the values of EREA and strives to give practical expression to the EREA Charter.

The Gospel teaches that the mission of Jesus Christ is to proclaim the Good News of the Reign of God. St Patrick's College proudly shares that mission today and therefore seeks to be an inclusive school community participating in the evangelising mission of the Church.

St Patrick's College provides a holistic education, where the faith of its young men is nurtured through education and witness, alongside the pursuit of academic and general excellence. The College aims to partner with parents (legal guardians and carers) in the education of their sons through the provision of a quality Catholic education aligned with the College Mission Statement and the rich traditions of St Patrick's College.

Applications for enrolment at St Patrick's will be considered from any family that shares the vision and mission of the College. This policy seeks to articulate a just and consistent basis for the Principal to select those students who are to be offered a place at the College.

Please note that the College receives far more applications than it has places to offer. This means that **no** student is guaranteed a place at the College. This, unfortunately, means that some families will be disappointed.

While this policy is as comprehensive as possible, some situations are not explicitly covered, in which case the Principal will be responsible for taking appropriate courses of action.

Guiding Principles

St Patrick's College partners with parents (carers/guardians) in honouring the Baptismal commitments made on behalf of their sons. The College actively encourages boys and their families to connect to their Catholic faith through both their College and Parish communities.

The parent/school partnership is integral to the education offered by St Patrick's College, and all enrolment is conditional on parental support. Consequently, parents are required to formalise their commitment with a written undertaking to support all aspects of the College program, including activities that educate the spirit, if their son is to be accepted.

The education at St Patrick's College is based on the Edmund Rice tradition, and so there is special concern to improve the lives and education of those who are materially poor, disadvantaged and marginalised by society.

A child will only be entered on the Applicant List at their appropriate year entry level, as determined by the College.

After completing the form, parents will receive a confirmation email and receipt of payment of the administration fee, and the applicant will be added to the College's enrolment register for the intended year of entry. The applicant's information is stored in the College's enrolment register under the List of Applicants for the requested year.

Parents will have live access to the applicant's information and enrolment status through the College enrolment platform, known as the Parent Dashboard.

It is the parent's responsibility to update details (address, phone, or email) via their access to the Parent Dashboard to ensure the College has current information on the enrolment register. Alternatively, parents may inform the Enrolments Office of any changes in writing (including year of entry).

Families of students currently enrolled must be aware that the enrolment platform stores their information separately from the College administration system (TASS Parent Lounge). If there are any changes in details and/or family circumstances, the family must inform the Enrolments Office.

Step Two – Visit the College

The opportunity to visit the College and the acquisition of general information is provided through an information session and College tour.

These events are typically scheduled approximately two years before the intended year of entry.

Invitations to attend are exclusively extended to student applicants on the Applicant List and their parents.

Step Three – Information and Supporting Documentation

The Enrolment Officer will contact parents to complete an *Application Enrolment Form*, requiring additional information and documentation to be submitted electronically via the enrolment platform by a specified due date (approximately eighteen months before Year 5 entry, and approximately one year before Years 6 – 11 entry).

Parents are expected to provide all relevant information concerning their son's development and enrolment in the College in good faith.

To lodge an *Application Enrolment Form*, the following will need to be submitted:

- A photo of applicant
- Full birth certificate (an extract is not acceptable) or identity documents
- Proof of Australian citizenship if applicant is born overseas or if born in Australia and both parents are born overseas
- Baptismal, Reconciliation, Communion and Confirmation certificates (or those completed to date)
- Parish priest reference
- Copies of any family court orders or other parental orders (if applicable). In lieu of court orders or parenting orders in place, the parents are required to provide a Statutory Declaration that is signed and witnessed outlining each parent's responsibilities, for example:
 - parenting arrangements
 - living arrangements for the child/ren
 - who will be responsible for paying all College fees and charges
 - drop-off and pick-up arrangements for the child/ren
 - contact for College communication
- Immunisation Record from the Australian Government Department of Human Services
- Copies of the most recent two school reports (Semester 1 and 2) (as applicable)
- Copies of NAPLAN (National Assessment Program – Literacy and Numeracy tests in Years 3, 5, 7, and 9) Test (as applicable)
- Copies of any psychometric report or any other report relating to the social, emotional, behavioural, educational, medical, or physical development of the child (if applicable)
- Copies of reference to special financial circumstances.

- there are no debts to the College at the commencement of the period of absence.

Tuition fees paid during a period of absence will not be credited when the student returns to the College.

Holding places at the College is at the discretion of the Principal.

Withdrawal of an Enrolment

Parents must provide a minimum of one term's written notice if they intend to withdraw a student from the College. Failure to do so will result in being charged a full-term fee.

To withdraw enrolment, the following steps need to be adhered to:

1. Provide written notice addressed to the Principal, giving one term's notice.
2. Complete a *Student Withdrawal of Enrolment Form* indicating the last day of attendance at the College, signed by both parents (where applicable) and email it to the Enrolments Office.

Fees and charges will be pro-rated by the College Finance Office based on the dates of student attendance.

Re-entry or Reinstated Enrolment

If a student is withdrawn from the College, a place may be available in a later year provided:

- a vacancy exists, at the time of re-entry, in the year for which a position is requested, and
- a payment is made equal to the difference between the non-refundable enrolment fee paid upon the original entry of the student and that payable at the date of re-entry, and
- there are no existing debts from the previous time at the College.

All re-entry applications are at the discretion of the Principal.

Movement of Year 6 to Year 7 Students

Students in Year 6 will progress to Year 7. All Year 6 students are required to sit a Learning Assessment prior

