



PP201 ENROLMENT POLICY AND PROCEDURE

PURPOSE

St Thomas Aquinas College is a school which of the College is to form in each youth, the true and perfect Catholic. To achieve the Vision, the College will provide a complete education taking in the whole of human life: spiritual and physical; intellectual & moral; individual, domestic and social; in accordance with the example and teachings of Christ. We aim to provide strong academic and pastoral programs and offer a range of extracurricular opportunities to enable each student to continually develop.

This Policy is designed to provide guidelines and processes to enable appropriate selection and enrolment of students at St Thomas Aquinas College consistent with the philosophy, aims and ethos of the College. The enrolment policy also deals with the reality that schools can receive more applications for positions at a variety of year levels than they are able to offer. It is therefore recognised that the Principal of St Thomas Aquinas College may be required to make a choice between which applicants will be offered positions at the College. Parents seeking to enrol students at the College need to be aware that all decisions concerning the enrolment of students at the College are at the discretion of the Principal. In enrolling students the College has certain expectations of parents and students whilst they are current members of the St Thomas Aquinas College community. These expectations are set out in the Conditions of Enrolment and no enrolment will be accepted without a written acceptance of these conditions by parents.

SCOPE

This policy applies to all prospective parents and students and current parents and students and staff of St Thomas Aquinas College.

DEFINITIONS

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| St Thomas Aquinas College | St Thomas Aquinas College |
| Parents | Includes legal guardians or any other person who has applied to have a student enrolled at the College and, where the student has only one parent, means that parent. |
| Student | An individual person who is formally enrolled to study at the St Thomas Aquinas College. The individual person is that who appears on the enrolment documents and who is assigned a St Thomas Aquinas College student ID. |

POLICY STATEMENT

The College must:

1. Enrol eligible students under the name contained in the documents supporting their admission; primarily their birth certificate
2. Keep copies of sighted documents
3. Verify changes to student enrolment names
4. Maintain and update student details obtained on enrolment
5. Keep all information confidential and managed in accordance with:
 - the College's Privacy Policy
 - Victorian privacy laws.

e: At initial enrolment a Victorian Student Number (VSN) is allocated to a student in the name certified in admission documents.

6. Australian Federal and State Legislation make it unlawful to discriminate against people because of their age, gender, race, religious beliefs, marital status, sexuality, or physical or intellectual disability, but Section 38 of the Sex Discrimination Act 1984 grants educational institutes established for religious purposes to discriminate against students on the basis of gender identity or intersex status where it is done in good faith to avoid injury to the religious beliefs of the institute and its community. The enrolment practices of St Thomas Aquinas College are designed to ensure there is no discrimination beyond those enshrined in the above mention legislation.
7. Prospective parents and students are directed to the Privacy Policy located on the website of St Thomas Aquinas College for further information on the collection and management of personal information.
8. All Staff and stakeholders of the College are made aware of access and equity for all through the enrolment process, induction and orientation.
9. Parents are responsible for providing current and correct enrolment details for the duration of a student enrolment.

OVERARCHING CONSIDERATIONS

We emphasise the following points derived from Legislation that are guiding principles in the application of this policy.

- **The Victorian Education and Training Reform Regulations 2017.** The regulations impose a requirement on a registered school to have a clearly defined enrolment policy that complies with all applicable State and Commonwealth laws. This is our Enrolment Policy.
- **Equal Opportunity Act 2010 (Vic).** This legislation prohibits discrimination by an educational institution against a person in deciding who should be admitted as a student, in the terms on which the institution admits a person as a student, or by refusing or failing to accept the person's application for admission as a student. Some prescribed exceptions apply to St Thomas Aquinas College (for example, religious bodies and religious schools can discriminate on the basis of a person's religious belief or activity, sex, sexual orientation, lawful sexual activity, marital status, parental status or gender identity where the discrimination conforms to the doctrines, beliefs or principles of the religion or is reasonably necessary to avoid injury to the religious sensitivities of people who follow the religion), but generally all other discrimination in enrolment of students is prohibited. St Thomas Aquinas College is committed to ensuring it does not discriminate against students or parents in its enrolment process.
- **Disability Discrimination Act 1992 (Cwlth).** Under this federal legislation, discrimination based on disability is unlawful. It applies to school authorities and their employees. The definition of disability is broad and includes physical, intellectual, psychiatric, sensory, neurological or learning disability, physical disfigurement, and the presence in the body of a disease-causing organism. Relevant for enrolments, it is unlawful for an educational institution to discriminate against a person on the ground of the person's disability, or a disability of any of the other person's associates, by refusing or failing to accept the person's application for admission as a student; or in the terms and conditions on which it is prepared to admit the person as a student. However, it is not unlawful to refuse or fail to accept a person's application for admission as a student in an educational institution where the person, if admitted as a student by the educational authority, would require services or facilities that are not required by students who do not have a disability and the provision of which would impose unjustifiable hardship on the educational institution. St Thomas Aquinas College is committed to ensuring it does not discriminate based on disability. St Thomas Aquinas College is committed to assisting students with disabilities through their educational journey.
- **Privacy Amendment (Private Sector) Act 2000 (Cwlth)/Related Victorian Legislation.** This legislation governs how schools must handle personal information collected as part of the enrolment process. St Thomas Aquinas College has adopted a Privacy Policy to reflect its' acts and practice in management of personal information in compliance with the legislation. Under legislative requirements in this area (and including Victorian legislation) St Thomas Aquinas College needs to determine what is the necessary information for collection, provide information about collection and, where necessary, obtain consents to the collection, use and disclosure of that information. For these purposes, St Thomas Aquinas College has included in enrolment forms an information collection notice, which is also contained in the College's Privacy Policy and is also located on the College's website.

PROCEDURE

1. Introduction

St Thomas Aquinas College is independent College operating in Tynong. This Enrolment Policy reflects the College's commitment to ensure a fair and transparent approach to enrolment at the College.

Enrolment decisions are made by the Principal in line with this policy, however the College reserves the right to exercise discretion to respond to the pastoral needs of individual families.

2 St Thomas Aquinas College's Discretion to Accept

2.1.1 St Thomas Aquinas College, from time to time, will have limited places that can be offered each year. It is possible that the number of applicants will outweigh the number of places available. The exact number of positions available will vary each year at the discretion of the College.

2.1.2 Due to the possibility there will be a limited number of places available, applicants may not be offered a place. An Application for Enrolment does not guarantee an offer of a position at the College.

2.1.3 Offers of places are made at the discretion of St Thomas Aquinas College and the College reserves the right to lawfully refuse any application for enrolment without providing a reason.

2.1.4 At the discretion of St Thomas Aquinas College, some applications may be given preference after taking into account the following factors:

- siblings of current or past St Thomas Aquinas College students (when relevant);
- children of past St Thomas Aquinas College students (when relevant);
- children of current St Thomas Aquinas College employees;
- being a parishioner at the Corpus Christi Church in Tynong, or the sister parish of Our Lady of Perpetual Succour and St Andrew's Church in Hampton;
- the ability of the applicant to benefit from the education offered by the College;
- where appropriate the past academic progress and the level of intended involvement in co-curricular activities such as sport, music, performance and community service;
- where appropriate the willingness of the student to make a contribution to the broader life of the College.
- any issue the Principal thinks may be of significance;

PROCEDURE (Cont...)

3. Enrolment Process

The Principal and the Registrar are responsible for the enrolment process. St Thomas Aquinas College will obtain personal information during the enrolment process. Prospective parents and students are directed to the Privacy Policy located on the website of St Thomas Aquinas College for further information. The general enrolment process outlined below is intended as a guide only. For more information parents may call the Registrar. In particular, the exact process for enrolment will vary dependent upon the class or level which enrolment is sought and whether the applicant is a member of a current or new family.

3.1 Initial Application

- 3.1.1 Applicants are required to complete a Student Enrolment Form which can be obtained from the Office and is located on the website of St Thomas Aquinas College.
- 3.1.2 Families that are new to the College, or returning after a period of at least two years away, are required to pay a 'New Family Enrolment Application Fee' as part of the enrolment process. This is a fixed, one-off and non-refundable charge. See *DOC10501 STAC Fee Schedule* for the current dollar amount of this fee.
- 3.1.2 The completed Student Enrolment Form should be returned to the Registrar with a copy of the student's Birth Certificate, their last two school reports, the latest NAPLAN report and a copy of the student's Immunisation Status Certificates.
- 3.1.3 Where a student is from interstate the College is required under the Australian Government's Schools Assistance (Learning Together – Achievement Through Choice and Opportunity) Act 2004 to use the Interstate Student Data Transfer Note (ISDN) when students enrol from an interstate school. Schools are required to use the ISDN in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Ministerial Council on Education, Employment, Training and Youth Affairs. In this case, the College needs to complete ISDTN Forms 1, 2, 3 and 5 or 6 in order to get relevant information from the previous education provider.

3.2 Interview

- 3.2.1 After applications have been assessed, applicants may be invited to attend an interview with their parents. Parents should bring documents such as most recent NAPLAN result, the last two most recent Semester Reports and any other information that may be relevant.
- 3.2.2 These interviews will be conducted by the Principal. They allow St Thomas Aquinas College to learn more about the prospective student and provide students and parents the opportunity to discuss the potential enrolment at St Thomas Aquinas College. These interviews are central to the enrolment process and require parents and students to articulate how they will benefit from the education the College provides. Equally, they provide an opportunity for parents to find out about the College and ensure that they are willing to commit to its Traditional Catholic ethos and goals.
- 3.2.3 St Thomas Aquinas College may request for further information to be provided at or before an interview. This may include information pertinent to the student's academic and general progress. The College will also require parents to provide any medical, social or educational reports that are relevant to the College's ability to meet the student's additional needs. The Principal (or Principal's delegate) *may* request that a student attend the College for a period of time (usually a day) before making a final decision of making an offer for a position at the College. The request to attend the College is not to be regarded as a guarantee of the future granting of a formal offer.

PROCEDURE (Cont...)

3.3 Additional Needs

Some student applicants may have special needs. In this case the Parent/guardian will be asked to provide the College with information to determine the student's educational needs. Information required might include: communication needs; curriculum access; emergency procedures; health issues; personal care needs; physical access; specialist agencies.

Where required, written permission from the parent/ guardian may be requested by the College to further investigate the student's educational needs.

Once further investigation has occurred a summary of information is provided by College personnel. Consideration is then given into how the College can meet the student's needs.

The Principal (or delegate) then meets with parent/guardian with other relevant/ appropriate professionals to discuss the educational program the College can offer. The College will seek acceptance of this program from parents/guardians before accepting any application for enrolment to ensure all parties understand the extent of support being offered by the College.

At all times, the College is required to comply with the relevant Australian and Victorian Government legislation when considering the enrolment of a child with additional learning needs. St Thomas Aquinas College is committed to ensuring it does comply with all relevant legislation in this area.

3.4 Decision Process

3.4.1 When an applicant is accepted...

- parents will be sent an acceptance letter.
- Upon receiving this letter parents are required to contact the Registrar to confirm enrolment.
- At some point after the confirmation of enrolment, parents will receive the first invoice for fee's payable. Parents are welcome to negotiate alternative arrangements. These arrangements will be outlined in the acceptance letter.
- In accepting a formal offer parents agree to the Conditions of Enrolment and other Appendices which are published at the back of this document and relevant Policies included in the Registration Pack.

3.4.2 When the College rejects an application or a parent decides not to proceed with an application for any reason...

- Where either outcome is the case, the Registration Fee will not be refunded. This Fee is non-refundable.
- The Application is filed in accordance with St Thomas Aquinas College's Student Records Policy and Procedures

PROCEDURE (Cont...)

4. Student Records

4.1 Entering Student Records

- Expressions of Interest will be entered into a relevant database but will be shown as interested parties until the application is confirmed and accepted by the parent and College.
- Once the College accepts the student and receives relevant Application Forms and a signed Acceptance of Offer Form, the College will use documents provided as part of the enrolment process and enter student, parent and other related details into the College Enrolment Register.
- Where the student's name is different to what is provided on the Birth Certificate, the name on the Birth Certificate will be entered into the Enrolment Register UNLESS further documentation is received such as an officially amended Birth Certificate, proof of adoption and subsequent name change, or a relevant legal document proving change of name.

4.2 Maintaining Student Records

Enrolment data is entered for students who are new to the College.

Data is:

- confirmed/updated and signed by the parent/guardian when students come into the College
- updated when changes occur and when the College is notified of changes
- reviewed half yearly by getting students to check a copy of relevant data which will be extracted from the St Thomas Aquinas College Enrolment Register for the purposes. Where discrepancies occur, the parent will be contacted and asked to update their information.
- reviewed annually by getting the parents to check a copy of relevant student data which will be extracted from the St Thomas Aquinas College Enrolment Register and will be sent to parents for review. Changes received will be updated on the Enrolment Register.
- using the two methods above, the data will be revised annually for State and Commonwealth reporting purposes

4.3 Disposal of Information

Records are disposed of in accordance with St Thomas Aquinas College's Student Records Policy and Procedures.

PROCEDURE (Cont...)

5. Immunisation Certificates

5.1 *Maintaining and Recording Immunisation Certificates*

- Immunisation is a choice of the parents that the College represents, however outbreaks of flu, measles, meningococcal, in past years, outbreaks of flu, measles, meningococcal, for example, have increased the need for the College to be vigilant about immunisation history. Therefore, the College elects to adhere to the following processes even though we are not bound to do so.
 - All students will be asked to provide the College with a copy of their Immunisation records prior to enrolment. The only form of record now acceptable in schools is the form available from the Australian Immunisation Register. Notes from doctors are no longer acceptable.
 - These records will be placed on file.
 - During disease outbreaks, these certificates will be referred to and students who have not been immunised in the relevant disease will be asked to remain at home for the recommended period of time (as prescribed by the Department of Health) so as to protect them from infection.

6. Data Required by State and Federal Governments

Commonwealth and State Government data and funding requirements make it necessary for the College to maintain accurate information on:

- Student's age, gender, year level, Indigenous status and full/part-time status (among other things);
- Parental Occupations, Parental School Education, Parental Non-School Education, parental Indigenous status
- Main language/s spoken at home and country of birth

Therefore, the College will:

- ensure that its staff understand why this data is needed and the benefits of ensuring there are no errors in data logged onto our Student Enrolment Register
- clearly explain to parents the importance of correctly completing the parent information form – particularly the main Student Enrolment Form that will be completed once the Registration of Interest has taken place.

The College will:

- check all incoming applications to ensure the data required is present
- regularly check relevant data (see point 4 above) to ensure data is up-to-date and accurate
- contact parents when occupation and/or education data is missing, incomplete or unclear
- keep records to explain any changes or updates to data submitted by parents.

RELATED DOCUMENTS

This document forms part of the Policy and Procedure Framework of St Thomas Aquinas College. It should be read in conjunction with other documents in the Policy Framework.

LEGISLATIVE CONTEXT

Relevant legislation to be followed when enrolling students in the College

- The Victorian Education and Training Reform Regulations 2017.
- Equal Opportunity Act 2010 (Vic).
- Disability Discrimination Act 1992 (Cwlth).
- Privacy Amendment (Private Sector) Act 2000 (Cwlth)/Related Victorian Legislation.
- Human Rights and Equal Opportunity Commission Act 1986 (Cth)
- Racial Discrimination Act 1975 (Cth)
- Sex Discrimination Act 1984 (Cth)
- Charter of Human Rights & Responsibilities Act 2006 (Vic)
- Age Discrimination Act 2004 (Cth)
- Racial and Religious Tolerance Act 2001 (Vic)
- Occupational Health and Safety Act 2004 (Vic)
- Multicultural Victoria Act 2004 (Vic)
- Health Records Act 2001 (Vic)
- Freedom of Information Act 1982 (Cth)

RESPONSIBILITIES

The Principal must:

- Implement this policy and procedure
- Monitor the implementation of this policy and procedure

Students/Parents must:

- abide by this policy and procedure at all times

Administration Officers / Registrars must:

- implement this policy and procedure

MONITORING AND EVALUATION

The Principal will be responsible for ensuring that this policy and procedure is monitored and evaluated throughout the College.

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| Authorised by | St Thomas Aquinas College Board |
| Effective date | February 2019 |
| Version | 2.1 |
| Review date | February 2021 |

Appendix 1: St Thomas Aquinas College Conditions of Enrolment

It is understood that, unless you have contacted the Principal regarding the contents of the Conditions of Enrolment, you have read and understood the Conditions of Enrolment and agree to accept them, and any future amendments that will be advised to you as they occur. It is understood that in signing and agreeing to the Acceptance of Offer document that you accept and agree to be bound by the St Thomas Aquinas College's Conditions of Enrolment.

1. To abide by the rules and purposes of St Thomas Aquinas College, hereafter referred to as the College, and to support the objectives and policies of the College, including all items outlined in the College's weekly Chronicle.
2. To uphold St Thomas Aquinas College's Regulations (particularly noting those Regulations relating to dress, jewellery, hair, smoking of tobacco, drinking or possession of alcohol and the possession or misuse of substances (legal or illegal), theft and possession of items that may be considered or used as a weapon).
3. To ensure that the student obeys College Rules and the direction of the Principal and staff in matters of conduct and discipline, and to recognise the right of the College to suspend or cancel the student's enrolment should such rules and directions not be obeyed.
4. We further acknowledge and agree that the failure of a student or a parent/guardian to accept a decision of the Principal or staff in a matter of conduct or discipline may result in enrolment cancellation. As part of this you accept the right of the Principal (or Delegate) to interview students and/or discuss matters with students in relation to inappropriate personal behaviour and the maintenance of good conduct at College, including College grounds and classrooms; on external school related activities; and involving services provided by the College. These activities and services include but are not limited to camps, excursions, travel by public transport to and from school and assembly at school or designated train or bus stops.
5. To accept liability for, and indemnify the College against, any loss or damage to the College or any person caused or contributed to by any act or default of the pupil.
6. To pay fees and charges as are from time to time fixed by the St Thomas Aquinas College Board, such fees and charges being payable on the due date stated on the account rendered by the College.
7. To undertake that, should you fail to pay any sums due to St Thomas Aquinas College, following a written demand having been made, then you will be liable for all the legal and administrative costs occasioned by this. If the College is required to seek legal action for the recovery of outstanding sums, then student/s will be either debarred from College, until such time that the amounts are paid in full or an arrangement satisfactory to the College has been agreed to.
8. To give the College one full term's notice in writing, addressed to the Principal, of the intention to withdraw the student from the College.
9. Agree that we may transfer all of this information to a third party, whether within Australia or overseas for the purpose of the College excursions, camps, retreats or overseas or interstate visits.
10. To accept that the College from time to time will impose limits on access to classes because of potential epidemics or health risks. Students who return from severe illness must provide a certificate from their treating doctor that they can resume back to classes.
11. In accepting a position at the College parents/guardians fully understand that they accept all rules and conditions of enrolment. Parents/guardians and students cannot partially accept the Conditions of Enrolment. Failure to accept all Conditions of Enrolment will result in the immediate removal of a position at the College and as a consequence the withdrawal of any scholarships/bursaries that have been offered.
12. To declare that the Student is either an Australian citizen; has Australian residency status; or, has a Student Visa for entry and stay in Australia that allows education to be provided on the same cost basis as for an Australian citizen.

Appendix 2: St Thomas Aquinas College Collections Notice

St Thomas Aquinas College collects personal information, including sensitive information about students and parents or guardians before and during the course of a student's enrolment at the College. This may be in writing or in the course of conversations. The primary purpose of collecting this information is to enable the College to meet its educational, administrative and duty of care responsibilities to the student to enable them to take part in all the activities of the College.

1. Some of the information we collect is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
2. Laws governing or relating to the operation of a school require certain information to be collected and disclosed. These include relevant Education Acts and Public Health and Child Protection laws.
3. Health information about students is sensitive information within the terms of the Australian Privacy Principles (APPs) under the Privacy Act 1988. We may ask you to provide medical reports about students from time to time.
4. The College may disclose personal and sensitive information for administrative, educational and support purposes. This may include to:
 - Third party service providers that provide educational support services or applications to schools and school systems;
 - Applications, online tools or other services provided by a third party which the College uses to support or enhance the educational or pastoral care services for its students;
 - Another school to facilitate the transfer of a student;
 - Schools offering co-instruction;
 - Government departments;
 - Medical practitioners, and people providing educational, support and health services to the College, including specialist visiting teachers, sports coaches, volunteers and counsellors;
 - Anyone you authorise the College to disclose information to; and
 - Anyone to whom we are required or authorised to disclose the information to by Law.
5. Personal information collected from students is regularly disclosed to their parents or guardians.
6. The College may from time to time use the services of third-party online providers (including Edrolo or other online educational providers) which may be accessible by staff, parents, guardians and students.
7. The College's Privacy Policy is accessible via the College's website and can be requested through Reception. The policy sets out how parents, guardians or students may seek access to, and correction of their personal information which the College has collected and holds. However, access may be refused in certain circumstances such as where access would have an unreasonable impact on the privacy of others or may result in a breach of the College's duty of care to the student, or where students have provided information in confidence. Any refusal will be notified in writing with reasons if appropriate.
9. The College may engage in fundraising activities. Information received from you may be used to make an appeal to you. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. We will not disclose your personal information to third parties for their own marketing purposes without your consent.
10. On occasions, information such as academic and sporting achievements, student activities and similar news is published in the College's newsletters and magazines, on our intranet and on the College's website. This may include photographs and videos of student activities such as sporting events, College camps and College excursions. The College will obtain permissions from the student's parent or guardian (and from the student if appropriate) prior to publication if we would like to include such photographs or videos or other identifying material in prominent promotional material available to the public, such as billboards and local newspapers.
11. If you provide the College with the personal information of others, such as doctors or emergency contacts, we encourage you to inform them you are disclosing that information to the College and why. Also, that they can request access to and correction of that information if they wish and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.

Appendix 3: Consents

By signing the Student Enrolment Form parents/guardians are consenting to the following things:

- You have provided accurate and complete information relating to the student listed in the Student Enrolment Form provided.
- Where necessary, you have provided information about the learning needs, including health condition(s) and/or special need(s) and/or history relevant to a risk assessment, relating to the student listed in the Student Enrolment Form.
- You consent to the College seeking information from previous schools, Government Departments, public hospitals, health professionals or other organisations that may also hold information related to this assessment for the student named in the Student Enrolment Form.
- You consent to the health professional(s) treating any medical or health condition identified in the application, to provide the College with information about any condition that has been identified in this application. This may include any other aspects of the student's health that may impact on the condition or on the health and safety of this student or other students at the College or on staff at the College.
- Where you have given personal information about people other than yourself or your child(ren) you have done so with their authority.
- You consent to abide by the Conditions of Enrolment outlined in Appendix 1.
- You acknowledge that it is a condition of enrolment that your child complies with the Student Code of Conduct presented in the Student Code of Conduct document provided on enrolment.
- You consent to abide by the conditions outlined in the DOC10501 St Thomas Aquinas College Fee Schedule 2019 V1.8 provided on enrolment.
- You consent to committing to attend major College functions wherever possible including Parent-Teacher nights, Awards Nights and any other important night communicated to the College community in the annual calendar letter released in February of each College year.

From time to time updated or new school policies will be communicated to parents via the College's online portal Parent Lounge or via the College's weekly chronicle. Acceptance of these updated or new policies is presumed as part of ongoing enrolment.