



Enrolment Policy

POLICY CONTROL

Version No: 7

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Frequency of Review – Annual



1 RATIONALE

- 1.1 It is essential that parents/guardians be prepared to work in partnership with Lourdes Hill College and that they support the beliefs, values and expectations which the College espouses.

2 SCOPE

- 2.1 This policy is designed to assist those seeking enrolment for a student in Years 7-12 at Lourdes Hill College.

3 PRINCIPLES

- 3.1 The College endeavours to respond to the individual needs of prospective students and families within the resources of the College.
- 3.2 It is a condition of enrolment that the student resides at home with their parent(s)/guardian(s), except in exceptional circumstances.
- 3.3 Preference in enrolment is given to Catholic girls active in the practice of their faith.
- 3.4 Consideration is given to the following additional factors:
- (a) siblings of current students
 - (b) the daughters of past students
 - (c) Catholic girls attending Catholic primary schools, although reasons for a parent's choice of primary schooling are also considered
 - (d) the girl's past behaviour and attitude
 - (e) the practical ability of the College to provide the level of support required by the girl
 - (f) the date that the Enrolment Application is received at the College
- 3.5 The decision to offer enrolment is made at the discretion of the Principal, based on the information available at the time. The Principal is authorised to be the final decision maker in relation to all offers of enrolment.
- 3.6 Girls who are not Catholic may be offered enrolment when places are available or there are other particular considerations.
- 3.7 An enrolment application for a girl with special educational or other needs (including social/emotional needs) is assessed on the same basis as any other application, although the College:
- (a) must ascertain the type and extent of the girl's needs and the level of support required
 - (b) must consider available medical and other reports, which must be provided to the College by the parents/guardians



- (c) must consider whether and to what extent the College has the practical ability to meet those needs and provide the required level of support without unjust hardship
 - (d) may require a longer period of time to assess the application.
- 3.8 Parents/guardians and professional personnel who have knowledge of the girl may, at the request of the College, be involved in the consultation process with the College prior to an enrolment decision being made.
- 3.9 The best educational outcome for the individual girl is always the over-riding objective.
- 3.10 The resources able to be provided within the College to meet the educational, physical and emotional needs of the girl are taken into consideration in decision making with respect to enrolment. A factor in this consideration is the degree to which College resources are already committed to existing programs to meet the needs of students including those with special needs. The College is not a dedicated special school and it is not resourced as a dedicated special school. Non-disclosure of known special needs about a girl during the enrolment process may have significant implications for the ongoing support of a student.
- 3.11 An offer of enrolment must be secured by the signing of a Parent Contract, which is a legally binding contract, committing both parties to work together in partnership in the best interests of the student and the payment of the non-refundable Enrolment Confirmation Fee.

4 DEFINITIONS

- 4.1 **Application Form:** A form prepared by the College and completed by parent(s)/guardian(s) to register their interest in their daughter attending the College.
- 4.2 **Enrolment:** A formal process required by the College before a place is offered and accepted.
- 4.3 **Guardian:** A person who has been legally appointed as the custodian of the student.
- 4.4 **Parent Contract:** A formal written contract between the College and a student's parent(s)/guardian(s).

5 POLICY STATEMENT

- 5.1 Lourdes Hill College welcomes enrolments from families seeking a **Catholic secondary education in the ethos of the Benedictine tradition** for their daughters. In offering enrolment the College gives priority to Catholic and Eastern Orthodox students although, depending upon the resource capacity of the College, we welcome all girls who are seeking to be educated according to the ethos and the tradition of Lourdes Hill College.



IMPLEMENTATION-PROCEDURES

1 PROCEDURES FOR ENROLMENT APPLICATIONS

1.1 YEAR 7 GROUP PROCESS

- (a) Applications for Enrolment into Year 7 open in January of the year that a student commences Year 3, and close on the first Friday of February in the year that the student commences Year 4.
- (b) The Director of Office Administration and Admissions will send correspondence to the Catholic feeder schools and parishes at the beginning of the school year asking to place a notice in their Newsletters that the College is accepting applications.
- (c) The Director of Office Administration & Admissions will place a similar notice in the LHC Newsletter.
- (d) The Enrolment Form is downloadable from the College Website and can also be completed as an online Form. Upon request, the Director of Office Administration & Admissions will send to interested parent(s)/ guardian(s) an Enrolment Pack, consisting of a letter, application form, current fees schedule and prospectus.
- (e) The parent(s)/guardian(s) must submit and/or return the completed Application Form to the College with their daughter's birth certificate, current school report, NAPLAN test reports (if received prior to application) and the payment of the nominated Application Fee (\$80). This application fee is NOT REFUNDABLE.

A completed Application Form (including copies of current school reports and birth certificate and payment of the non-refundable application fee) must be submitted to the College by parent(s)/guardian(s) before an offer is made.

- (f) When an application is received it is entered into the Enrolments Database on TASS and linked to the application fee paid. A letter is then sent to the parent(s)/guardian(s) confirming receipt and advising of the process ahead.
- (g) Once the application process has closed the College Leadership Team will assess all applications lodged and first-round offers will be made. The Director of Office Administration will:
 - (i) Notify the parents by email that their daughter has been successful in obtaining an offer and that the paperwork is on its way.
 - (ii) Process and collate all the letters and Enrolment Contracts and mail them out to parent(s)/Guardian(s). **Note: Separated parents will both receive a letter and copy of the Enrolment Contract.**
- (h) The decision to offer enrolment is made at the discretion of the Principal on the basis of information submitted in/with the application form, the Enrolment Policy criteria **and any special circumstances she is privy to.**



- (i) First-round offers must be confirmed by receipt of the signed Enrolment Contract and payment of a non-refundable Enrolment Confirmation Fee (\$500) by 1 April following the offer being made. This Enrolment Confirmation fee is NOT REFUNDABLE.
- (j) Any offers outstanding will be cancelled and the Leadership Team will move to second-round offers if required.
- (k) Once an enrolment is confirmed by the receipt of the signed Enrolment Contract and payment of the Enrolment Confirmation Fee, a 'Letter of Confirmation' is sent along with a copy of the Enrolment Contract. The letter will contain information about the process from this point onwards, in particular, the requirement for the student to attend a 'Welcome Interview' when they are in Year 5 and the 'Orientation Day' in Year 6. Information about other programs available ('Learn To', Swimming Carnival etc.) will be mentioned in this letter also.
- (l) At the end of the year that the student is in Year 4, the Director of Office Administration and Admissions will send an email advising parent(s)/guardian(s) of the dates for both the Parent Information Evening and the Interview Morning.

Further correspondence will be sent early in the Year that the student commences Year 5 confirming the dates and times for both the Parent Information Evening and Interview
- (m) The interview will be conducted by personnel from the College. All full-time teaching staff conduct interviews.
- (n) If an applicant has special education or other needs (including social/emotional needs), the Faculty of Differentiated Learning Team will be involved in the pre-enrolment process to ascertain the type and extent of the girl's needs and the level of support required. Parent(s)/guardian(s) must provide all information, medical reports and other reports requested by the Principal to enable the College to assess those needs. The College may contact parent(s)/guardian(s), current teachers, and professional personnel who have been involved with the girl's education and health as deemed necessary to ascertain the type and extent of the girl's needs and the level of support required.
- (o) The College will undertake an audit of available resources to consider whether and to what extent the College has the practical ability to meet those needs and provide the required level of support without unjust hardship.
- (p) A recommendation on enrolment is made/or not made by the Faculty of Differentiated Learning Team to the Principal taking into account the educational, physical, intellectual, emotional and social needs of the student as well as the College's capacity to respond to those needs.
- (q) If an offer of enrolment has not been made, parent(s)/guardian(s) may choose to remain on the waiting list to be contacted to continue the interview process if and when a vacancy occurs.
- (r) In early October of the year prior to entry, an Orientation Day is held for the girls and an Orientation Night for parents on the same day.



1.2 ALL STUDENTS EXCEPT YEAR 7 GROUP PROCESS

- (a) Parent(s)/guardian(s) seeking enrolment other than through the Year 7 Group Process should contact the Director of Office Administration & Admissions by email or telephone requesting an Application Form.
- (b) The Enrolment Form is downloadable from the College Website and can also be completed as an online Form. Upon request, the Director of Office Administration & Admissions will send to interested parent(s)/ guardian(s) an Enrolment Pack, consisting of a letter, application form, current fees schedule and prospectus.
- (c) The parent(s)/guardian(s) must return the completed Application Form to the College with their daughter's birth certificate, current school report, NAPLAN test reports and the payment of the nominated application fee (\$80). This application fee is NOT REFUNDABLE.

A completed Application Form (including copies of current school reports and birth certificate and payment of the non-refundable application fee) must be submitted to the College /guardians before an offer is made.

- (d) The Director of Office Administration and Admissions makes an appointment for interview with the Principal or her nominee.
- (e) The Principal or her nominee interviews the student and the parent(s)/guardian(s). Director of Office Administration and Admissions will conduct tour as required.
- (f) The Principal or her nominee contacts the student's current school for academic and behavioural report.
- (g) The decision to offer enrolment is made at the discretion of the Principal on the basis of the application and feedback from the interview and current school, the Enrolment Policy criteria **and any special circumstances she is privy to.**
- (h) Under the Principal's direction the Director of Office Administration and Admissions prepares and sends an offer pack consisting of a Letter of Offer, Enrolment Contract, Text Hire Form, Parent Information Handbook and Sports Information Handbook.
- (i) An offer of enrolment must be confirmed by receipt of the signed Enrolment Contract and payment of a non-refundable Enrolment Confirmation Fee (\$500). This Enrolment Confirmation fee is NOT REFUNDABLE.
- (j) Upon receipt of a signed Enrolment Contract, Enrolment Confirmation Fee and Text Hire Form, the Director of Office Administration and Admissions notifies relevant internal staff and updating the student record in TASS. Shortly before the student begins, the Director of Office Administration and Admissions, will notify staff in the College by circulating a 'Notification of New Student' form via email.