

Sacred Heart College



Yarrowonga

CI 1.3

Enrolment Policy

Last review date	Sept 2019
Responsibility for currency	Principal
Year for next major review	2022
Record of revisions	23/5/19 Changed "special needs" to "additional needs", changed next review date. 31/7/19 Added the enrolment procedure 2/9/19 Added clause for grounds for termination

INTRODUCTION

Catholic Secondary Education has been provided in Yarrawonga dating back to the arrival of the Sisters of Mercy in 1890. For 73 years the Mercy Sisters provided a comprehensive education for Catholic and non-Catholic children alike in the old Convent School.

In 1963, the new Sacred Heart High School was opened catering for pupils from Form 1 (Year 7) to Matriculation (Year 12 VCE). From 1975 to 2009, the College offered only Year 7 to 10 programs, with Year 11 being reoffered in 2011.

Renamed Sacred Heart College in 1980, the school is proud of its history and strives to be faithful to the Mercy tradition and spirit by providing a comprehensive Catholic education to students in Years 7 to 12.

RATIONALE

A clearly articulated enrolment policy is required to ensure that all enrolment decisions are discerned based on a common set of principles. This policy is based on the Sandhurst School Education Board (SSEB) Enrolment Policy and Guidelines November 2013.

COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting, have the right to feel safe and to be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

INCLUSIVE EDUCATION

Sacred Heart College:

- Is committed to ensuring that students with disabilities are not discriminated against and are accommodated to participate in education on the same basis as their peers,
- acknowledges and responds to the diverse needs, identities and strengths of all students,
- students with disabilities and additional needs are treated with respect and are involved in making decisions about their education
- will make reasonable adjustments, where necessary, to accommodate students with disabilities or additional needs.

A positive classroom environment is fostered contributing to positive attitudes and beliefs about disability, positive learning, engagement and wellbeing outcomes for all students.

PRINCIPLES, GOALS AND GUIDELINES

- Sacred Heart College is part of a network of Catholic schools, established and maintained by the Diocese of Sandhurst. These schools strive to be authentically Catholic and faithful to the Church, its traditions and teachings.
- A Catholic School has a particular responsibility to provide access to children baptised in the Catholic faith.
- Catholic schools will respect the traditions of other faiths.
- Those who choose a Catholic school do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of Religious Education for their children.
- The Catholic school is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- Catholic schools have a particular responsibility to welcome, accept and support those who are poor, marginalised and in most need.
- Catholic schools will strive to ensure that the enrolment process is a welcoming manifestation of the teachings and values of the Church.
- The responsible authorities of the local school community and the Diocese strive, as far

as possible, to provide facilities for potential enrolments.

- The Principal, in collaboration with the Parish Priest, School Board and staff has the responsibility for ensuring that the authentic vision of Catholic education in the community remains the guiding principle of the enrolment policy.

IMPLEMENTATION

- The Principal reserves the right to interpret the intent and purpose of this policy.
- No student will be refused enrolment because of the family's incapacity to pay all or part of the school's fees.
- Academic, intellectual or physical capacity criteria will not be used as part of the enrolment decision-making process.
- The enrolment of students with additional needs will be considered in the light of the relevant laws and the policies, guidelines and protocols of the Catholic Education Commission of Victoria and the SSEB.
- External measures, which are deemed to gauge the degree of faith commitment of the parents, will not be used as criteria for enrolling a Catholic student in a Catholic school.
- Students seeking enrolment will normally be resident in the Parishes of Yarrowonga and Mulwala.
- Students may be accepted for enrolment from outside the Parishes named where there is a demonstrable good reason.
- The enrolment of a child includes continuity of enrolment for that child for all year levels provided by Sacred Heart College, save that the Principal has the discretion to discontinue the enrolment of a student in accordance with Diocesan and school policies dealing with such matters.
- It is usual practice that a child who has completed primary education at Sacred Heart Primary will be given continuity of enrolment at Sacred Heart College.
- The Principal may give special consideration to individual cases and situations, as determined by local circumstances, for reasons of pastoral care and compassion.

ENROLMENT PRIORITIES

Within the context of all preceding sections the following criteria should guide the prioritising of enrolments where available places are exceeded by the number of applications:

- Children Baptised in the Catholic faith,
- Siblings of current (or past) students of Sacred Heart College,
- Students who have attended Catholic primary/secondary schools,
- Children of old Collegians,
- Children of other Christian churches, or other faiths who, with their parents, respect and agree to support the Catholic mission of the College including the religious education it offers for their children,
- Children who live in the designated region which Sacred Heart College serves,
- Children who live outside the designated region which Sacred Heart College serves.

The principal has the ultimate responsibility and discretion in accepting enrolments.

Enrolment for children with additional needs

The College welcomes parents/guardians who wish to enroll a child with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment regarding:

- The nature of any diagnosed or suspected medical condition/disability, or any other circumstances that are relevant to the child's additional learning needs (for example, giftedness or an experience of trauma)

- The nature of any additional assistance that is recommended/appropriate to be provided to the child (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
- The individual physical, functional, emotional or educational goals that are appropriate to the child, and how the parents/guardians and the school will work in partnership to achieve these goals
- Any limitations on the school's ability to provide the additional assistance requested.

The process for enrolling students with additional needs is otherwise the same as for enrolling any student.

As every child's educational needs can change over time, it will often be necessary for the school to review any additional assistance that is being provided to the child, in consultation with parents/guardians and the child's treating medical/allied health professionals, in order to assess whether:

- The additional assistance remains necessary and/or appropriate to the child's needs
- The additional assistance is having the anticipated positive effect on the child's individual physical, functional, emotional or educational goals
- It remains within the school's ability to continue to provide the additional assistance, given any limitations that may exist.

Terms of enrolment regarding provision of accurate information

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 College is required to provide additional support to the child.

Parents and guardians must provide accurate and up to date information when completing an enrolment form 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.

The provision of an inaccurate residential address or failure to provide an updated residential address for the child will also be treated as a breach of the terms of enrolment.

Grounds for termination

Unacceptable behaviour by a student, or repeated behaviour by a parent or guardian that, in the school's view, is unacceptable and damaging to the partnership between the parent/guardian and school, may result in suspension or termination of the student's enrolment.

Appeal process

- Appeals against a decision to decline enrolment shall be made to a School Appeal Committee, established in the school community to consider such appeals, within 14 days of receipt of the letter declining enrolment.
- Membership will comprise the College Principal, a member of the School Board and the Parish Priest.
- If an appeal is refused by the School Appeal Committee, a further and final appeal may be made to the SSEB Enrolment Appeal Committee.

- An appeal will only be considered where there is evidence of a diversion from the enrolment process contained within the SSEB Enrolment Policy and Guidelines.
- The SSEB Enrolment Appeal Committee will be chaired by the Director of Catholic Education (or representative). Other members will include a Parish Priest and a Principal member of the SSEB, both of whom will come from areas outside the parish(es) or designated region(s) which are the subject of the appeal.
- The SSEB Enrolment Appeal Committee will give due consideration to the basis for the appeal and to the decision of the School Appeal Committee.
- The SSEB Enrolment Appeal Committee may uphold an appeal, in which case the committee will inform the school that the application for enrolment should be re-considered in accordance with proper process. The SSEB Enrolment Appeal Committee will communicate to the school its reasons for upholding the appeal. The SSEB Enrolment Appeal Committee may reject an appeal if such enrolment would adversely impact on the Diocesan provision of Catholic education and the viability of neighbouring schools.

Enrolment procedure

Whilst dates may change each year for following year 7 enrolments, the following procedure will be followed:

Step One: Family attend school tour/information night

Step Two: Enrolment Application is completed and returned to the College with a \$50 enrolment fee (non-refundable).

Step Three: Interview for student and parent/guardian.

Step Four: The College will send a Letter of Acceptance, offering a place at Sacred Heart College. If the family is not offered a place, they will be informed of this in writing and have the opportunity for feedback.

Step Five: Families who are offered a place respond by completing the Letter of Acceptance, sending it back to the College which confirms the child's place at Sacred Heart College.

Step Six: Accepted families will receive ongoing communication and will be encouraged to contact the College if and when necessary.

Review

This policy is to be reviewed at least every three years.

Initially Ratified: September 2016
 Next Review to be Completed by 2022