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<td>Date of Introduction</td>
<td>1 February 2004</td>
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<td>28 January 2020</td>
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**Please Note**

“The College’s policies which are made from time to time are made pursuant to the requirements set out in section 47 of the *Education Act* and of the Board of Studies for registration of the school.”

This Policy is a direction to you by the College as an employee or contractor of the College. You must comply with this Policy. If you do not comply with this Policy, the College may take disciplinary action, up to and including termination of your employment or engagement.
ENROLMENT POLICY

Purpose
To clarify the policy and processes by which a boy is enrolled at St Joseph’s College and to provide an outline of enrolment procedures.

POLICY

St Joseph’s College Hunters Hill provides a Catholic Secondary education for boys according to the tradition of Saint Marcellin Champagnat and the Marist Brothers. The emphasis on the family gives witness to our Founder’s desire to encourage a family spirit within our schools and communities.

Applications for enrolments for boarding, weekly boarding and day students are accepted from parents/guardians both in Australia and from overseas who agree to uphold and enhance the aims of the College, and who complete the required documentation.

Acceptance of enrolments is at the discretion of the Headmaster.

GUIDING PRINCIPLES

In the spirit of Marist education, favourable consideration for enrolment at St Joseph's College is given to siblings of current and past students; sons of ‘Old Boys'; Catholic families who have maintained a relationship with their parish, St Joseph’s College or Marist education; and transfers from other Marist schools. Special consideration will always be given to families from country NSW and especially to families in isolated locations.

Special circumstances other than the above, may at the Headmaster’s discretion be used to determine a priority.

Review of continuation of enrolment, if necessary, will also be at the discretion of the Headmaster.

PROCEDURES

In addition to the factors set out above, in determining priority in enrolments at St Joseph's College, the following criteria are taken into consideration:

• a satisfactory current report from each boy’s school;
• commitment to supporting the College, its Catholic faith and values, the particular character of the school together with its unique mode of operation;
• commitment to making a contribution to the life of the College;
• ability to meet the fees and other charges as agreed;
• outcome of the interview process with the Headmaster or his delegate;
• advice on relevant academic and behavioural history, including any relevant assessments and reports;
• health, safety and other risks from the boy's past behaviour;
• the availability and/or cost of any additional resourcing required to support the learning and/or wellbeing of the boy;
• date of initial application.
PROCESS

Applications for admission from overseas are subject to the International Students Program Policy.

For all domestic applications, an Initial Application for Admission is to be completed by the
intending parent/carer and returned to the Admissions Office.

When processing the application form, the following needs to be attached or the application will be
deemed incomplete and will proceed no further:

- application fee (this fee is non-refundable).

Photocopies of:
- Australian Birth Certificate
- Proof of Australian Citizenship or Residency (if student born overseas or not Australian citizen)
- Baptism Certificate (if student baptised)
- Latest school report (if student is in Year 4 or above)
- Years 3, 5, 7 and 9 NAPLAN test results (where applicable)
- Any applicable medical or specialist reports
- Any applicable legal papers or court orders

The application form must be signed by the parent/s or carer/s with whom the child resides.

With respect to applicants for a place in Year 7, the College will:

• review all applications;
• arrange an interview for applicants approximately two years prior to commencement year;
• make ‘final round’ offers to successful applicants. It is possible ‘second round’ offers are
  made, depending on spaces available after the ‘first round’ offer period expires;
• a place offered at the College must be confirmed by the due date with accompanying
  payment of the College registration fee. Failure to reply within the required time
  may result in the position being re-offered to other boys on the College waiting list.

In respect of all student enrolment applications, the College may make additional enquires as
are reasonable including requesting additional information from the boy's parents or
contacting the boy's current school to obtain information about the boy.

Where information obtained by the College suggests:

(a) a profile of wilful misconduct, illegal activities or strong anti-social behaviour that indicate the
boy's enrolment at the College is likely to be detrimental to other boys, the staff or the College;
or
(b) the parents may not be able to meet the financial commitment,

the Headmaster may decline to proceed any further with the enrolment process.

Disability

Where any application has disclosed a health and/or learning need, the College will make additional
enquiries as are reasonable including:

• contacting the boy's current school to obtain further information;
• with the parent's consent, contacting any medical or allied health professional to obtain
  information about the boy's health and/or needs; and
• request an independent assessment of the boy.

Where the College determines that a boy 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 measures and actions that are reasonable but will not necessarily take measures or actions that would impose unjustifiable hardship on the College in the relevant circumstances.

Where the Headmaster determines that the enrolment of a boy would cause unjustifiable hardship to the College, the Headmaster may decline the offer of a position or defer the offer.

**Duty of Disclosure**

In order that the school may respond to your boy’s educational needs it is necessary for parents and carers to disclose all relevant academic, medical and behaviour histories to the school. This advice will be used to assess each boy’s educational needs. All information and records provided will be kept confidential and only accessed by College staff involved in planning and decision making relevant to your boy’s schooling. All personal information collected will be managed in accordance with the College’s Privacy Policy. Failure to provide all required information may result in the College declining a boy’s enrolment. In particular, when parents, having been aware of their boy’s specific educational needs do not declare those needs or withhold relevant information, the College reserves the right not to offer the boy enrolment and to terminate an enrolment if it has proceeded.