



# Star of the Sea College Enrolment Policy

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Star of the Sea College is a Catholic Independent Girls' school, founded by the Presentation Sisters in 1883. Since 2014, Star of the Sea College has operated under the auspices of Kildare Ministries.

At Star of the Sea College we hold the care, safety and wellbeing of our students as a central and fundamental responsibility of our College. Our commitment is drawn from, and inherent in, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the gospel: CECV Commitment Statement to Child Safety:

The person of each individual human being, in his or her material and spiritual needs, is at the heart of Christ's teaching: that is why the promotion of the human person is the goal of the Catholic School (Congregation for Catholic Education 1997, n.9).

## Rationale

This Enrolment Policy is faithful to the charism of the Presentation Sisters, and has been devised to ensure a fair and transparent approach to enrolment at the College.

The purpose of the Star of the Sea College Enrolment Policy is to:

- guide the College to maintain strict adherence to the purpose of the provision of Catholic education
- make explicit the selection criteria involved in the Policy
- ensure all prospective parents are welcome to seek information about the College
- set out how the College manages personal information provided to, or collected by it
- make explicit the understanding that parent/s or guardian/s, as the first educators of their children, enter into a partnership with Star of the Sea College when their daughter is enrolled into the school.

As stated in Catholic Education Melbourne (CEM) Policy 2.4

“Catholic education is intrinsic to the mission of the Church. It is one means by which the Church fulfils its role in assisting people to discover and embrace the fullness of life in Christ.

The Australian Bishops established Catholic schools in the 1860s as a key instrument of catechesis and sacramental preparation for Catholic children. Catholic schools continue to offer a broad, comprehensive curriculum imbued with an authentic Catholic understanding of Christ and his teaching, as well as a lived appreciation of membership of the Catholic Church. The first priority of a Catholic school is the provision of a Catholic education for Catholic children.”

As an Independent School, the College operates as both a Catholic school, working closely with Melbourne Archdiocese Catholic Schools (MACS) and as a member school of the Independent Schools Network (GSV and AHISA in particular).



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As a Catholic School, the College shares the Archdiocesan priority of providing an education for Catholic students. However, as an Independent School, the College reserves the right to accept enrolments from students of other religions, denominations or other traditions.

The College provides educational services to students that are within the scope of the College's registration, being Year 7 – Year 12 under the Victorian Curriculum. The College offers the Victorian Certificate of Education, the Victorian Certificate of Applied Learning or the Vocational Education Training Certificate (set out in the College's Learning & Teaching Policy and Assessment & Reporting Policy).

The College also has a Learning Continuity Plan for Years 7-12 regarding learning and assessment during a school closure.

While these educational services are offered, no specific academic results are guaranteed.

In order to complete the course requirements, students will need to complete set learning outcomes and undertake a variety of assessments, which may include, but not limited to:

- Assignments
- Essays
- Tests
- Visual presentations
- Case studies
- Analysis
- Oral presentations
- Examinations

### Definitions

**Catholic Child:** for the purpose of enrolment in a Catholic school, a child is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Catholic Baptism.

**Catholic School:** a Catholic school is one which operates with the consent of the Diocesan Bishop and is one where formation and education are based on the principles of Catholic doctrine.

**Parish:** for the purpose of enrolment, a 'Parish' is a local Catholic Parish as defined by its geographical boundaries.

### Enrolment Timeline

As an Independent School, the College's enrolment timeline may differ to the timelines adhered to by many Parishes, congregational or regional Catholic schools.

Enrolment applications may occur at any time, with the majority of enrolments occurring two years in advance of the commencement date. Enrolment offers for Year 7 entry will be made 15 months prior to commencement.

## **Priority for Admission**

The priorities for offering places will be determined in the following order:

1. Daughters of past students who are currently in Catholic primary schools and are baptised.
2. Sisters of current Star of the Sea College students who are currently in Catholic primary schools and are baptised.
3. Girls who are currently enrolled in priority parish Catholic primary schools and are baptised.
4. Daughters of past students who are not currently attending a Catholic primary school and are baptised.
5. Sisters of current students who are not currently attending a Catholic primary school and are baptised.
6. Girls from other Catholic parishes who are baptised.
7. Girls from other primary schools who are baptised.
8. All other girls.

In each Year 7 intake cycle, the offer of a place is dependent upon meeting the enrolment criteria and the number of applications received in any one cycle.

Below is the list of priority parishes for the College:

Bentleigh/Bentleigh East/Moorabbin Parish

Brighton Parish

Brighton East Parish

Caulfield South Parish

Elsternwick Parish

Elwood/St Kilda West Parish

Gardenvale Parish

Glen Huntly/Caulfield Parish

Hampton Parish

Hampton East Parish

Highbury Parish

Malvern East Parish

Murrumbeena Parish

Ormond Parish

Port Melbourne/Middle Park Parish

Ricketts Point Parish

Sandringham Parish

South Melbourne Parish



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## Procedures

The College's Privacy Policy should be read in conjunction with this Enrolment Policy.

## Applications

Applications for enrolment in Year 7 are accepted at any time, with the majority of enrolments occurring from the time the student is in Term 1 of Year 5. Applications should be made via the College website portal, with a **non-refundable enrolment application fee of \$100** which supports the College's Scholarship and Bursary fund.

Applications for enrolment in Years 8 - 12 are made at any time throughout the year by contacting the College Registrar.

The College reserves the right to determine each application on its merits and to take into account special circumstances. The Principal, with the advice from the College Registrar, shall exercise discretionary power within this Policy where specific consideration for a particular applicant is appropriate.

Applicants are required to provide particular information about their child during the enrolment process, both at the application stage and if the College offers the child a place.

To meet College and government requirements, applicants will need to provide the College with, among other things, the information listed below.

<ul style="list-style-type: none"><li>evidence of student's date of birth</li></ul>	<ul style="list-style-type: none"><li>information about the language(s) child speaks and/or hears at home</li></ul>
<ul style="list-style-type: none"><li>religious denomination</li></ul>	<ul style="list-style-type: none"><li>nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable</li></ul>
<ul style="list-style-type: none"><li>names and addresses of the student and applicants; telephone numbers</li></ul>	<ul style="list-style-type: none"><li>doctor's name and telephone number</li></ul>
<ul style="list-style-type: none"><li>names of emergency contacts and their details</li></ul>	<ul style="list-style-type: none"><li>information on additional learning needs (for example, whether the student requires additional support in relation to mobility, language, social skills development, welfare needs, challenging behaviours, adjustments to the curriculum, etc.)</li></ul>
<ul style="list-style-type: none"><li>specific residence arrangements</li></ul>	<ul style="list-style-type: none"><li>parenting agreements or court orders, including any guardianship orders</li></ul>

It is vitally important that the College is made aware of each child's individual circumstances insofar as these may impact upon their physical, functional, emotional or educational needs, particularly where the school is required to provide additional support to the child.

Parents and guardians must provide accurate and up-to-date information when completing an enrolment and must supply the College, prior to enrolment, any additional information as may be requested, including copies of documents such as medical/specialist reports (where relevant to the child's schooling), reports from previous schools, court orders or parenting agreements. Provision of requested documentation is regarded as a condition of enrolment, and enrolment may be refused where a parent/guardian has unreasonably refused to provide requested information or knowingly withheld relevant information from the College.

Where, during the course of a child's enrolment, new information becomes available that is material to the child's educational and/or safety/wellbeing needs, it is a term of the child's continuing enrolment that such information is provided to the College promptly.

### **Offer of Enrolment**

Offers of Enrolment for Year 7 applications are made in Term 3, 15 months prior to commencement.

A non-refundable enrolment deposit of \$500 is payable upon acceptance of an Offer of Enrolment at the College; \$250 of this deposit is credited to the Term 1 fees, with the remaining \$250 supporting the College Bursary fund.

In the case of the Year 7 cohort enrolment process, a further two instalments in the year prior to commencement will be paid to secure the enrolment, which will be debited from the Term 1 fees. When an applicant is successful in receiving an Offer of Enrolment, the parent/s' or guardian/s' and the applicant's personal information in the Enrolment Form will be kept in a secured and confidential file for the duration of the secondary education at Star of the Sea College.

The types of information that the College collects and holds includes personal information, health and other sensitive information about students and parent/s or guardian/s before, during, and after the course of a student's enrolment at the College.

The offer of a place at Star of the Sea College is dependent upon:

- payment of upfront fees as stipulated by the Fees Policy
- the family's acceptance of all College Policies relating to wellbeing, student discipline, and the College's Catholic philosophy and values
- an understanding that the enrolling family:
  - is supportive and accepting of the College's Catholic ethos
  - is open to involvement in the College's community life
  - will be asked to consider support of any capital appeals the College conducts during the enrolment period



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Once enrolled at the College, a student's enrolment will continue through to Year 12, unless the student is formally withdrawn at the initiative of the College or applicant.

Students of families who are in arrears with current fees and who have not discussed and agreed on a payment plan with the Finance Office will not be eligible for ongoing enrolment.

In signing the Enrolment Agreement, the applicant agrees to the College's policies, conditions and rules as changed during the period of enrolment at the discretion of the College.

The College's policies do not form part of the Enrolment Agreement, aside from the Student Behaviour Management Policy, Respectful Relationships Policy, Enrolment Policy and Fees Policy.

In a two parent/guardian household, the College expects and requests both parents/guardians to sign the Enrolment Agreement.

### **Date of Original Application**

Within each of the categories outlined in "Priority for Admission", offers are made on the basis that applications have been received prior to the enrolment deadline.

To be considered in the appropriate priority grouping for the Year 7 cohort intake, applications must be submitted 18 months prior to the proposed entry date and according to the key dates as listed on the College website.

### **Unsuccessful Applications**

Should the applicant be unsuccessful in receiving an offer of enrolment, their personal information will be forwarded to:

- Kilbreda College, Mentone
- OLSH College, Bentleigh
- Sacred Heart Girls' College, Oakleigh

for the primary purpose of the child starting, or continuing, their secondary education at a Catholic school, where permission to do so has been given on the enrolment application form.

Students not able to be accommodated in the first instance may be placed on a waiting list for possible further offers. This data is held in a secure and confidential manner by the College Registrar and may be accessed by the College Registrar at an appropriate time for processing an enrolment. If the parent/s or guardian/s wish to keep this data for the purpose of future enrolment with the College, the College will retain the data until advised that the application to enrol is no longer required.



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### Termination of Enrolment

This agreement will terminate at the completion of the student's enrolment with the College or at the completion of Year 12, whichever comes first.

The College may terminate the Enrolment Agreement:

- a) if there is a breach of enrolment terms and conditions (eg. non-payment of school fees);
- b) if there is a breach of policy (eg a breach of the Respectful Relationships Policy or the Student Behaviour Management Policy); or
- c) as permitted by law.

Parent/s or guardian/s may terminate the Enrolment Agreement with a minimum of one term's notice as per the Fees Policy or if the College is in breach of the Enrolment Agreement terms and conditions and the College fails to remedy the breach within a reasonable time after written notice from parent/s or guardian/s requiring the College to do so.

### Commitment to Non-Discriminatory Enrolment Practice

The College will not discriminate against a student's enrolment on the basis of disability, impairment or intellectual limitations.

Should any of the above considerations be relevant to any prospective student the College will:

- ask for documentary/medical evidence of the student's condition or need
- seek communication or documentation from the student's previous school to ascertain how the student has previously been provided for
- seek to clarify if the student will receive funding to further enhance the learning support offered to them (i.e. students with special/particular needs)
- conduct meeting or meetings with parent/s or guardian/s to gain a clear picture of the student's needs so that the College may deliver the parameters of the program it feels it is able to provide in the light of parent/s' or guardian/s' hopes and wishes
- arrive at a mutual agreement with parent/s or guardian/s on the support/program to be offered by the College prior to commencement

### A Re-Statement of the School's Independence in Enrolment Matters

As an Independent School, the College's fee schedule falls into the medium-high fees bracket.

The College supports the tenet that all Catholic students have a right to a Catholic education. Should financial difficulties persist, the College will offer every assistance to families who need help in finding a more affordable Catholic education option.

The College Board reserves the right to cancel a student's enrolment if the fees are not paid or a mutually agreed arrangement is not reached. Short term bursaries are available to those in financial need and are accessed through a bursary process. A small number of financial scholarships are also available to families in severe financial hardship. To access a financial scholarship, families must undergo a series of interviews and be prepared to document their financial status in full.

The payment of College fees is outlined in the Fees Policy and should be read in conjunction with this Enrolment Policy.

This Policy response concerning unpaid school fees is also written in consideration and support of those parents who do pay their fees and who do so, sometimes at times of real financial strain and commitment.



## Star of the Sea College Enrolment Policy

Responsible Officer:	Principal
Approved By:	Chair of Board
Approved & Commenced:	March 2017
Reviewed and updated	29 November 2021
Review By:	November 2022
Relevant Legislation:	Privacy Act 1988 (Cth)
Related Policies & Procedures:	<p>CECV Policy 1.23 – Privacy Policy (2016)</p> <p>CEM Policy 2.4 – Enrolments for Schools in the Archdiocese of Melbourne</p> <p><a href="#">CEM: Enrolling your Child in a Catholic Secondary School – Enrolment Procedures</a></p> <p><a href="#">CEM: Secondary Schools – Protocols for Implementing the Enrolment Policy in the Archdiocese of Melbourne – CEM Policy 2.4</a></p> <p>CEM Policy 2.1 – Privacy Policy</p> <p>Star of the Sea College Fees Policy, Fees Procedure and Fees Schedule</p> <p>Star of the Sea Student Behaviour Management Policy</p> <p>Star of the Sea Respectful Relationships Policy</p> <p>Star of the Sea Learning &amp; Teaching Policy</p> <p>Star of the Sea College Learning Continuity Plan</p> <p>Star of the Sea Assessment and Reporting Policy</p>
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