



POLICY 05.04.00-E Enrolment

Policy

Preamble

St Edmund's College (the **College**) is a school in the Edmund Rice tradition administered by Edmund Rice Education Australia Flexible Schools Ltd – a National Governance Body of Edmund Rice Education Australia (**EREA**). The College is administered by the Principal of Edmund Rice Special Education Services (**ERSES**) with the assistance of the ERSES Advisory Council.

1. St Edmund's Philosophy of Education

St Edmund's College's core purpose is to provide an educational setting tailored for students with a primary diagnosis of mild to moderate intellectual disability. The College's primary concern is the safety, care and welfare of students and staff. The educational approach for secondary students is based on a traditional schooling model where the students attend homeroom in the morning and then transition around the school to participate in different subjects and are taught by a variety of teachers.

The St Edmund's College Learning Philosophy is designed for students who are developing independence and can demonstrate an ability to follow instructions and engage academically. Students suited to our philosophy of education are developing self-regulation that enables social and academic engagement and frequent transitioning throughout the school day. Our Learning Philosophy is supported by our school values, policies and school rules that promote being a good learner and the proactive care, safety, and welfare of all students. St Edmund's College facilitates access to the NESAs Life Skills curriculum and educational experiences that prepare students for work and social engagement post-school.

2. Purpose and scope

2.1. The College is an independent Catholic school offering the NESAs Life Skills program for students with a primary diagnosis of mild to moderate intellectual disability

2.2. Within the continuum of Catholic Education, the College offers students with diagnosed special needs the opportunity to gain an education within a specialist setting that adheres to the principles of best mainstream and special educational practice. While other faith traditions are respected Catholic beliefs and teachings underpin all facets of school life, directions and management.

2.3. The College currently provides the NESAs Life Skills curriculum for students:

- a) In years 7- 12 based on the NSW syllabuses for the Australian curriculum (or equivalent if superseded).

- b) Based on the Charter for Catholic Schools in the Edmund Rice Tradition.
- 3.4 The College runs an educational program which:
- (a) is aligned with a typical mainstream school model and the NSW Education Standards Authority (NESA);
 - (b) prepares students for inclusion into mainstream settings (where suitable);
 - (c) is implemented through a personalised planning process,
 - (d) is academically focussed; and
 - (e) believes that all students can reach their unique potential through carefully designed programs in a safe, yet challenging environment.
- 3.5 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College, including specifically the College's approach to inclusivity.

4 Aim and Key Principles

- 4.1 Through this policy, the College aims to:
- 4.1.1 Maintain an open and fair procedure for the enrolment of students seeking enrolment to the College.
 - 4.1.2 Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
 - 4.1.3 Maintain a College culture that is safe and promotes the development of Catholic faith and values.
 - 4.1.4 Promote a Catholic education framework and a learning environment where students are educated and nurtured as members of a Catholic community.
 - 4.1.5 Explain clearly to prospective parents/guardians (referred to as parents for convenience) the College's enrolment process (from enquiry to enrolment).
 - 4.1.6 Ensure that the College can provide for the educational needs of all its students in a manner that reflects the College's duty of care obligations.
 - 4.1.7 Ensure the College maintains its core values.
 - 4.1.8 Ensure the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate and providing a pastoral and learning environment that supports their known diagnoses.
 - 4.1.9 Comply with the requirements of the *Education Act 1990* (NSW) (as amended or replaced from time to time), and other relevant legislation.
 - 4.1.10 Ensure that procedures are in place for the management, storage and retrieval of enrolment data, including in relation to the child's identity, immunisation and visa status.

4.2 To assist in achieving the above aims, the College has allocated the following responsibilities:

Position/ Roles	Responsibilities
Advisory Council & Principal	<ul style="list-style-type: none"> • Ensure the College meets its legal and regulatory responsibilities –including those which relate to inclusivity. • Review and endorse this policy. • Review and set the annual tuition fees on an annual basis and otherwise as required.
Principal	<ul style="list-style-type: none"> • Establish and implement an enrolment policy and procedure that is open, fair and complies with all school registration and other applicable legislation. • Final decision-maker in relation to enrolment decisions.
Registrar	<ul style="list-style-type: none"> • Ensure compliance with this policy. • Ensure enrolments are compliant with the College’s Constitution. • Provide prospective parents with the necessary information about the enrolment processes.
Parents	<ul style="list-style-type: none"> • Read and comply with this policy. • When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College’s enrolment documentation (available on the College’s website). • Disclose their child’s special needs (including those which are diagnosed, undiagnosed and suspected), or information which may otherwise be relevant to the College providing an education to the child, the child’s welfare, or the education and welfare of other students.

5 Entry Points

- 5.1 The main enrolment entry points into the College are traditionally:
 - 5.1.1 Year 7.
 - 5.1.2 Places of enrolment are offered at other levels if vacancies exist.
- 5.2 Parents may enquire for a place at the College for their child at any time from the child's birth but enrolment applications for Year 7 are only excepted up to 1 year prior.
- 5.3 In determining the school readiness of a child, the following are examples of factors that will be considered:
 - 5.3.1 Can the child embrace and benefit from St Edmund's Philosophy of Education (Clause 0)
 - 5.3.2 Separation: Is the child ready to separate from the parent for a day?
 - 5.3.3 Physical independence: Can the child manage their toileting, own clothes and belongings independently on a regular basis?
 - 5.3.4 Education: Has the child completed primary education in another mainstream or special education school/unit?
 - 5.3.5 Social maturity: Is the child ready to be part of a large class with approximately 11 children (22 in the cohort) supported by one teacher and one teacher's aide? Can the child interact with other children and adults? Can the parent and the child cope with a wide cross-section of the community with different values and behaviours?
 - 5.3.6 Confidence: Is the child able to communicate when they require help and assistance?
 - 5.3.7 Language: Is the child able to communicate sufficiently in order to be understood (including with staff and other students in all aspects of school life and extracurricular activities)?

English as an Additional Language (EAL) students must demonstrate satisfactory English skills, as determined by screening tests and any pre-enrolment interview, to ensure a prospective student will be able to meaningfully benefit from the College's education program.

6 Eligibility Criteria

- 6.1 The child must be officially diagnosed with a mild to moderate intellectual disability. For further details refer to clause 7.1
- 6.2 To be eligible for enrolment, the prospective student must be either:
 - 6.2.1 an Australian citizen;
 - 6.2.2 entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - 6.2.3 deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.

7 Entry policy

- 7.1 The College offers a targeted Catholic educational program with an academic focus for students diagnosed with a mild to moderate intellectual disability, that may also include:
 - 7.1.1 sensory issues (e.g. hearing impaired and/or vision impaired)
 - 7.1.2 Autism Spectrum Disorder (ASD) and specifically, a DSM-5 original diagnosis ;
or

- 7.1.3 otherwise, a diagnosed intellectual disability in the mild to moderate range, on the basis of an assessment consistent with eligibility criteria under current government funding guidelines.
- 7.2 EREA schools embrace and welcome the enrolment of all students and families who share their vision and educational philosophy. To ensure the College maintains a culture that is safe and promotes the development of Catholic faith and values in the students. The College seeks enrolments from families who are able to provide evidence of their Catholic faith, baptism, Church membership and commitment to the love of Christ, and upholding the teachings of the Catholic Church in everyday life.
- 7.3 The College has an open entry policy. The College has a responsibility for being inclusive and therefore welcomes, accepts, and supports those most in need.
- 7.4 However, the College may:
- (a) Determine enrolments based on its ability to provide educational services to the particular student.
 - (b) Apply the priorities for enrolment are set out in clause 1.1(d) of this policy.

8 Application Process

- 8.1 Before submitting an application for enrolment form, families of prospective students are encouraged to:
- (a) Browse the College's website.
 - (b) Review this policy, and other policies and procedures available on the College website, to fully understand our Philosophy of Education and our vision, mission and values that will frame a student's education at the College.
 - (c) Attend Open Days, as advertised.
 - (d) Book a tour of the College and receive an Information Pack and Prospectus.
 - (e) Request or download an application for enrolment form.

Submit an application.

- 8.2 An application for enrolment may be made by submitting a completed online application for enrolment form.
- 8.3 An application for enrolment form must be accompanied by:
- (a) Any required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Kindergarten Transition Statements, visa grant notice, relevant court and parenting orders).
 - (b) The following documentation:
 - (1) a psychometric assessment (being either a WISC; Stanford Binet or Griffiths assessment completed within the past two years);
 - (2) recent medical evidence confirming the child's special needs diagnosis. If a child has ASD, the College requires the child's DSM-5 original diagnosis, as updated every two years by a qualified medical professional, which confirms the child's ASD diagnosis using standardised tools;
 - (3) occupational therapist or speech assessments (completed within the past two years);

- (4) where applicable, any other relevant medical assessments (completed within the past two years); and
 - (5) where applicable, evidence of the family's Catholic faith or desire for the prospective student to receive a Catholic education. Examples of such evidence include:
 - (6) A certificate of baptism, if this applies.
 - (7) A reference from the priest/pastor/minister of the church attended if this applies.
 - (c) A non-refundable enrolment application fee is payable at the time an application for enrolment is made, to cover the College's administrative costs in managing the enrolment process.
- 8.4 Submitting the application for enrolment form and paying the enrolment application fee, does not guarantee a place at the College.
- 8.5 Rather, the application process enables the College to receive information from a range of sources – including the prospective student and the prospective student's parents, current school and former school(s) – which is used to assist the College in:
- (d) considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
 - (e) deciding whether to exercise its discretion to offer a place of enrolment.
- 8.6 Each completed application for enrolment form and accompanying documents will be considered by the College on a case-by-case basis.

Waiting lists and priority of enrolment

- 8.7 The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.
- 8.8 In exercising that discretion, the College takes into account a range of criteria, including but not limited to the following:
- (a) The date a fully completed application for enrolment form is received (noting incomplete applications will not be processed).
 - (b) The information disclosed in the application for enrolment form.
 - (c) The child's pre-enrolment interview and if applicable, pre-enrolment assessments.
 - (d) Whether the child is eligible for a priority offer of enrolment as:
 - (1) set out elsewhere in this policy;
 - (2) a sibling of a current student (noting that siblings will be prioritised provided an application for enrolment form is submitted within 12 months of the start of the school year they are due to commence);

- (3) a result of their faith:
 - (A) as a baptised catholic child from a regularly worshipping Catholic family with strong demonstrable links to the local parish/es;
 - (B) as a sibling of a student who already attends the College and whose family has demonstrated ongoing support for the ethos and values of the Catholic Church;
 - (C) as the child of a regularly worshipping Orthodox family who has strong demonstrable links to their faith community, and/or who are prepared to support the ethos and values of the Catholic Church;
 - (D) as the child of a regularly worshipping family from other Christian denominations who have strong demonstrable links to their faith community and/or who are prepared to support the ethos and values of the Catholic Church;
 - (E) as the child of a family from other faith traditions or non-religious backgrounds who are prepared to support the ethos and values of the Catholic Church.
- (e) The child's behavioural history.
- (f) Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
- (g) The starting year level of the child and whether this aligns with a main year level entry point at the College.
- (h) The College's capacity, as an inclusive school, to support a prospective student's special needs in the College environment (see below).
- (i) The merits of the application, prospective student's suitability for enrolment at the College, and individual circumstances and practical implications **including** the:
 - (1) number of students currently enrolled at the College;
 - (2) prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - (3) prospective student's interests and participation in extra-curricular activities (including religious activities, excursions and camps);
 - (4) reasonableness of the adjustments required to facilitate the prospective student's education (including their personalised plan);
 - (5) College's resources and capacity to deliver an education to the student, with regard to the College's Philosophy of Education; (see Clause 2)

- (6) prospective student's willingness and ability to comply with the College's behavioural standards;
- (7) prospective student's willingness and ability to derive a benefit from the College's Philosophy of Education;
- (8) prospective student's school readiness;
- (9) the willingness of each family to endorse the College's vision, mission and values; and
- (10) any other considerations set out in this policy.

8.9 A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

9 Pre-enrolment interview

9.1 If and when appropriate, the College will invite a prospective student and their parents to attend a pre-enrolment interview with two executive staff members (e.g. Principal, Deputy Principal, Head of Wellbeing).

9.2 For families seeking entry to the College, this interview will:

- (j) enable the College to understand the prospective student's strengths, weaknesses and special needs, as well as what they and their family can contribute to the life of the College; and
- (k) enable the prospective student and their family to better understand the College and its approach to delivering an educational curriculum model, which is underpinned by a child's personalised plan.

9.3 Prior to the interview, families will be asked to provide the College with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation which is part of the Application Pack. Prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments) as part of their application.

9.4 After attending the -enrolment interview the prospective student's application will be reviewed by the College's Enrolment Panel, which typically comprises of the following persons: the Principal, the Registrar, the Head of Wellbeing, the Head of Teaching & Learning and other members of the College Executive Team.

9.5 If for any reason in the College's absolute discretion, the College forms the opinion, as a result of the:

- (a) pre-enrolment interview, or
- (b) pre-enrolment observation at the prospective student's current school, or
- (c) pre-enrolment observation at the College, or
- (d) observed behaviours post enrolment at the College; that it would be inappropriate for a child to be enrolled (continue enrolment) at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

10. Offer of Enrolment

- 10.1 At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student.
- 10.2 Any offer of enrolment made by the College will be made in writing.
- 10.3 It is not the College's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).
- 10.4 An offer of enrolment may be accepted in the form approved by the College from time to time, subject to the following:
 - (a) An offer of enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the College's Terms and Conditions of Enrolment and any other terms set out in the offer of enrolment (including payment of the admission fee and return of requested documents by the stated deadline).
 - (b) Acceptance of the offer must be provided within 30 days unless the College's offer states otherwise.
 - (c) Acceptance of an offer must be accompanied by payment of the non-refundable acceptance fee. All of the non-refundable acceptance fee will be applied to the enrolled student's tuition fees for the first term of enrolment.
 - (d) An offer may be withdrawn by the College, regardless of the availability of places where:
 - (1) Information provided to the College is found to be withheld, false or misleading.
 - (2) There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - (3) The offer of enrolment is not accepted on the terms provided by the College.
 - (4) The Principal exercises their reasonable discretion to withdraw the offer.
- 10.5 Details about all the College's tuition fees and course levies, and other charges and levies, imposed by the College for that school year (collectively, the College Fees) and the terms on which College Fees must be paid are set out in the Terms and Conditions of Enrolment published by the College. A copy of the current Terms and Conditions of Enrolment is available on the College's website.
- 10.6 If parents accept an offer of enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit the enrolment application fee and any tuition fees paid in advance to the College, unless one term's written notice is provided.

11 Defer, Refuse or Vary an Offer of Enrolment

11.1 Parents must notify the College in writing if they wish to defer, refuse or vary an offer of enrolment. This must occur by the date stated in the offer of enrolment, otherwise fees will be payable in accordance with the Terms and Conditions of Enrolment.

11.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

- (a) Notice must be given to the College in accordance with clause 11.
- (b) The College in its absolute discretion may or may not agree to that request.
- (c) If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the offer of enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.
- (d) Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at that time.

12 The College may or may not in its absolute discretion require the payment of a further admission fee
Appealing an enrolment decision

12.1 Parents may appeal an enrolment decision in accordance with the College's Community Grievances Policy. A copy of the College's Community Grievances Policy can be found on the website.

13 Orientation

13.1 Orientation and induction takes place for all new students and their families, and includes:

- (a) Orientation days.
- (b) Student orientation on commencement.
- (c) The use of the buddy system for those entering the College
- (d) Information sessions and feedback opportunities.

14 The College's commitment to inclusivity

14.1 The College is an inclusive Special Education Services College and welcomes students who meet the selection criteria. The College welcomes members of the school community – including parents, carers and staff - with a varying range of behavioural, cultural, lifestyle, religious and special needs.

14.2 The College is committed to complying with its legal obligations regarding inclusivity and supports the National Disability Standards for Education and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's needs.

14.3 The College must be satisfied that it is equipped to adequately respond to a student's needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in

relation to a child's needs. This consideration is had both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.

- 14.4 The College reserves the right to create a cohort of students less than the maximum capacity to be satisfied that the College is equipped to adequately respond to each student's needs and ensure students are able to meaningfully access and develop from the educational program on offer.
- 14.5 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment and may terminate an enrolment in circumstances where:
- (a) A child poses a threat, or presents a risk of harm to a member of the College community (including staff, students and parents).
 - (b) The child exhibits behaviours that significantly interfere with, or compromise with the teaching and learning experiences of others in the classroom, or social integration in the playground or on outings and camps in locations other than the College.
 - (c) The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - (d) The child does not have, or does not effectively respond to strategies or supports recommended from qualified medical professionals, and educational experts, to assist the child to self-regulate and best support their positive experiences and the positive experience of others at school.
- 14.6 Accordingly, prior to an offer of enrolment being made parents must inform the College of all needs a prospective student has which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others).
- 14.7 If a parent fails to promptly inform the College of a student or prospective student's needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances the College, in its absolute discretion, may refuse to make an offer of enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 14.8 Where a parent promptly informs the College about a student or prospective student's needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

15 Register of Enrolments

- 15.1 The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:
- (e) Name, age, date of birth and residential address of student.
 - (f) Parent names and contact details.
 - (g) Date of enrolment.
 - (h) Medical information for emergency management purposes.

- (i) Emergency contact details.
 - (j) Sacramental information.
 - (k) If applicable: Home care arrangements, court orders, transfer records.
 - (l) Date of leaving the College and details concerning student's departure, where appropriate.
 - (m) For students older than six years, details of previous schools or pre-enrolment situation.
- 15.2 The register is retained for a period (in accordance with the College's Record Retention Procedures) after the student leaves the College, and copies of information in the register are stored on-site at regular intervals.

Date of Next Review	June 2026
Approval Authority	College Principal
Related Policies, Procedures, Guidelines	Disability Discrimination Act 1992 Disability Standards for Education 2005 Education Act 1990 (NSW) 05.04.01-E – Enrolment Procedure 05.04.04a-E – Application for Enrolment 05.04.04b-E – Enrolment – student observation check list 05.04.04c-NSW – Immunisation Schedule 05.04.04d-NSW – Immunisation History Statement 05.04.04e-NSW – Immunisation Exemption Form 05.04.04f-E – Immunisation Letter to Parents 05.18.02-E – Standard Collection Notice Statement