



Star of the Sea College

Enrolment Policy

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

Star of the Sea College is an inclusive community giving priority to families who have children enrolled in Catholic primary schools, sisters of current students and daughters of past students. Star of the Sea College offers excellence in academic and vocational pathways with a broad range of subject offerings to cater to diverse learning needs in a supportive environment. Families moving to Melbourne seeking Catholic education are welcome to apply. If there are more applications than places, enrolment criteria will be applied. Applications for Year 7 may be made at any time prior to Grade 5. Enrolment offers are made in Grade 5, and dates are published on the Star of the Sea College Website www.starmelb.catholic.edu.au

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.



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Guiding Principles

When reviewing applications for a place at the College, the Principal will take into consideration a range of criteria, including the following:

- whether the applicant is a baptised Catholic;
- whether the family shares attitudes, values and priorities that are compatible with Catholic values and the mission and philosophy of the College;
- whether the applicant has siblings at the College or is a past student

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).

The College provides educational services to students 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 (VCE) Vocational Major, the Victorian Pathways Certificate (VPC) or the Vocational Education Training (VET) 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.

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

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

Definitions

Catholic Child: for 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.



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Parish: for 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 most enrolments occurring two years before the commencement date. Enrolment offers for Year 7 entry will be made 15 months prior to commencement.

Priority for Admission

All applications are accepted up to the closing date for applications. The date of application is not a determining factor in an offer of a place.

Applications are then prioritised on the following basis and in the following order:

- a. Sisters of children attending the College
- b. Daughters of Past Students
- c. Daughters of Catholic families
- d. Daughters of other Christian denominations
- e. Daughters from other religious traditions

If the number of applications from Catholic families exceeds the number of available places, then priority is given to Catholic students who are enrolled in local parish schools.

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:

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| Bentleigh/Bentleigh East/Moorabbin Parish | Hampton East Parish |
| Brighton Parish | Highbury Parish |
| Brighton East Parish | Malvern East Parish |
| Caulfield South Parish | Murrumbeena Parish |
| Elsternwick Parish | Ormond Parish |
| Elwood/St Kilda West Parish | Port Melbourne/Middle Park Parish |
| Gardenvale Parish | Ricketts Point Parish |
| Glen Huntly/Caulfield Parish | Sandringham Parish |
| Hampton 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.

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| <ul style="list-style-type: none">evidence of student's date of birth | <ul style="list-style-type: none">information about the language(s) child speaks and/or hears at home |
| <ul style="list-style-type: none">names of emergency contacts and their details | <ul style="list-style-type: none">information on additional learning needs or medical 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.) |
| <ul style="list-style-type: none">religious denomination | <ul style="list-style-type: none">nationality and/or citizenship including the visa subclass granted upon entry to Australia (prior to citizenship being granted) where applicable |
| <ul style="list-style-type: none">names and addresses of the student and applicants, telephone numbers and email addresses | <ul style="list-style-type: none">doctor's name and telephone number |



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| <ul style="list-style-type: none">• specific residence arrangements | <ul style="list-style-type: none">• parenting agreements or court orders, including any guardianship orders |
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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.



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Offer of Enrolment

Offers of Enrolment for Year 7 applications are made in Term 4, 14 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 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 (e.g. non-payment of school fees);
- b) if there is a breach of policy (e.g. 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



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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.



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| Responsible Officer: | Principal |
| Approved By: | Chair of Board |
| Approved & Commenced: | March 2017 |
| Reviewed: | December 2022 |
| Next Review | December 2026 |
| Relevant Legislation: | Privacy Act 1988 (Cth) |
| Related Policies & Procedures: | Star of the Sea Privacy Policy Star of the Sea College Fees Policy, Fees Procedure and Fees Schedule Star of the Sea Student Behaviour Management Policy Star of the Sea Respectful Relationships Policy Star of the Sea Learning & Teaching Policy Star of the Sea College Learning Continuity Plan Star of the Sea Assessment and Reporting Policy Walking in Solidarity: A Gender Inclusivity Statement from the Trustees of Kildare Ministries |
| Version: | 6 |