

*Howayek Providence Limited trading as*

# MARONITE COLLEGE OF THE HOLY FAMILY



Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

## ENROLMENT POLICY

This policy supersedes all previous policies relating to matters contained herein.

## ENROLMENT POLICY

**Mission** *"Inspired by the Maronite Sisters of the Holy Family, we provide high quality learning, nurturing students in their spiritual, academic, physical, and social potential, to serve the needs of the broader community"*

**Vision** *"We enable our community to grow in the likeness of Christ, striving for excellence as leaders and advocates, and positively transforming our world."*

### *Know Love Serve*

**Ethos:** *"The College strives to instil in students the teachings of Jesus. Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace. Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8). Emphasises is on treating all with dignity, service, forgiveness, justice, and love. Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends."*

## INTRODUCTION

Maronite College of the Holy Family supports parents' duty to enrol a child of compulsory school-age. The Education Act 1990 mandates that all children must be in compulsory schooling by six (6) years of age.

The Enrolment Policy for Maronite College of the Holy Family is set within the context of the Maronite Church's mission to evangelise and is founded upon the Vision and Mission of the College. As an inclusive and evangelising community, we welcome families from other faith traditions where this is possible. Those from other faith traditions or non-religious backgrounds must be prepared to support the ethos, values and liturgical and sacramental practices of the Maronite Catholic Church.

On enrolment, all parents and students commit to supporting the Maronite Catholic ethos of the College, participating in the Religious Education program and in the liturgical life of the College. It is the expectation from the College that parents/guardians commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.

The College will endeavour to respond to the needs of all students, within the constraints of the available teaching and material resources. We recognise the right of all students to access educational opportunities that nurture the Maronite Catholic faith. We recognise the need to cater for the disadvantaged and challenge all students to reach their full potential.

## CONTEXT

The College offers co-education for students in Kindergarten to Year twelve (12). The College exists to work in partnership with parents/guardians as we acknowledge parents/guardians are the primary educators who have duties and rights in respect to the education of their children.

## PURPOSE

The Enrolment Policy provides clarity in the process and procedures for parents/guardians seeking to enrol their child/ren in the College.

This Policy should be read in conjunction with the College "Fees Policy and Procedures."

## 1. ENTRY POINTS

The main entry points to the College are Kindergarten and Year 7. Enrolments for all other years will be offered subject to the availability of places, and the priority criteria outlined below.

All Kindergarten and Year 7 applications are assessed for placement in the year prior to entry. Applications for other year groups will be treated on the priority criteria outlined below.

Enrolment into the College is made on the assumption that the student will complete their education within the College. Parents/Guardians are to supply the College with all available information on their children at the time of application.

The College enrolls students at different academic stages including entry into the Senior Years (11-12). Prior school records will be obtained, student interests and capacities will be ascertained and individual counselling with academic staff will follow. In relation to completed internal assessments the College will source relevant documentation.

## 2. ENROLMENT CRITERIA

Enrolments are made in accordance with the following criteria in order of priority:

1. Siblings of children already attending the College whose families have demonstrated ongoing support for the ethos and values of the Maronite Catholic Church.
2. Baptised Maronite Catholic children of regularly worshipping Maronite Catholic families with strong demonstrable links to the local Maronite Catholic parish.
3. Children of Maronite Catholic families not covered above.
4. Children of regularly worshipping Orthodox and other Catholic families who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.
5. Children of regularly worshipping families from other Christian denominations who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.
6. Children of families from other faith traditions or non-religious backgrounds who are prepared to support the ethos and values of the Maronite Catholic Church.

In exceptional circumstances when considering an individual enrolment application, the Executive Principal, may make an exception to the priority criteria. The Executive Principal can accept or decline applications for enrolment in accordance with this policy's implementation procedure.

## 3. DOCUMENTATION

When required by the College, parents/guardians must provide accurate information and documentation necessary to allow the College to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the College.

Parents/Guardians wishing to enrol students must include the following documents:

- Birth Certificate.
- Baptismal and Confirmation Certificates.
- Immunisation History Statement.
- Citizenship Documentation – such as passports/visas etc. (if applicable).
- Relevant Family Court Orders (if applicable) and other Parental Agreements (both formal and informal arrangements).
- Relevant Medical and/or additional needs information.
- Any diagnostic reports and external testing results.
- Recent school reports, from the past two years, and all NAPLAN results.

The Enrolment Officer is responsible to conduct Vevo checks to confirm visa status of all students who provide citizenship documentation.

#### 4. IMMUNISATION

Parents/Guardians can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov
- using the Medicare Express Plus App
- by calling the AIR General Enquiries Line on 1800 653 809.

Children aged 14 years and over can request their own Immunisation History Statement from the AIR by using or creating their own Medicare online account through myGov.

The College will record the immunisation status of students upon enrolment. The College will keep the statement (or photocopy of the original statement) for three years after the student has left the College. If a student leaves the College, parents are responsible for providing the new school with the Immunisation History Statement (or a copy).

A child without an Immunisation History Statement will not be prevented from enrolling in primary school under the NSW Public Health Act 2010 however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Further information about the requirements for Primary Schools is available here.

<https://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx>

#### 5. ENROLMENT PROCESS

Parents/Guardians may enrol their child in Kindergarten at the beginning of the College year if the child turns five (5) years of age on or before 30 June in that year. The enrolment period for Kindergarten is between March and April each year.

Students seeking to enrol at Maronite College of the Holy Family must lodge their application during the enrolment period. The enrolment period is between the 1<sup>st</sup> of March the 30<sup>th</sup> November each College year. Enrolment enquiries from families arriving overseas will be given special consideration outside of these dates.

The Enrolment Process has three stages:

##### **Stage 1: Application for Student Enrolment** (Appendix 1)

Application for Student Enrolment consists of lodgement of the following:

- Application for Student Enrolment
- Documentation
- Payment of a \$50 non-refundable Application Administration Fee. This secures the student a place on the Waiting List.
- The Application Administration Fee is waived for current families of the College.

##### **Stage 2: College Enrolment Interview**

- The College will conduct an Enrolment Interview and may request further documentation.
- All requests for documentation must be provided prior to the College considering making an Enrolment Offer.

##### **Stage 3: Confirmation of the Enrolment**

- Enrolment is confirmed when the signed Enrolment Contract is received along with a \$100 non-refundable Acceptance Fee paid to the College.
- Enrolment Fees are not refundable where a student does not take up or discontinues their enrolment.
- The College is not obliged to hold a place for a student for a future year until the full Acceptance Fee and signed contract is received by the College.

## KINDERGARTEN ENROLMENTS

Once enrolment applications have been received, the College will arrange interviews individually for students. During the interview, teachers conduct a simple assessment with the student to determine social, literacy and numeracy development.

Once their enrolment is confirmed, parents/guardians will be notified in writing. Students will then attend an in-class orientation session where they participate in class activities with a group of students. This is aimed at assisting students with their transition to Kindergarten.

Attendance at both the interview and class orientation session is compulsory. Observations are used to determine the student's ability to adjust to school life and to provide teachers with an insight into individualised adjustments which may be required to assist students.

## ENTRY TO YEAR 7 AND OTHER YEARS

- During Term 2, Year 6 students are asked to indicate and confirm their continuation into secondary education. The final number continuing will indicate the given number of students that can be accepted and available for external enrolments.
- All Year 6 students will undertake English and Maths testing to determine class levels.
- Those deemed to be 'at risk' in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any of its students.
- Students of Years 6 and 10 and their parents/guardians may be requested to attend an interview prior to confirming continuation in Year 7 and 11.
- Applications for enrolment other than Year 7 will be determined by factors such as existing vacancies, academic ability, and references concerning behaviour and discipline, and documentation provided by the parents/guardians.

## 6. ENROLMENT CONTRACT

The Maronite College of the Holy Family assumes parents/guardians are able to pay the College fees annually in full by enrolling their child/ren at Maronite College of the Holy Family.

The Enrolment Form is a contractual agreement parents/guardians enter into with the College. The Enrolment form provides the Terms and Conditions additional to those in this Policy. Both the Enrolment Form and Enrolment Policy are liable to alteration at the discretion of the College Executive Principal, at any time without notice.

## 7. PROTOCOL for VISA CLASS 500 STUDENTS

Visa Class 500 students are international students.

A limit of three international students per calendar year are accepted by the College under this visa.

## 8. WITHDRAWAL OF ENROLMENT

Parents/Guardians wishing to withdraw their child/ren from the College must consult with the Enrolment Officer.

The following documentation is required to be submitted:

- Completion of "Withdrawal of Enrolment Form."
- Evidence of new destination (i.e. acceptance letter from the new school or employer).

The College requires four (4) weeks written notice of withdrawal of a student from the College as well as the intended destination of the student.

All unpaid fees must be **paid in full before** the student/s last day at the College.

Default of four (4) weeks' notice, the College will charge a full term's fee for that student's place, no longer required. Refund is limited to the unutilised fees that have been paid.

In the event that it is necessary for the College to employ the services of a debt agency to recover any overdue accounts, parents/guardians will be responsible for all charges, levied by debt agency in recovering the debt together with any costs incurred in respect of legal action taken by us or on our behalf.

## 9. TERMINATION OF ENROLMENT

There are only two reasons Maronite College of the Holy Family would terminate the contract the parents/guardians entered into with the College when enrolling their child/ren.

### 1. Student

- a. The student has not adhered to the College policies and procedures.
- b. The student's presence places other members of the College community at risk.
- c. Immediate expulsion applies to a student who has demonstrated but not limited to;
  - i. Physical violence which results in injury, or which seriously interferes with the safety or wellbeing of other students and/or staff (including sexual or indecent assault).
  - ii. Possession, supply or use of a prohibited item such as but not limited to:
    - Weapon, firearm or knife.
    - Laser pointers or similar.
    - Alcohol
    - Tobacco, vapes or similar.
    - Drugs of any kind.
  - iii. Serious criminal behaviour related to the College.
  - iv. Making credible threats against a student or staff member.

Parents/Guardians will be informed of the student's expulsion in writing at the formal meeting.

(Refer to *Student Behaviour Management Policy and Procedures*).

### 2. Parents/Guardians

Despite all efforts from the College to contact the Parents/Guardians in regard to outstanding fees the parents/guardians have not made contact the College.

In the event that it is necessary for Maronite College of the Holy Family to employ the services of a debt collection agency to recover any overdue accounts, the parents/guardians will be responsible for all charges levied by the agency in recovering the debt together with any legal costs incurred by the College.


(Refer to *Fees Policy and Procedures*).

## RELATED LEGISLATION AND REGULATIONS

Education Act 1990 Sections 21B, 22 and 23.  
NESA Act 2004  
Working With Children Act 2022 Part 2 Section 6  
Children and Young Persons (Care and protection) Act 1998  
Children's Guardian Act 2019  
Child Safe Standards 2022  
Anti-Discrimination Act 1977 (NSW)  
Disability Discrimination Act 1992  
Disability Standards for Education 2005  
Privacy Act 1988  
Privacy and personal Information Act 1998 (NSW)  
Health Record and Information Privacy Act 2002

## MCHF RELATED DOCUMENTATION

Enrolment Form (Contractual Agreement)  
Fees Policy and Procedures  
Student Attendance Policy and Procedures  
Child Protection Policy and Procedures  
Student Welfare Policy and Procedures  
Student Behaviour Management Policy and Procedures

POLICY DATES			
<b>Implemented</b>	August 2013	<b>Reviewed</b>	27/08/2021 17/11/2022; 16/02/2023
<b>Next Review Due</b>	August 2026		
POLICY AUTHORISATION			
<b>EXECUTIVE PRINCIPAL</b> Sr Margaret Ghosn	<b>SIGNATURE</b> 	<b>DATE</b> 21/11/2022	
POLICY DETAILS			
Policy Number: 0023 Policy Version: 0004, 0005; 0006 Tracked Changes: 2022 Version 0005: Updated Policy and amended Enrolment Form to include information on Debt Collection. 2023 Version 0006: Included the College Mission, Vision, Motto and Ethos. 2023 Version 0007: Included legislation and regulations, College related policies and procedures. Clarifying information aligned to the College "Fees Policy and Procedures" and Enrolment Form.			