



# St Scholastica's College

A Catholic Day and Boarding School  
for girls in Years 7-12

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## *Enrolment Policy – Domestic and International Students*

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### **Introduction**

St Scholastica's College is a Catholic independent day and boarding school for students in Years 7-12. Established in 1878, the College has a long and proud history of providing outstanding education for girls and young women in the Good Samaritan tradition. Our aim is to provide a safe, caring and supportive environment that allows the needs of our students to be met academically, physically, emotionally, socially, spiritually and pastorally.

### **Key Definitions**

'**Parents**' include legal guardians who have applied to have a student enrolled or placed on the enrolment waitlist and, where the student has only one parent, means that parent.

'**Disability**', in relation to a student, is that as defined by the Disability Discrimination Act (Commonwealth) 1992.

### **Policy**

This policy provides enrolment criteria and procedures. While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, all decisions will be made by the Principal and at her discretion.

The College offers two types of enrolments:

- Domestic student enrolment
- International student enrolment

### **Relevant Legislation**

- Disability Discrimination Act 1992 (Commonwealth)
- Disability Standards for Education 2005 (Commonwealth)
- Race Discrimination Act 1975 (Commonwealth)
- Anti-Discrimination Act 1997 (NSW)
- Education and Care Services National Regulations 2018

The above Acts make it unlawful to discriminate against a person by refusing to enrol them at the College on the grounds of disability or race. The College is committed to fulfilling its obligations under the law.

This Enrolment Policy is located on the College's website: <https://www.scholastica.nsw.edu.au/reports>.

### **Enrolment Guarantee**

Whilst the College does its best to accommodate all enrolment requests, it is unable to guarantee a place to any student prior to an official offer of enrolment. Once an offer of enrolment has been made, accepted and acceptance fee paid, the student's place is guaranteed.

### **Domestic Student**

A domestic student is an Australian resident; any student who does not hold a Student Visa (subclass 500) and is not eligible to enrol as an International student. These students may include students on other types of visas as well as Australian Citizens. Domestic students applying for enrolment whose first language is other than English may be required to enrol in an intensive English language course prior to entry and/or may be required to receive extra English language tuition once enrolled at the College at a cost to the parents.

### ***International Student***

An international student is not an Australian resident. If an international student is studying overseas in non-English speaking countries in a school where the medium of instruction is not English, to be eligible to apply for enrolment at the College, the student must demonstrate competency in the Australian Education Assessment Services (AEAS) test including the written section.

International students should also complete a 20-week minimum English language course prior to commencing at the College. Final acceptance is conditional on an acceptable level of English proficiency, which will be ascertained by the College. If further tuition in English language is considered necessary, students will be asked to extend their English language course. The College reserves the right to alter the level of entry if further English instruction is necessary.

### ***Enrolment Order of Preference***

The College enrolls girls whose parents seek a Catholic education, with enrolment preference applied in the following order:

- Siblings of current students
- Daughters of former students
- Catholic students from Catholic Schools
- Catholic Students from Non-Catholic Schools
- Non-Catholic Students from Catholic Schools
- Non-Catholic Students from Non-Catholic Schools

The offer of enrolment is at the Principal's discretion.

### ***How to Enrol***

Families must submit an Application for Enrolment online, uploading relevant documents and the payment of a non-refundable fee, via our website <https://www.scholastica.nsw.edu.au/enrol>.

Enrolments Officer:

Email: [enrolments@scholastica.nsw.edu.au](mailto:enrolments@scholastica.nsw.edu.au)

Applications are accepted for students in Year 2 onwards.

### ***Relevant Documents to be Included with the Application***

1. A completed Application for Enrolment form signed by both parents.
2. A copy of prospective student's birth certificate.
3. A copy of prospective student's baptismal certificate if relevant.
4. A copy of prospective student's Immunisation history statement from Medicare.
5. A copy of prospective student's most recent school report.
6. A copy of prospective student's NAPLAN report.
7. A copy of any relevant educational and/or medical assessment reports (e.g., if prospective student has a diagnosed condition).
8. The non-refundable application fee is to be paid through the enrolment portal at time of submitting application.
9. Passport and visa grant letter, or Australian Citizenship Certificate (if not born in Australia).
10. Australian Citizenship Certificate or Australian Passport (if both parents born International).
11. Family Court Orders or parenting plan (if applicable).

Failure to provide all required information at the time of application may result in the College declining or delaying placing the student on the waitlist and may also result in the College declining or delaying the student's enrolment.

Failure to disclose an educational need on the initial Application for Enrolment form may lead to the cancellation of the application and/or enrolment.

It is the College's assumption and understanding that prior to contacting the College, both parents (including divorced or separated) are in agreement to the application and possible enrolment of their daughter. Unless otherwise stated in Family Court Orders, both parents are required to sign the Application for Enrolment form confirming they are responsible for paying the fees and, should a place be offered, both parents must sign a copy of the Offer of Enrolment, Conditions of Entry and Fees Terms and Conditions forms and pay the non-refundable Acceptance fee, as acknowledgement and acceptance of Enrolment.

### **Enrolment Process**

1. The Enrolments Officer will process and acknowledge receipt of an application.
2. The student is placed on the waitlist for the relevant year of entry, in preference order.
3. The College makes an offer or advises if the application will remain on the waitlist.
4. First round offers for a place in Year 7 are made two years prior, usually at the end of Term 1, followed by second round offers in Term 1 the following year.
5. Offers for students applying for Years 8-11 and/or boarding will receive notification after interview.
6. Parents are asked to accept or decline the offer.
7. Parents accept the offer by signing a copy of the 'Acceptance of Offer', 'Conditions of Entry', 'Fees, Terms and Conditions' forms and by paying a non-refundable Acceptance Fee.
8. Once these are all received a confirmation note will be sent confirming a place.

Enrolment may be accommodated at any time throughout the school year if there is availability.

### **Interview**

Families applying for Year 7 do not require an interview, however, may request an interview with the Principal during the enrolment process.

Students applying in Years 8 – 12 will be required to attend an interview prior to any potential offer of a place at the College.

Prospective boarding students will need to attend a meeting with the Head of Boarding or delegate prior to any potential offer of a place at the College.

### **Assessment Review**

As part of the enrolment process, parents/guardians may be asked to provide a copy of medical, psychological, learning, developmental or any other relevant reports prior to an interview. Additionally, if not already provided, parents may be asked to supply the student's last two school reports. In considering all prospective enrolments, the College may ask parents to authorise the Principal or her delegate to contact:

- the Principal of the student's previous school to obtain or confirm information pertaining to the student or her enrolment
- any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Where information obtained by the College suggests:

- a profile of misconduct, illegal activities or anti-social behaviours that indicate the student's enrolment at the College is likely to be detrimental to other students, staff or the College; or
  - the parents may not be able to meet the financial commitment required by a having a student at the College; or
  - the level of English language is not adequate to undertake the rigours expected by the College, notwithstanding that, the student be the sibling of a current student;
- the Principal may decline to proceed any further with the enrolment process.

### **Disability**

Where a student has disclosed educational needs or a disability, or other information has come to light indicating a possible need for education support services, or for some measures or actions to assist the student to participate

in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or her parents as part of the collaborative planning process. In respect of any prospective enrolment, the College reserves the right to have members of its staff visit the student's current school or (with the parent's agreement) the home, to more accurately assess the learning needs of the student.

The Principal may:

- require the parents to provide medical, psychological or other reports from specialists outside the College; and/or
- require the parents to obtain an independent disability assessment of the student.

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability.

Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will comply with the standards outlined in the Disability Standards for Education 2005 (Commonwealth).

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

### ***International Student Application***

The College will consider applications from students wishing to enrol subject to compliance with requirements and conditions set by the College, and with legislative requirements of the State of NSW and the Commonwealth of Australia. This includes any requirements to learn English to meet the English language proficiency standard needed to enter classes.

Applications for enrolment must be made by completing the application form. This should be correctly completed, and be accompanied by the following documents to support the application:

- Last two years school reports (translated into English)
- Birth certificate
- Passport
- Results of AEAS test or EAL/D report
- Official examination certificates (translated into English).
- Any certificates or awards indicating an applicant's extra-curricular activities (preferred but not essential).
- Details of any special educational or medical conditions that may affect academic and social progress.
- Payment of non-refundable application fee.

An application for enrolment can only be processed when all the above has been submitted. Following submission, the Enrolment Officer will review the application. If the application meets the College's academic and English requirements the student and family will be invited to an online (*Zoom*) interview. Applications from International students are dealt with on their merits and at the discretion of the College.

The parent/agent is required to read and confirm understanding of the information provided in the application for enrolment, and to declare that they have completed this when filling in the application. They are also required to declare that the information provided is true and correct. This forms part of the written agreement between the parties.

All International students are required to reside in the Boarding School for the duration of their schooling at St Scholastica's College, during term time. Also:

- 12 months fees and costs are to be paid prior to commencement.
- Enrolment Formalisation Letter and Conditions of Enrolment are to be signed. NB where there is only one signature on the Enrolment Formalisation, unless Family Court Orders (or International equivalent) are provided stating sole custody or otherwise, the enrolment of the student cannot be confirmed.
- A copy of health insurance cover for the duration of schooling.

International students are given 30 days to pay the Fees invoice and to return the signed (original signature by both parents) Enrolment Formalisation and Conditions of Enrolment. Failure to accept the offer in the required time may result in the position being offered to another student awaiting entry into the College. A non-refundable Acceptance Fee is in addition to tuition and other fees.

### ***Leave of Absence***

Parents may apply for a planned leave of absence. Subject to the Principal's discretion, the College may guarantee to hold the student's place for a fee equivalent to 50% of the current school fees for the period of absence. All requests for planned leave of absence must be submitted in writing at least one full term in advance. Approval is not guaranteed and will be assessed by the Principal on a case-by-case basis.

### ***Holding a Place following withdrawal***

Places at the College will not be held for students who withdraw. Re-entry may be possible if there is availability and/or at Principal's discretion.

### ***Deferment of Offer***

Where a family is offered a place and chooses not to accept but requests to defer the place for another entry year, the request for deferment must be submitted in writing. Approval for deferment will be subject to availability for the academic year and is at the Principal's discretion.

### ***Notice to Withdraw***

A full terms' notice for domestic student and two term's notice for International student in writing must be received by the Principal prior to a student being removed from the College. If the notice is not provided, a terms' fees may be payable in lieu of notice.

### ***Continued Enrolment***

Once students have commenced at the College, it is expected they will complete their schooling with the College and their enrolment is automatically continued.

### ***Enquiries***

Details of how to enrol are available on the St Scholastica's College website, however, phone and email enquiries are welcome.