

ASSUMPTION COLLEGE



ENROLMENT POLICY

Assumption College

Sutherland Street Kilmore Vic 3764

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ASSUMPTION COLLEGE

Enrolment Policy



DEFINITIONS

“Applicant” means the person/s set out in the Enrolment Agreement being the Parents and/or Guardian/s of the Student listed in the Agreement and if more than one, each of them jointly and severally.

“Disability”, in relation to a student, means:

- (a) total or partial loss of the student’s bodily or mental functions; or
- (b) total or partial loss of a part of the body; or
- (c) the presence in the body of organisms causing disease or illness; or
- (d) the presence in the body of organisms capable of causing disease or illness; or
- (e) the malfunction, malformation or disfigurement of a part of the student’s body; or
- (f) a disorder or malfunction that results in the student learning differently from a student without the disorder or malfunction; or
- (g) a disorder, illness or disease that affects a student’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour .

“Enrolment Agreement” means the Agreement forming part of these Terms and Conditions of Enrolment by which the Applicant agrees to be bound.

“Student” means the student named in the Enrolment Agreement.

“The Principal” means the Principal of Assumption College Kilmore, or the Principal’s authorised representative.

“The College” means Assumption College Kilmore

RATIONALE

The College, a coeducational Catholic day and boarding school conducted by the Archdiocese of Melbourne, exists to make Jesus Christ known and loved. It puts itself at the service of its families and the Archdiocese of Melbourne to provide a means of excellence in education and effectiveness in evangelisation.

The College welcomes applications from prospective students whose families are supportive of the aims and methods of the College, and whose spiritual, educational and vocational aspirations the College’s existing programmes are reasonably able to meet.

ASSUMPTION COLLEGE

Enrolment Policy



GENERAL

Applicants are expected to support the ethos, culture and policies of the College.

The College will exercise its discretion in determining whether to make an offer of enrolment and enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account, as well as:

- (a) the physical number of currently enrolled students;
- (b) the resources available to cater for the educational needs of students; and
- (c) the willingness of the student and the student's family (where applicable) to comply with the College's policies and procedures.

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where:

- (a) relevant information is withheld or information provided is found to be inaccurate; or
- (b) there is a significant change in the circumstances of a family and/or Student which cannot be reasonably accommodated by the College. In these circumstances, all due consultation will take place with the Student and family involved.

1. Priority order of enrolment

All applicants must submit the Enrolment Application Form fully signed and completed. Enrolment Applications will only be recorded on the waiting list if the applicant has correctly submitted to the College the Enrolment Application Form.

Once a student has commenced at the College, their enrolment is continuous through to Year 12 unless the student is formally withdrawn.

At the discretion of the College, some applications may be given preference on the waiting list on the basis of criteria such as:

- (a) religious background of the prospective Student as follows:
 - (i) First consideration will be given to students who are currently attending a school listed in the Catholic Education Melbourne Priority Parish Schedule/Guidelines.
 - (ii) Second consideration will be given to Catholic students attending Catholic schools, and/or actively involved in the life of

ASSUMPTION COLLEGE

Enrolment Policy



the Catholic Church, and/or students who may not be attending Catholic schools and have no ready access to a Catholic secondary school.

- (iii) Third consideration will be given to Orthodox and Anglican students attending Catholic schools and/or actively involved in their respective Churches.
 - (iv) Fourth consideration will be given to other baptised Catholic, Orthodox and Anglican applicants.
 - (v) Fifth consideration will be given to applicants of other Christian denominations.
 - (vi) Sixth consideration will be given to all other applicants.
- (b) boarding places will be prioritised before those for day enrolments where applicants do not have ready access to Catholic secondary education, and when boarding vacancies exist.
 - (c) Applicants who have members of their immediate families as present or past students of the College, or members of staff, or in active affiliation with the Marist Community will be considered ahead of those who have had no prior association with the College and/or the Marist Community.
- 1.2 A student who has previously concluded his or her enrolment at the College because of dissatisfaction on the part of the student, parents or the College, would not normally be considered for re-enrolment.
 - 1.3 A family with unresolved financial matters with another Catholic school or institution would not normally be considered until those matters have been resolved to the satisfaction of that school or institution.
 - 1.4 Students are normally only accepted as day students if they reside with and are in the direct care of a parent or legally recognised guardian.
 - 1.5 Overseas students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, prerequisite minimum English language standards have been formally verified, and the full year's fees have been received by the School.
 - 1.6 The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.

2. Enrolment procedure

- 2.1 Enrolment applications are considered at any time, but are preferred before the end of August 18 month prior to the year of proposed commencement, or

ASSUMPTION COLLEGE

Enrolment Policy



by the advertised enrolment date provided on the website of the College. Outside this timeframe, offers are made on places- available basis.

- 2.2 The enrolment procedure is as follows:
 - (a) Complete Enrolment Application Form and return to the College with the enrolment processing fee, a copy of school report, a copy of birth certificate or passport as applicable and a copy of baptismal certificate.
 - (b) Applications are received and recorded on the waiting list according to the date of lodgement.
- 2.3 Upon receipt of an Enrolment Application Form:
 - (a) The student's name is registered on the future list for the year and the year level nominated.
 - (b) An interview with the respective Head of College (or their nominee) is arranged (if the College, at its sole discretion, deems this necessary).
 - (c) Any special needs are noted and discussed with parents/guardians at the interview. Parents and/or guardian may be required to provide additional information before the process can continue.
- 2.4 A formal offer of a place in the College may be made, once all required information has been provided.
- 2.5 The place in the College is not confirmed until all applicable forms and fees as requested by the College have been received.
- 2.6 Enquires and visits are always welcome and can be arranged by contacting the College.
- 2.7 To assist the Principal in making a determination regarding enrolment, the College may request:
 - (a) a reference from a Parish Priest or someone who is able to comment on the Applicant's general character and maturity, religious practice, and/or other matters that would be relevant to consideration of the application; and
 - (b) evidence to show that the prospective Student and the family would be supportive of the mission of the School and its expectations for its students and parents.

3. Reasonable adjustments

- 3.1 Where information obtained by the College indicates that a student has a Disability, the Principal will consult with the student, and his or her family or



carers, to determine whether the Disability would affect the student's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary to make an adjustment, and whether that adjustment is reasonable.

3.2 The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- (a) the nature of the student's disability;
- (b) the information provided by, or on behalf of, the student about how the disability affects the student's ability to participate;
- (c) views of the student, or an associate of the student, about whether a proposed adjustment is reasonable and will enable the student with a disability to access and participate in education and training opportunities on the same basis as students without disabilities;
- (d) information provided by, or on behalf of, the student about his or her preferred adjustments;
- (e) the effect of the proposed adjustment on the student, including the student's ability to participate in courses or programmes and achieve learning outcomes and independence;
- (f) the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- (g) the costs and benefits of making the adjustment.

3.3 The Principal may require the parents to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the student to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

3.4 If reasonable adjustments are necessary to enable a student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship. In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the student and the family of the student). This includes (without limitation):
 - (i) costs resulting from the student's participation in the learning environment, including any adverse impact on learning and

ASSUMPTION COLLEGE

Enrolment Policy



- social outcomes for the student, other students and teachers;
and
- (ii) benefits deriving from the student's participation in the learning environment, including positive learning and social outcomes for the student, other students and teachers; and
 - (iii) the effect of the disability of the student; and
 - (iv) the College's financial circumstances and the estimated amount of expenditure required to be made by the College Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum; and
 - (v) the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable; and
 - (vi) the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the student's participation); and
 - (vii) the nature of the student's Disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.
- 3.5 The Principal will discuss with the student and his or her family (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.
- 3.6 If the Principal is satisfied that it has sufficiently consulted the student and his or her parents (as appropriate), and adjustments required are not reasonable, or would cause unjustifiable hardship, the College may decide to decline to offer the student a position or may defer the offer.

4. Boarding Students

- 4.1 In discerning whether to accept a student as a boarder, the Principal shall additionally use these guidelines.
- (a) The Principal will need to be satisfied, on the basis of advice, collected information, and the Principal's own judgement, that there is a reasonable expectation that a prospective Student is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding programme at a Marist Schools Australia College.

ASSUMPTION COLLEGE

Enrolment Policy



- (b) The Principal will need to be satisfied that the family of the prospective Student adequately understands the challenges and expectations of residential education.
- (c) Students will normally be accepted as weekly boarders only if they are able to be in the direct care of their parents or legal guardians on weekends, not with other relatives or friends of the family.

5. Privacy

- 5.1 The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process in accordance with its Privacy Policy. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during the course of enrolment to provide for the best interests of students. Please refer to the Privacy Policy for more information.