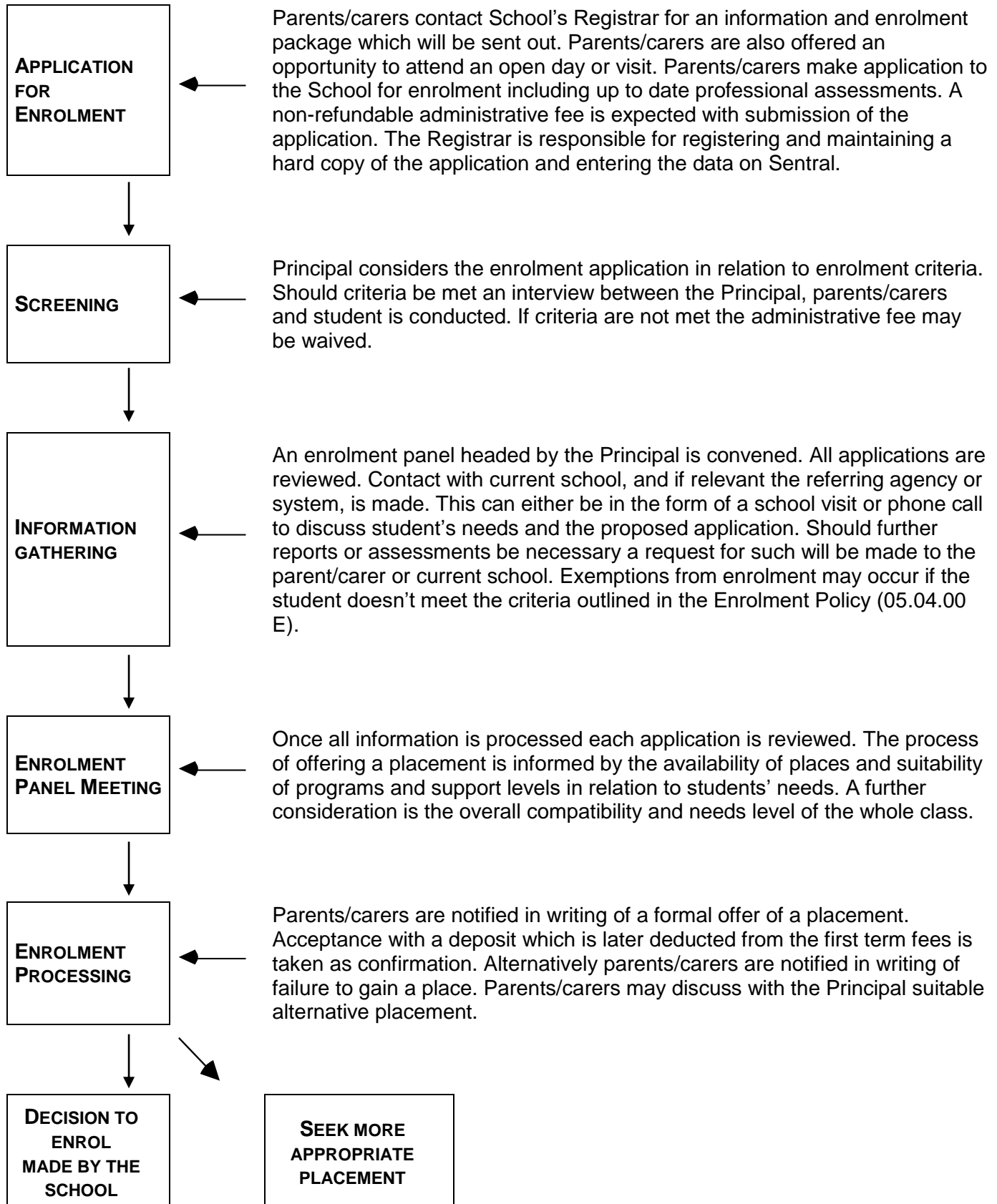




St Edmund's
COLLEGE

PROCEDURE 05.04.01-E Enrolment

Process for Enrolment of Students at St Edmund's College (the School)



Notes:

- *The Principal is available for ongoing discussion regarding the enrolment or alternative appropriate setting.*
- *The School has the responsibility to make decisions.*
- *No responsibility can be taken by the School for meeting a student's needs when all information is not supplied by parents/carers.*

Enrolment Documentation

1. Enrolment Procedure
2. Enrolment Application Form
3. Admissions Register
4. Sentral

Fee Structure

Fees are to be discussed with the Principal and/or Bursar.

Transfer to another School

Parents/carer may withdraw a student from the School at any time. Notification in writing to the Principal giving one (1) term's notice is appreciated unless special circumstances apply.

Reasons for transfer may include:

- a) Notification by parents/carer of intention to transfer student to another school because of:-
 - (i) Geographic relocation
 - (ii) Permanent inclusive schooling placement
- b) A more appropriate placement, which better suits the needs of the student, is recommended to the Principal.
- c) The new school details are entered into Sentral, on the last day of attendance at the School, by the School Secretary.
- d) When transferring to a new school, the parent/carer provides details in writing to the Principal. The Principal, or their delegate may pass on information to the new school, if considered appropriate.

Process

1. Principal is informed of pending transfer
2. The Principal may arrange for appropriate records to be forwarded to parents/carer for the information of the enrolling school.
3. Upon the student's departure, the School register is updated.

Exit from the School

All students exiting the school will be offered a meeting with the Principal. If the destination of the student is not known, then a delegate of the Principal will follow up with the Parents/Carers and contract the DoE if required.

School's Recommendation for Termination of Enrolment

A written recommendation may be made by the Principal, School Executive or Homeroom teacher for the termination of a student placement due to the following circumstances:

- (a) A student's consistent inappropriate behaviour places other students and staff at risk of serious physical, social and/or emotional danger.
- (b) The physical, emotional, medical and educational needs of a student cannot be met at the School due to extensive changes in the needs of the student.

The Principal may, by giving one week's written notice to a parent/advocate, convene a meeting of parents/advocates and all significant personnel to consider whether a student may be required to leave the School. The grounds upon which a student may be required to leave the School include:

- Persistent failure to conform to general safety and school rules.

- Physical, emotional or sexual abuse of other students or staff.

If circumstances so warrant, the Principal may dispense with the requirement for one week's notice and convene a meeting at the earliest opportunity.

Process

1. A written recommendation is made to the Principal outlining the reasons for the suggested termination of placement.
2. Parents are contacted by the Principal to inform and discuss the relevance and circumstances of the recommendation.
3. A meeting, where necessary, is scheduled to discuss circumstances.
4. Following a decision, the Principal informs the parents/carer in writing of the outcome

Records / Archives

Register of Enrolment

- Upon enrolment, a folder (Register of Enrolment) is created for each student enrolled at the School by School Secretary. This contains:
 - Name, age, address
 - Name and contact telephone number of parent(s)/carer(s)
 - Date of enrolment and where appropriate, the date of leaving the School and the student's destination
 - For students' previous school or pre-enrolment situation
 - Where the destination of a student below seventeen (17) years of age is unknown, evidence that a Department of Education and Communities officer with home school liaison responsibilities has been notified of the student's full name, date of birth, last known address, last date of attendance, parents' names and contact details, an indication of possible destination, other information that may assist officers to locate the student, and any known work health and safety risks associated with contacting the parents or student.
 - Other information relating the student such as medical details.
- The Register of Enrolment is retained by the Registrar or School Secretary and is accessible for a minimum of period five (5) years before archiving.
- Archives are maintained on campus, until the student reaches 25 years of age.

Admissions Register

- The Admissions Register is updated whenever a student is enrolled or leaves the School and is never archived or disposed of.

Sentral

- Each student is registered / enrolled into Sentral, the School's Management System
 - Sentral is backed up weekly on the St Edmund's mainframe and on an off site location.

Approval Authority	College Principal
Date for Next Review	March 2026
Related Policies, Procedures and Guidelines	02.14.00-E – Student Attendance / Non Attendance Policy 02.14.01-E – Student Attendance / Non Attendance Procedure 05.04.00-E – Enrolment Policy