



Enrolment and Exclusions (Boarding and Day School) Policy

1. Introduction

Assumption College, a coeducational Catholic day and boarding school governed by Marist Schools Australia Ltd (MSA Ltd) exists to make Jesus Christ known and loved through the provision of a Christian education that brings faith, culture, and life into harmony. 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.

Assumption College enrolls domestic day and boarding students from Years 7 to 12, with capacity for 68 boarders.

Assumption 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 are reasonably able to be met through the College's existing programs. All applicants are expected to support the ethos, culture, and policies of the College.

2. Enrolment Policy

The Assumption College Enrolment and Exclusions (Boarding and Day School) Policy applies to all applications to the College.

Enrolment decisions are made by the Principal of the College. The Principal will consider each application and make a determination on the basis of the

enrolment criteria. The decision of the Principal is final.

The Principal will exercise their discretion in determining whether to make an offer of enrolment. 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.
- (d) when a student from another Christian denomination or a non-Christian faith is offered a place at the College, the offer is contingent on the willingness of the parents and the student to support the College's Catholic identity and traditions. This will involve student attendance and participation in Catholic practices, including (but not limited to) prayer, liturgy, retreats, and religious education classes from Years 7 to 12 inclusive

An enrolment offer may be withdrawn, regardless of the availability of places, in situations where: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

2.1 Criteria for selection and priority order of enrolment

All applicants must submit the fully signed and completed Application for Enrolment Form. Applications for Enrolment will only be progressed if the applicant has correctly submitted the relevant form.

The college's enrolment policies and procedures are intended to ensure that, when enrolling students, the College is compliant with relevant Victorian and

Australian government legislation.

Generally, a person who is aged over 18 years must not be enrolled at, or allowed to attend, or participate in any program or course conducted at the College unless they have been granted an exemption or fall within an exception to the maximum age requirements.

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 Principal, some applications may be given priority on the basis of criteria such as:

a) Family Association

- a. the prospective student is a sibling of a current student(s).
- b. applicants with members of their immediate families who are 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.

b) Religious Background

Religious background of the prospective Student as follows:

- a. first consideration will be given to students who are currently attending a school listed in the Catholic Education Melbourne Priority Parish Schedule/Guidelines.
- b. second consideration will be given to Catholic students attending Catholic schools, and/or actively involved in the life of the Catholic Church, and/or students who may not be attending Catholic schools and have no ready access to a Catholic secondary school.
- c. third consideration will be given to Orthodox and Anglican students attending Catholic schools and/or actively involved in their respective Churches.
- d. fourth consideration will be given to other baptised Catholic, Orthodox and Anglican applicants.

- e. fifth consideration will be given to applicants of other Christian denominations.
- f. sixth consideration will be given to all other applicants.
- c) 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.
- d) 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.
- e) 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.
- f) 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.
- g) 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.
- h) Enrolment of students with additional needs is contingent on the College's ability to provide the adjustments required to support the active involvement of a student (as outlined in Section 5 of this policy).

The Principal reserves the right to refuse an application if there are reasonable grounds for doing so.

2.2 Enrolment Process

Applications for Enrolment are considered at any time but are preferred before the end of August, eighteen months prior to the year of proposed commencement, or by the advertised enrolment date provided on the website of the College. Outside this timeframe, offers are made on places-available basis.

Enrolment decisions are made by the Principal of the College. The Principal will consider each application and make a determination on the basis of the enrolment criteria. The decision of the Principal is final.

Information about enrolment is available on the College website and includes:

- a) Enrolment and Exclusions (Boarding and Day School) Policy
- b) Enrolment Agreement (Template)
- c) Key dates

To apply for enrolment:

- a) Complete an online Application for Enrolment form via our website including payment of the non-refundable application fee, a copy of the most recent school report, birth certificate or passport (as applicable) and baptismal certificate.
- b) Applications are received and recorded according to the date of lodgement.

Upon receipt of an Application for Enrolment 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 Principal (or their nominee) may be 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 guardians may be required to provide additional information before the process can continue.
- d) A formal offer of a place from the Principal may be made in writing, once all required information has been provided.
- e) The place in the College is not confirmed until all applicable forms and fees as requested by the College have been received.

Enquires and visits are always welcome and can be arranged by contacting the College.

To assist the Principal in making a determination regarding enrolment, the College may request:

- a) a reference from a Parish Priest or someone who can 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. Enrolment Register

Assumption College keeps a register of total number of enrolments at the college in the Student Administration System (SAS – an electronic database by Tribal). The register of enrolment records the following information in relation to each student enrolled at the college:

- the student's name, age and address
- the name and contact details of any parent/carer of the student
- the date of enrolment of the student
- the Victorian student number allocated to the student
- the date that the student ceased to be enrolled at the college.

The Enrolment Register is kept up-to-date by the Enrolment Manager. The Enrolment Register is updated at the time of enrolment, as changes are notified, and annually through a process of confirmation from parent/guardians.

The Assumption College Enrolment Register evidences that the college meets the minimum number of students requirement.

4. Enrolment Agreements

Assumption College requires the parents/guardians of each student enrolled at the College to have a current, signed enrolment agreement. A template enrolment agreement is made publicly available on the College website.

The College's enrolment agreement ensures the college's obligations under:

- anti-discrimination and equal opportunity laws
- privacy laws
- immunisation laws
- the Australian Consumer Law

are effectively met and documented.

Each agreement also includes:

- a copy of the college's code of conduct or behavioural expectations that is applicable to students, boarders, parents and guardians and other relevant policies, such as behaviour management, anti-bullying and harassment and;
- complaints handling;
- fee information;
- educational services provided under school fees (core-curricular) and
- the grounds on which the agreement may be terminated by either party.

5. Students with Additional Needs

The College welcomes parents/guardians who wish to enrol their child with additional needs and will take reasonable steps to accommodate the child's needs, provided that an understanding has been reached between the College 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 student's additional learning needs;
- the nature of any additional assistance that is recommended/appropriate to be provided to the student (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 education interventions as may be relevant);
- the individual physical, functional, emotional or educational goals that are appropriate to the student and how the parents and the College will work in partnership to achieve these goals;
- any limitations on the College's ability to provide the additional assistance requested.

In reaching this agreement, the College may:

- contact the student's current school to obtain further information;

- seek the parent's/guardian's verbal or written consent for the College to contact any medical or allied health professional to obtain information about the student's physical and mental health, medication care plan and any additional needs to fulfill the College's duty of care;
- request an independent assessment of the student upon acceptance.

Where the College determines that a prospective student requires additional measures or actions, the College will seek to identify whether those measures or actions are reasonable in that they balance the interests of all parties affected in the relevant circumstances.

The College will take the appropriate action that is reasonable but will not impose unjustifiable hardship on the College in the relevant circumstances.

Where the College determines that the enrolment of a prospective student could cause unjustifiable hardship to the College, the College may decline the offer of a position or defer the offer.

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

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

- remains necessary and/or appropriate to the student's needs;
- is having the expected positive effect on the student's individual physical, functional, emotional or educational goals.

6. Boarding Students

6.1 Eligibility for Boarding at Assumption College

Students may be considered for entry into the Boarding House once they have met the enrolment criteria detailed in this policy.

Students accepted as boarders must be enrolled as a student of Assumption College.

In accepting a student as a boarder, the College will need to be satisfied that:

- there is a reasonable expectation that the student is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding program;
- the student's parents/guardians adequately understand the challenges and expectations of residential education and can support their son or daughter in it.

6.2 Acceptance Process and Priority Order of Applications for the Boarding House

An interview with the Director of Boarding (or delegate) is required prior to an offer of boarding being made. Decisions regarding admission to the Boarding House are made by the Principal in line with the College's Enrolment and Exclusions Policy.

Applications for a place in the Boarding House are considered based on merit for boarding. When applications for places in the Boarding House outweigh the places available, at the discretion of the Principal, some applications may be given preference on the same basis as applications for enrolment to the College as outlined in this policy.

7. Exclusions Policy

Termination of a student's enrolment (as a Boarder or Day student) is a decision reserved for the Principal alone, seeking advice as the Principal deems appropriate, and acting in a way that is consistent with this policy.

Communication with the student's parents is essential to ensure that a just and reasonable decision is made, that is in the best interests of the student and of the College community.

The reasons for coming to a decision to terminate a student's enrolment or boarding placement include:

- recurring and/or serious breaches of the conditions of enrolment by the student and/or the parents;
- continued enrolment is deemed to be an unacceptable risk to the moral and/or physical safety of staff or other students;

- continued enrolment is deemed to be detrimental to the psycho-social or academic development of the student.
- information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the student;
- relevant information is withheld by the student's parents/guardians or information provided is found to be inaccurate;
- there is persistent non-compliance by a student with respect to College policies and procedures and exhaustive attempts for redressing the situation have proved unsuccessful;
- there have been one or more incidents of serious misconduct by the student which endangers the moral or physical safety of other students or staff, or threaten the good order of the College;
- there is a significant change in the circumstances of the parents/guardians and/or the student which cannot be reasonably accommodated by the College;
- there has been a failure of parents to honour the conditions of enrolment and reasonable attempts to redress the situation have been unsuccessful, including lack of resolution regarding non-payment;
- a mutually beneficial relationship of trust and cooperation between the parents/guardians/ carers and the college or any of its staff has broken down to the extent that it adversely impacts on the college, any of its staff or the ability of the college to provide satisfactory educational services to the student
- the student's progress and performance is such that the student is not benefiting from the academic courses provided by the college
- a Boarding student's failure to abide by the college's Boarding policies, procedures and codes of conduct which may result in disciplinary action for the Student or cancellation of enrolment as a Boarder (noting that the student may be permitted to remain enrolled in the day school under certain conditions).

If a student's enrolment is suspended (either pending consideration of termination or for another reason), parents shall be fully informed of the length and requirements of the suspension.

If a student's enrolment is terminated, the Principal shall be proactive in offering all reasonable assistance for transition of the student to an alternative educational setting (e.g. another College) or to employment.

Once the possibility of a student's termination becomes known by the Principal, the Principal shall contact the Regional Director to discuss the matter and keep the Regional Director informed as the process unfolds.

If the parents choose to contest a Principal's decision regarding the outcome of the process, then they shall be made aware that they may contact the Regional Director. The Regional Director's role is limited to assessing whether or not the Principal has acted in accordance with the College's policy, including observing natural justice processes and applying a proportional response. To assess this, the Regional Director may commission an independent investigation.

8. Privacy

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.

9. Definitions

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

“College” means Assumption College Kilmore.

“Terms and Conditions of Enrolment” means the Terms and Conditions of Enrolment including any subsequent amendments made by Assumption College Kilmore.

“Enrolment Agreement” means the Agreement comprised of the Terms and Conditions of Enrolment (and College policies, procedures, guidelines or codes) by which the Applicant agrees to be bound.

“Fees and Charges” means tuition fees, and, where relevant, boarding fees and/or other ad hoc charges.

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

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

“Day Student” means the student named in the Enrolment Agreement whose application is for the College’s Year 7 – 12 core-curriculum program.

“Boarder” means a student enrolled at Assumption College (as defined above) who has also been accepted into the Boarding Program, resides on site in the Boarding Community and is either a Weekly (5 day) or Fulltime (7 day) boarder.

“Boarding Community” refers to the Boarding Premises located at the main Assumption College campus on Sutherland Street Kilmore, comprised of 2 x Boys Boarding Houses and 1 x Girls House. Interchangeable with “Boarding House/s; Boarding Precinct”.

Related Policies, Procedures and Codes

Codes of Conduct (Behaviour Expectations)

Students

Parents/Guardians

Boarders

Student Duty of Care Policy

Student Attendance Policy

Student Behaviour Management (Discipline) Policy

Student Behaviour Support Procedure

Suspension and Expulsion Policy

Privacy Policy

Fee Policy

Others

MSA Ltd Enrolment and Exclusion Policy

MACS Pastoral Care of Students Policy