



ST STANISLAUS' COLLEGE

TERMINATION OF ENROLMENT POLICY & PROCEDURES

Intended Audience: College Employees/Students/Parent and Carers

NESA Reference: Registered and Accredited Individual Non-Government Schools (NSW) Manual 3.7

Distribution: College *Policies and Procedures Manual*, College Website

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| Responsibility for Policy | Head of College |
| Policy Revision Date | April 2019 |
| Policy Revision Due | April 2021 |

POLICY STATEMENT

Introduction

In extreme circumstances, the Head of College may be obliged to terminate a student's enrolment at the College.

Purpose

The purpose of this Policy is to ensure clarity of understanding for all members of the College community regarding reasons for enacting the Termination of Enrolment Procedures and the process that is to be followed in such circumstances.

Policy Principles

- A decision to terminate a student's enrolment can only be made by the Head of College or in the absence of the Head of College, the Acting Head of College.
- The principle of procedural fairness will underpin procedures and decision making.

Decision to Terminate Enrolment

The decision to terminate enrolment generally would be for one of the following reasons:

- Physical assault resulting in injury.
- Distribution and selling of illicit substances and/or drugs.
- Ongoing refusal to respond to College rules and expectations; which may include but not be limited to defiance of staff instructions, in either the Day School, the Boarding House or both.
- As per Enrolment Policy, parent/guardian refusal to meet school fees and charges payment commitments and refusal to engage with the College on this matter.
- Wilful damage of College property.

POLICY PROCEDURES

- The following steps are to be undertaken when consideration for termination of enrolment is commenced:
 - The student is placed on suspension pending the outcome of the decision making process. This action should be taken irrespective of any action by another agency, including the NSW Police Service.
 - Notify the student and the parents/guardians that a termination from St Stanislaus' College is being considered, giving reasons for the possible action and allowing time for the student, parents/guardians to respond.
 - Provide the parents or caregiver with information on which the recommendation to terminate enrolment is based (taking account of the need to protect the anonymity or personal information about/from complainants and/or witnesses).
 - Consider any response from the student and parents or carer before proceeding further.
 - Provide with reasonable notice, the student and parents or carer, the opportunity to attend a formal interview with the Head of College.
 - Allow the student and the parents/guardians time and opportunity to appeal the decision.
 - In circumstances where the reasons for termination pertain to student unacceptable behaviour in the Boarding House, a decision may be made to maintain the student's enrolment as a Day student.

- NB: If the reasons for termination pertain to physical assault by the student, the Head of College is obliged to inform enrolling school of the details.

Procedural Checklist for Termination of a Student's Enrolment

- Consultation and decision from Head of College to terminate a student's enrolment;
- Meeting with parents – Head of College and/or Deputy Head of College/Head of Boarding and/or Counsellor;
- At the meeting offers may be made for: counselling support and/or careers guidance at a later time to be organised;
- Sign out form completed – if appropriate to the situation – to be passed on to Registrar following the meeting;
- Director of Curriculum to organise with NESAs change of contact details if the student is in Years 10, 11 or 12. Also to facilitate information to student's new school when required;
- Organise the return of any school resources in the student's possession;
- Head of College – informs student's teachers, Registrar and Accountant;
- Letter to confirm termination of enrolment sent home from Head of College – copy to Registrar;
- Follow-up call to parents two weeks later to determine the student's new education, training/employment status (if the student is not yet 17 years old) and counselling options if required.

Termination of Enrolment based on parent/guardian failure to meet enrolment conditions

- Parents/guardians are obligated to acknowledge and accept enrolment conditions at the time of enrolment and formalise this agreement through signature of enrolment acceptance.
- Parents/guardians may forfeit the right for continuation of their son's enrolment where there is refusal to accept and / or respond to these obligations. These may include, but are not limited to the following:
 - Withdrawal of support for the Catholic ethos of the College.
 - Refusal to pay College fees.
 - Failure to disclose all required information eg: student disability at the time of enrolment.
 - Refusal to support the College in responding to their son's non-acceptance of and lack of adherence to College rules (eg: uniform and grooming, respect and courtesy, completion of schoolwork, attendance).
- Specific processes around refusal to pay school fees and charges will be confidential and will not engage the student himself.
- The College will make every endeavour to ensure that the matter is resolved.
- Termination of Enrolment however will proceed where there is refusal by parent/guardian to engage with the College or to support the College in the particular matter.