



# ST STANISLAUS' COLLEGE

## BATHURST

# Enrolment Policy & Procedures

**Intended Audience:** College Employees, College Community

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## Document Control

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## 1. Introduction

St Stanislaus' College Bathurst is a day and boarding school for boys in Years 7 to 12. The College seeks to proclaim the gospel in the spirit of St Vincent de Paul through the formation of our students and all associated with the school in a welcoming, caring environment where all our students are supported and challenged to do their best.

As a Catholic School in the Vincentian tradition, education at the College is underpinned by the below College values and supported by the Vincentian Philosophy of Education (Appendix A).



### 1.1 Policy Statement

St Stanislaus' College Bathurst is committed to providing education and care to children and young people to assist them to develop into high-achieving, supported young adults, positively connected to each other and to the communities in which they live and which they will serve.

Catholic social teaching and our Vincentian charism call to show special care of the poor in material or spirit.

### 1.2 Policy Purpose

The purpose of this policy is to ensure that the mission and vision of the College is understood and supported by prospective and current families, and their sons, and leaders responsible for enrolment decisions at the College.

### 1.3 Policy Principles

Key principles underpin enrolment at the College, including:

- A process that enables the integrity of each enrolment to be judged on its own merits;
- A willingness for parents/guardians to accept and support:
  - the mission and values of the College and the Catholic Vincentian traditions in which the school is grounded including supporting full participation by students in Religious Education and attendance at College Masses, Liturgies and Retreats;
  - shared responsibility for the formation and development of students;
  - the conditions of enrolment;
  - the position of the College in relation to attendance, illicit drugs, digital citizenship, uniform, co-curricular participation and other established policies and procedures.
- The College welcomes day and boarding students across Years 7 to 12 and their families from diverse faith traditions;

- The College through its Board of Directors, reviews fees and charges on an annual basis to ensure they remain affordable and accessible;
- The College has a particular outreach to families who are experiencing disadvantage and as such financial support is considered for families unable to meet full fees commitments;
- Where a student breaches College expectations, the College expects parents/guardians to work in partnership with the College, in mutual support, regarding decisions related to student discipline. In serious cases, the College may be obliged to suspend a student from school or consider termination of enrolment;
- Adherence to the College Parent Code of Conduct is explicit to enrolment at the College.

#### **1.4 Policy Scope**

This policy applies to all prospective and current families of the College.

#### **1.5 Related Policies**

- *Suspension and Termination of Enrolment Policy*
- *Parent Code of Conduct*

### **2. Enrolment**

The College works with parents/guardians in the task of education, creating an environment which reflects the spirit of Christ in a strong and faithful way, and calls forth the best in those who are part of the school community.

The College is committed to developing young boys into Stannies Men through:

- Developing positive relationships through generosity, gratitude and understanding the needs of others.
- A positive and enthusiastic attitude.
- The ability to be resilient, tolerant, flexible and responsible.
- Engaging positively in the community and being part of our 'community'.
- Being open to new experiences and participating with enthusiasm in the range of activities on offer.
- Being considerate and courteous.
- Developing effective study habits.
- Always striving to achieve personal best.
- Treating each other with respect.

At the College, we aim not only for high performance pedagogy and outcomes but also to educate the whole person. Our Transformative Learning Philosophy is about building individual strengths in our students. A keystone to our learning culture, and embedded in all teaching faculties, is the 4Cs Learning Disposition commonality of creativity, critical reflection, communication and collaboration.

Enrolment at the College provides students with the opportunity to engage in a diverse curriculum and co-curricular program.

### **3. Year 7 Enrolments**

The College accepts enrolment applications for students entering Year 7 from a diverse range of schools. The College has a particular relationship with the Catholic Primary Schools in Bathurst, Oberon and Blayney. As such, where possible, these students will be given priority consideration for enrolment until the end of the Round One enrolment offer period, which closes at the end of Term 1 in the year preceding enrolment.

Families from non-Catholic Primary Schools who submit an enrolment application will be considered based on when the completed application is received.

A waiting list will be established if applications exceed the number of enrolments to be accepted.

The College also considers enrolment applications for students in Year 7 throughout the school year who wish to change secondary schools.

#### **4. Years 8 to 11 Enrolments**

The College accepts enrolment applications for students entering Years 8 to 11 within and beyond the enrolment period. Enrolment will be considered in line with established enrolment procedures.

#### **5. Inclusive Learning Students**

The College caters for a broad range of abilities and accepts students who have learning needs. The Inclusive Learning Services Team is specifically designed to assist students who have learning needs, however the resources of the Team are finite and a formal assessment of each student's application will need to be made in the context of the school's capacity. Notwithstanding this, all students have equal access to the educational opportunities provided by the College.

The *Disability Standards for Education 2005* describes the legislative requirements of schools to support students with disability to equitably access and participate in education. Under these Standards, schools have an obligation to make reasonable adjustments. Adjustments are determined based on the functional impact of the disability on the student's learning, rather than a particular diagnosis of disability.

#### **6. Reserved Rights**

The College reserves the right not to offer any student a place at the College or to defer the offer of a place in its discretion, particularly when parents/guardians, 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 student's needs and/or where the parents/guardians have withheld knowledge or information pertinent to those needs.

#### **7. Enrolment Procedures**

##### **7.1 Enrolment Application**

To submit an application for enrolment, parents/guardians are required to complete the online enrolment application form at: <https://enrol.stannies.com/student/enrolment/>

The following information will be required to complete the enrolment application:

- Enrolment fee: \$200 (non-refundable).
- Birth certificate
- Two most recent school reports
- NAPLAN test results
- Learning needs specialist documentation (if applicable)
- Medical documentation (if applicable)
- Copies of any Family Court or Court orders (if applicable)
- Any other relevant documentation (if applicable)

## **7.2 Enrolment Interview**

All prospective students and their parents/guardians will be required to attend an interview at the College with the Head of College, or a member of staff appointed by the Head of College. Interviews will be conducted as soon as practicable following receipt of the completed enrolment application and usually within four weeks.

Not all students will receive an offer of an interview and not all students interviewed will necessarily receive an offer of enrolment. Follow up interviews and consultation with specialist staff may be required to justly respond to an application for enrolment.

## **7.3 Confirmation of Enrolment**

After a successful interview with the Head of College, the College Registrar will forward an offer of enrolment for acceptance. Once this offer is accepted, there will be other documentation including a medical consent form to be completed. An Acceptance Fee of \$500 will be payable at the time of accepting enrolment. This Acceptance Fee is non-refundable.

## **8. Withdrawal of Enrolment**

Withdrawal of enrolment is to in accordance with the College Terms and Conditions of Enrolment. Parents must give the Head of College at least one full term's prior notice in writing of the intention to withdraw. Completion of the Withdrawal of Enrolment Form (Appendix C) is required to finalise a student's enrolment at the College.

Where a student is under the age of 17 years, the Head of College cannot approve a withdrawal of enrolment without documentary evidence of their destination. If a student under the age of 17 years has been absent from school for a period of time, there have been no explanations provided and the College is not aware of the student's whereabouts or destination, the College will withdraw the student's enrolment and make the appropriate notifications to the Department of Education and Department of Communities and Justice.

## **9. Fees Payments**

An obligation of enrolment at the College is that fees are due to be paid in advance at the beginning of each school term. The College reserves the right to withdraw the enrolment of students whose parents/guardians incur a significant debt due to non-payment of fees and an unwillingness to engage with the College in negotiating a payment arrangement.

A key principle of this policy is a response to families who are experiencing difficulty in relation to financial circumstances. Parents/guardians who are unable to fully meet fees commitments should in the first instance complete an Application for Fees Assistance obtained through the College Accountant. This process is confidentially handled by the College Accountant and Head of College. Any agreement in relation to fees assistance will be formalised in writing.

## **10. Conditions of Enrolment**

As a commitment to enrolment, parents/guardians must accept the conditions of enrolment (Appendix B) at the time of submitting an application for enrolment. Continuing enrolment is subject to the student's adherence to and parents/guardians support of the College ethos and enrolment conditions (as varied from time to time), and meeting all school fees and charges commitments.

## 11. Appendices

### Appendix A – Vincentian Philosophy of Education

#### (a) PREAMBLE

The Vincentian Philosophy of Education seeks to proclaim the Gospel in the spirit of St Vincent de Paul and in so doing to form people that they may bring the Good News to the poor and stand with them in solidarity.

The following principles are regarded as fundamental to the task of assisting young people to develop a synthesis of faith and culture and a personal integration of faith and life.

- (i) Jesus Christ sent by God, the Person in Whom all human values find their fulfillment and unity, is the Model of authentic human life which we offer.
- (ii) In the certainty that the Holy Spirit is at work in every person who seeks the truth we offer our catholic faith and culture to all, non-christians included.
- (iii) Since faith is a gift of God and cannot be imposed, we proclaim the Gospel and offer a formation based on the values of that Gospel while respecting the religious freedom and personal conscience of individual students and their parents.
- (iv) Formation for living according to the Gospel message is continually fed and stimulated by its Source of Life, the Saving Word of Christ. This is expressed in the Scriptures, in tradition, especially liturgical and sacramental tradition, and in the lives of people, past and present who bear witness to that Word. Mary the mother of God is a singular model and excellent example of that which we as Christians desire and hope wholly to be in faith, charity and union with Christ.
- (v) The justification for a catholic college is its sharing in the evangelizing mission of the Church; as such the mandate for our apostolic undertaking is given by the Bishops to whom we are responsible in the person of the local Bishop.
- (vi) The promotion of the fundamental equality and dignity of all persons is the basis for our preferential option for the poor, for those who, regardless of the reason, are marginalised in our society, and for those who are deprived of family help and affection.
- (vii) Since parents are primarily and principally responsible for the education of their children a Vincentian College community forms and fosters a partnership with them in the context of the local ecclesial community.
- (viii) Witness to the integration of faith and vocation in life takes place in a genuine community of faith in which the complementary vocations of lay and religious women and men are recognised, welcomed and fostered.
- (ix) A good educational environment is one where young people gradually learn to open themselves continually to life as it is and to create in themselves a clear meaning of life; hence students are to be active agents in their own formation and in the formation of their peers.
- (x) Ongoing formation of all involved in the apostolate of educating young people is necessary prerequisite for maintaining the self-criticism needed to evaluate and improve the

formation that is offered. Such ongoing formation will seek to develop the educator humanly, professionally, religiously and spiritually in the tradition of Vincent de Paul.

- (xi) The educational program is directed to the integral formation of each student so that he, whatever his ability, is extended to the fullest degree possible in all areas of his formation.

**(b) AIM**

To proclaim the Gospel in the spirit of St Vincent de Paul and to offer an integral human formation for living according to that same Gospel with due emphasis given to the spiritual, intellectual, psychological, physical, moral and social growth of each person in order that students may reach the maturity and inner-directedness required for meeting the commitments of their vocation within and for the larger community.

This formation is offered to all via the provision of an environment that contributes to the wholeness of each in a Vincentian College community. We aim, furthermore, to give special attention to those who are disadvantaged and poor.

**(c) GOALS**

(i) General Goals

We aim:

1. To impart a knowledge of God and of God's activity in our world.
2. To deepen each person's relationship with God, and with others.
3. To take the Gospel of Jesus Christ as our charter of life and in accordance with it to promote the dignity and worth of each person.
4. To lead all to a deeper life, of worship.
5. To be a people of prayer both as individuals and as a community.
6. To bear witness to our personal integration of faith and life in our daily lives.
7. To sustain and foster a community in which people are responsible and inner-directed, capable of choosing freely in conformity with their informed conscience.
8. To encourage the pursuit of excellence in all areas of human endeavour.
9. To foster the Vincentian spirit as an integral part of the Vincentian College life. Manifestations of this spirit are: a trust in God's providence; unpretentiousness; a generous, gentle and unwavering care for the weak and marginalised, transparency and loyalty in one's relationships; a friendliness to all, staff and students alike.

(ii) Specific Goals

1. In the area of Spiritual Formation we aim:
  - (a) To assist each student to come to a personal commitment to the Lord Jesus and to preserve in that commitment.
  - (b) To provide a thorough and reflective knowledge of the catholic faith and the opportunities to practice it.
  - (c) To develop in students a reverence for the presence of Christ in the Sacred Scriptures, in the Sacraments, especially in the Eucharist, and in the Community gathered together to pray in Christ's name.
  - (d) To assist students to discover in themselves meaning for their lives and hope for the future.
  - (e) To develop in students a sense of belonging to the universal Church and to the local church community.
2. In the area of Intellectual Formation we aim:

- (a) To instill in students the desire and the will to search for the truth at all times.
  - (b) To develop each student's intellect to its fullest academic, creative and aesthetic potential.
  - (c) To foster an appreciation for cultural values and for learning in all its forms.
  - (d) To encourage students to see the knowledge that they acquire as a call to serve, to be responsive to others, responsible for others and to work together in fulfilling that responsibility.
3. In the area of Physical Formation we aim:
- (a) To provide an environment which is healthy and conducive to good health.
  - (b) To provide an experience of physical activities not simply as an exercise for the body, but as an opportunity for the development of moral and social virtues.
4. In the area of Moral and Social Formation we aim:
- (a) To develop in students a spirit of solidarity, particularly with respect to the weak, the fragile and the outcast.
  - (b) To assist students to reflect critically on our society's values and foster in them the courage to oppose its elements of materialism, pragmatism, hedonism and technocracy.
  - (c) To enable students to become self-disciplined, to take progressive responsibility for their lives and actions to work with others for the betterment of our world.
  - (d) To assist students to embrace a set of coherent values centred on love, justice, truth and fidelity.
  - (e) To develop leadership and community building skills in students and to provide opportunities to exercise those skills.
  - (f) To develop in students an appreciation of how their work shares in God's creative activity and to foster in them a respect for the environment and an attitude of care for our world.

## Appendix B – Enrolment Terms and Conditions



# ST STANISLAUS' COLLEGE

## ENROLMENT TERMS

### 1. THE APPLICATION PROCESS

- 1.1 By signing this application I/we request St Stanislaus' College Bathurst (the "College") to accept the student identified in this application (the "student") for enrolment as a student at the College on these terms.
- 1.2 Before the College determines whether or not to accept this application:
  - I/We must provide the College with the following information:
    - two recent school reports for the student;
    - the student's most recent NAPLAN report;
    - a copy of the student's birth certificate;
    - Learning Needs Specialist documentation (if applicable)
    - copies of any Family Court or Court orders (if applicable)
    - medical documentation (if applicable)
  - the College may require additional information from me/us or meetings with the Head of College or other staff; and
  - the non-refundable enrolment fee to cover the cost of processing this application must be paid to the College.
- 1.3 If the College accepts this application it will notify me/us in writing.
- 1.4 The College has absolute discretion to determine whether or not to accept this application and need not give any reasons for its decision.
- 1.5 By signing the Enrolment Application, I/we acknowledge that if any relevant information is not provided or is inaccurate pertaining to my/our son's enrolment at the College, then the enrolment may be withdrawn or terminated by the College at its absolute discretion.

### 2. CONSENT TO ACCESS DOCUMENTS

- 2.1 Medical Treatment  
If the student should require urgent medical treatment, I/we authorise the College staff to seek medical attention and I/we agree to meet all costs.
- 2.2 Use of student information  
I/We consent to the College contacting the student's previous school(s) in order to collect information relevant to this application.  
I/We consent to the student being identified (including being named, photographed, recorded in audio, video or other digital media) used to promote the College unless a written direction to the College is included in this application or submitted prior to commencement of enrolment.

### 3. FEES AND CHARGES

- 3.1 I/We accept that enrolment carries an obligation to pay all school fees and charges in accordance with the Fee Schedule for the relevant year.
- 3.2 I/We also agree to pay for all extra goods and services provided by the College to the student as invoiced to us.
- 3.3 I/We understand that an inability to pay fees should not prevent me/us from making an enrolment application. I/we are urged to discuss any hardship circumstances with the College Accountant and/or Head of College, as well as complete the required application for fee assistance.

### 4. ABSENCE OR WITHDRAWAL OF A STUDENT

#### ABSENCE

- 4.1 I/We acknowledge that if the student is absent from College, I/we are not entitled to any deduction from or refund of fees.

#### NOTICE OF WITHDRAWAL

- 4.2 If I/we wish to withdraw the student we must give the Head of College at least one full term's prior notice in writing. If we do not do so we agree to pay the equivalent of a half-term payment as set out in the Fee Schedule for the relevant year.

### 5. EXPECTATIONS FOR PARENTS

- 5.1 Application for enrolment of your son at St Stanislaus' College, Bathurst means that you are choosing a Catholic education for him. It requires your commitment to support the philosophy, values and aims of the College and a willingness to support their implementation. Specifically it means:
  - religious education is a core subject
  - policies, practices and procedures are developed within a Catholic framework
  - all students participate in the prayer and liturgical life of the College.
- 5.2 Your son is expected to adhere to the high standards of the College for:
  - behaviour and self-discipline including adherence to anti-bullying policies
  - compulsory attendance at school
  - application to course work and study
  - participation in College activities
  - commitment to and involvement in the religious life of the College
  - uniform and grooming

Your support of all College expectations and consequence imposed for any breach is essential to assist your son to attain these goals and an explicit term of enrolment.

- 5.3 At all times during your son's enrolment at the College, it is expected that you communicate to the College any changes to family circumstances/details.
- 5.4 It is expected that you will comply with the College Parent Code of Conduct and uphold the expectations outlined in that Code.

### 6. COMMENCEMENT OF ENROLMENT

The official enrolment commences with the completion of an Enrolment Application, inclusive of the acceptance of the enrolment terms and conditions, the receipt of the enrolment fee by the school and the issue of an acceptance of enrolment letter.

### 7. BOARDING ENROLMENTS

All boarders will live in the care and control of St Stanislaus' College in accordance with the care arrangements, procedures and policies as outlined in the Boarding Handbook.

When enrolling your son as a boarder, parents/guardians recognise St Stanislaus' College duty of care for each boarder and that boarding staff are acting "in loco parentis". This responsibility may include the authorisation of transport to and from recreation activities, participation in recreation activities and transport to and from participation in other boarding and day school events. It also may include the authorisation of transport to and from medical and/or psychological appointments, permission to attend school excursions and permission to travel with St Stanislaus' College staff as deemed appropriate by the College.

Duty of Care also extends to St Stanislaus' College having the ultimate decision in approving or denying leave requests.

## Appendix C – Withdrawal of Enrolment Form



# ST STANISLAUS' COLLEGE BATHURST

### WITHDRAWAL OF ENROLMENT

Student Name and Details			
First Name		Surname	
Date of birth		Year Group (eg: Year 7)	Year of Withdrawal (eg: 2022)
Address			
Parent(s)/Guardian(s) Name			
Parent(s)/Guardian(s) Contact Phone No.		Date of withdrawal	
Withdrawal Details			
Please indicate below the main reason you are withdrawing your son from St Stanislaus College.			
<input type="checkbox"/>	Transfer to another educational institution (please attach proof of enrolment)		
<input type="checkbox"/>	Personal/Family reasons (including medical, travel, relocation, etc)		
<input type="checkbox"/>	Other		
<input type="checkbox"/>	Employment (for students aged below 17 please attach details).		
<b>NB: If student is under 17 years of age, the Head of College cannot approve without documentary evidence of destination details.</b>			
<b>We welcome your comments if there is feedback you would like to communicate.</b>			
Parent/Guardian signature		Date:	
Parent/Guardian signature		Date:	
Head of College Authorisation			
Head of College		Date:	

College Registrar Use Only:	Signed:	Date:
College Staff notified		
Head of Boarding notified (if applicable)		
College Accountant notified		
Synergetic updated		