

# Enrolment Policy

## CONTEXT

As a Catholic boys boarding school in the Jesuit tradition, Saint Ignatius' College Riverview seeks to promote the spiritual, academic, social, physical and experiential growth of members of the community.

The educational program at the College is dedicated to the integral formation of the human person. It aims to enable all to reach their full potential, immersed in an environment that aspires to Human Excellence and the promotion of a faith that does justice.

The purpose of the College policies and procedures is to provide a framework which ensures that the safety, individual care (*cura personalis*) and wellbeing of each person is paramount.

## PRINCIPLES

Key principles underpin enrolment at Saint Ignatius' College, Riverview. These include:

- I. A process that enables the integrity of each enrolment to be judged on its own merits, in accord with the criteria outlined in this document.
- II. A willingness for parents to accept and support:
  - a. The mission, and values of the College and the Catholic principles in which the school is grounded
  - b. Shared responsibility for the formation and development of the boys
  - c. The conditions of enrolment and policies which govern the educational program
  - d. The stance of the school in relation to digital citizenship, illicit drugs, co-curricular participation and other established policies and practices
- III. Withdrawal of a student enrolment will reside with the Principal and be in response to a clear violation of the established expectations and values of the school.

## PRIORITY CRITERIA FOR ENROLMENT

When considering making offers of a place, preferential consideration is given to:

- a) Boys who have been baptised into the Catholic faith (exemptions may apply in Boarding only)
- b) Active Membership of a parish community

- c) Families whose values are congruent with those of the College
- d) Brothers of current or past students of the College. Acceptance of one boy from a family does not guarantee that siblings will satisfy the enrolment criteria. Each application will be assessed on its own merits
- e) Sons of Old Boys
- f) Boys who are already enrolled in Jesuit schools interstate or overseas and whose families are transferring, subject to availability.

It is the responsibility of the Rector, Principal and delegated senior administrators to enrol students at the College and apply these criteria. Discretionary judgement is necessarily used when making a final decision.

### STUDENTS WITH DISABILITIES

Catering for a broad range of abilities, Saint Ignatius' College, Riverview accepts boys that have special needs and disability. The SEIP unit is specifically designed to assist boys with needs, however, the resources of the unit and the College are finite and a formal assessment of each student's application (See Appendix 1) needs to be made in context of school capacity. Notwithstanding this, all students have equal access to the education opportunities provided by the College.

### COLLEGE RESERVED RIGHTS

The College reserves the right not to offer any boy a place at the College or to defer the offer of a place in its discretion, particularly when the parents, having been aware of their son's specific educational needs, decline to declare those needs or to withhold information pertinent to their application.

The College also reserves the right to terminate an enrolment where there are not sufficient resources to adequately deal with a boy's needs and /or where the parents have withheld knowledge or information pertinent to these needs.

### ENROLMENT PROCEDURES

#### Points of Entry – Day Boys

Entrance to the College is in Year 5 and Year 7 for Day Boys.

Day Boy waitlist applications for Year 5 and Year 7 are accepted at any time from birth until September 1<sup>st</sup> when the boy is in Year 1, for a Year 5 entry, and September 1<sup>st</sup> when the boy is in Year 3, for a Year 7 entry.

<p><b>Points of Entry - Boarders</b></p>	<p>Boarder applications are given preference in Years 6-11 and are accepted at any time dependent on availability in Boarding at that time.</p>
<p><b>Waitlist Application</b></p>	<p>To lodge an application for admission onto the College Waitlist, the following is required:</p> <ul style="list-style-type: none"> <li>a) Completed Waitlist Application</li> <li>b) Paid Waitlist Application Fee</li> </ul> <p>A non-refundable Waitlist Application Fee is payable when the Waitlist Application is lodged.</p>
<p><b>Enrolment Application</b></p>	<p>In October four years before the requested year of entry, parents will be asked to forward further documents to the College, to enable the Enrolments Committee to assess all applications in light of the Enrolment Policy.</p> <p>Documents that may be required by the College include:</p> <ul style="list-style-type: none"> <li>a) a copy of the Birth Certificate</li> <li>b) a copy of the Baptism and other sacramental certificates</li> <li>c) a copy of the school reports and all NAPLAN tests</li> <li>d) a completed 'Reference for an Applicant by a Priest'</li> <li>e) the completed 'Enrolment Application' form</li> <li>f) documentation of learning difficulties that need to be accommodated</li> </ul>
<p><b>Enrolment Interview</b></p>	<p>The College may in its discretion invite the parents of a boy on the list of applicants to attend an interview at the College with the Principal or a member of staff appointed by the Principal. Interviews will be conducted in March, three years prior to commencement.</p> <p>Not all applicants will receive an offer of an interview and not all families interviewed will necessarily receive an offer of a place.</p>

<p><b>Offer of Enrolment</b></p>	<p>At the conclusion of the enrolment assessment process, the College may make an offer in writing to the parents to enrol the boy. To accept the offer, the parents must forward to the College by the required offer close date:</p> <ul style="list-style-type: none"> <li>a) the Enrolment Contract which includes acceptance by the parents of the then current Terms and Conditions of Enrolment; and</li> <li>b) the non-refundable Enrolment Fee.</li> </ul> <p>Failure to reply within the required time may result in the position being re-offered where other boys are waiting for entry to the College.</p>
<p><b>Conditional Offers of a Place</b></p>	<p>The Principal may offer a place to a boy at the College conditional on the boy or the parents completing certain stipulated requirements before the boy is due to start at the College. Failure to respond to these things will terminate the enrolment. Where this occurs, any fees paid to that point will not be refunded.</p>
<p><b>Enrolment Fee</b></p>	<p>The Enrolment Fee confirms and secures the enrolment at the College. It also makes a valuable contribution to debt-financing, rebuilding and maintenance. The Enrolment Fee is additional to tuition and other fees. The Enrolment Fee is non-refundable, and is neither tax deductible nor deductible from any future fees payable.</p>
<p><b>Deferral of Commencement</b></p>	<p>An offer of enrolment is for the year of application only. If a place is offered or accepted for a specific year and there is a need to defer commencement for an extended period (one School Term or more), then a holding fee is payable (refer Holding Fee Policy). If the family do not wish to pay the holding fee, the student is required to go onto the waiting list and back into the enrolment process for the year in which the student wishes to commence.</p>

## Appendix 1

### Disability

Where a boy 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 boy 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 boy's needs. This will include consultation with the boy and the boy's parents. In addition, the Principal may:

- a) require the parents to provide medical, psychological or other reports from specialists outside the College.
- b) obtain an independent assessment of the boy.

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

- a) the boy's disability;
- b) the views of the boy or the boy's parents about:
  - i. whether the particular measure or action is reasonable;
  - ii. the extent to which the particular measure or action would ensure that the boy was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a boy without the disability;
- c) the effect of the adjustment on the boy, including the effect on the boy's:
  - i. ability to achieve learning outcomes; and
  - ii. ability to participate in courses or programs; and
  - iii. independence;
- d) the effect of the particular measure or action on anyone else effected, including the College, its staff and other students;
- e) 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:

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

Where the Principal determines that the enrolment of the boy would require the College to take unreasonable measures or actions to ensure that the boy 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 offer of a position or defer the offer.

### Accountabilities

<b>Responsible Officer</b>	Principal
<b>Contact Officer</b>	Head of Admissions

### Supporting Information

<b>Relevant Legislation</b>	This Policy supports the College's compliance with the following legislation and instruments:
	<ul style="list-style-type: none"> <li>/ Education Act 1990 (NSW)</li> </ul>
<b>Relevant Documents</b>	Nil
<b>Relevant College Policies</b>	The following policies of the College must be considered in relation to: <ul style="list-style-type: none"> <li>/ Privacy Policy</li> <li>/ Equity, Diversity and Inclusion Policy</li> <li>/ Students with Disabilities Policy</li> <li>/ Learning Support for Students with Additional Needs Policy</li> <li>/ Child Safeguarding Policy and Procedures</li> <li>/ Holding Fee Policy</li> </ul>

<b>Related Procedures</b>	Nil			
<b>Superseded Documents</b>	Version 1.0			
<b>Definitions and Acronyms</b>				
<b>Revision History</b>				
<b>Version</b>	<b>Approved by</b>	<b>Approval date</b>	<b>Effective date</b>	<b>Sections modified</b>
2.0	Principal	July 2024	July 2024	Amendments to enrolment timelines
1.0	Principal	April 2018	April 2018	Nil