Enrolment Policy

Purpose

The purpose of this policy is to govern the enrolment of students at Loreto College.

This Enrolment Policy exists to give guidance in the management of the enrolment selection process for prospective Applicants.

All enrolments at Loreto College will be at the absolute discretion of the Principal, with the final decision of an offer of an enrolment resting with the Principal.

The Principal will consider each Application for Enrolment on its merits in light of this Policy, enrolment priorities and legal obligations.

Scope

This policy applies to all current and future applications for enrolment at Loreto College.

Definitions

Term	Definition
Parent / Carer	Any person who is recognised by law as having parental responsibility for the student.
Applicant(s)	Prospective student(s)
Loreto College	Loreto College Ballarat

Policy Statement

Loreto Schools of Australia Mission Statement

The Loreto education tradition spans 400 years, inspired first by the founder of the Institute of the Blessed Virgin Mary (IBVM), Mary Ward, and grounded in the Australian context by Gonzaga Barry IBVM in the late 19th century.

For both these women their passion and commitment to educate women to be seekers of truth and doers of justice, was fired by their belief in the God of love made known to us through the person of Jesus. This belief in God who creates each person with endless potential and with equal right to participate fully in our world, lies at the heart of the Loreto Education Mission Statement:

That Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Each of the six Loreto schools, governed by Loreto Ministries, is deeply committed to this shared mission. The leadership of our schools is supported by dedicated teachers, parents, and past students guided by their school boards.

Loreto College Ballarat Vision Statement

Loreto College Ballarat offers an innovative and contemporary education that engages students and prioritises student agency. We are committed to following in the footsteps of Mary Ward by developing future ready students able to thrive in a changing world.

Guiding Principles

Catholic schools were established for the faith formation and education of Catholic children. The Enrolment policy at Loreto College seeks to honour that tradition and abides by legislative requirements. The College values diversity and recognizes that each Applicant will bring unique gifts and talent which will enhance and enrich the College as a community. While priority is given to Catholic Applicants, consideration will be given to an Applicant who is involved with her family in the faith community of another Christian Church or another Religious Tradition. The College welcomes applications for enrolment from persons who actively support and respect the Vision and Strategic Directions of the College including families and students of other faith traditions.

Therefore, the factors listed below (not listed in a priority order) may be considered during the enrolment process in relation to Applicants:

- Level of involvement of the Applicant and her family in their Catholic parish/faith community and commitment to Christian life and values
- Current enrolment at a Catholic parish primary school within the Ballarat diocese if geographically possible.
- Family connection with the College (eg, sister who is current/past student, mother, grandmother, current staff member) and/or our sister Loreto schools.
- Information pertaining to the Applicant's attitude to, and active involvement in, learning and school life as evidenced through her most recent school report or supporting documentation.
- Involvement of the Applicant and her family in the broader community.
- Date on which the application was submitted with the application fee.

An offer of enrolment to an Applicant is not dependent on all factors having been met, and the above factors are only indicative of matters that may be considered during the enrolment selection process.

Expectation of Parents / Carers

The College fulfils its educational vision in partnership with parents/carers and students and thus our expectation of parents/carers is that they are actively involved in their daughter's education. This involvement may take a variety of forms, including attendance at functions specific to the educational programme of their children.

When accepting a place at the College, parents/ carers are deemed to have accepted the College's values and expectations and be committed to support and promote them. It is the expectation that the family and student are willing to participate fully in the life of the College, including the religious and faith dimensions of a Loreto education.

Parents/carers must comply with the terms of the College's Parent Charter as a condition of enrolment.

A student enrolled at Loreto College will be eligible to re-enrol for the following year unless the Principal notifies the student's parents/carers otherwise.

Enrolment Procedure

1. Inquiry

An Application for Enrolment package will be available from the College website or mailed out from the College Reception. The College will liaise with primary schools within the Ballarat region to provide information regarding enrolment opportunities.

The College enrols students from Year 7 to Year 12. An Application for Enrolment can be made when the Applicant enters Year 3. (If applying from Year 3, it is the responsibility of the parent/carer to ensure all required documentation such as reports, sacraments etc is submitted to the school as soon as they become available)

An Application for Enrolment is a pre-requisite to, but not a guarantee of, enrolment at the College.

The Application for Enrolment package will include:

- Information in relation to the procedure for submitting the Application for Enrolment.
- Application Fees and Enrolment Fees and when these are payable.
- Documentation to be submitted with Application for Enrolment.
- The College's Conditions of Enrolment, which must be accepted and agreed to by parents/guardians at the time of submitting the Application for Enrolment.
- The College's Parent Charter, which includes information in relation to parent/guardian obligations and expectations of parents/guardians by the College.
- Details of information sessions, orientation days, and the interview process.

2. Application

Completed applications must be received with enrolment fee, latest NAPLAN, birth certificate, school report and sacraments by the closing date for each respective Year 7 intake, and as applicable for all other year levels. A receipt is forward confirming application received.

3. Administration

All information received with applications are confirmed and official documentation followed up by the College Registrar.

4. Discernment of Applications and Interviews

Once the closing date has occurred, families may be contacted to attend an interview with members of the College Leadership Team and Senior Staff. All applications will be reviewed by the Registrar and Leadership Team.

5. Confirmation Offer

A letter of offer will be sent to successful applicants with details of the enrolment and acceptance forms for completion and return together with a non-refundable acceptance fee. Communication via the College will commence. Unsuccessful applicants will be advised and will have the option of remaining on the wait list.

5.1 Conditions of Enrolment and Parent Charter

Acceptance of an offer of enrolment is deemed as acceptance of the College's Conditions of Enrolment and Parent Charter, which place binding legal obligations on parents/guardians which the College will enforce.

5.2 Enrolment of Students with Additional Learning Needs

Loreto College welcomes parents who wish to enrol a student with additional learning needs to the College and will do everything reasonably practicable to accommodate the student's needs. The process for enrolling students with additional needs is the same as that for enrolling any student and will conform to the Enrolment Process in addition to liaising with the Learning Diversity Leader as part of the enrolment process. Primary and secondary schools will collaborate to ensure coordination and consistency of policy and processes when students are in transition. Schools are required to comply with the relevant Australian and Victorian Government legislation Disability Discrimination Act (DDA) 2005 when considering the enrolment of a student with additional learning needs in a Catholic school.

It is important that any additional needs of the Applicant are advised to the College at the time of submitting the Application for Enrolment. Failure to provide all required information, or the provision of misleading information, may result in the College declining to make, or delaying the making of, an offer, or in some cases result in the subsequent withdrawal of an offer of enrolment at the College.

Where a parent/guardian has declared a medical condition, physical impairment, mental impairment or the need or likelihood of a need for educational support, the College will make an initial assessment of the Applicant's needs in accordance with legal requirements. This may include consultation with the Applicant's parents/guardians. If further or independent assessments are required to be made by non-College personnel, this will be at the expense of the parents/guardians.

The College reserves the right to cancel the proposed enrolment of an Applicant should the College determine that it is not able to reasonably meet the specific needs of the Applicant (even after considering reasonable adjustments), or is not able to provide an environment which is healthy and safe for the applicant.

5.3   Enrolment of Students from Interstate

When enrolling students whose previous school was interstate, all schools must use the protocols of the Interstate Student Data Transfer Note (ISDTN). This is a mandatory requirement of the Australian Government. It is the responsibility of the enrolling school to initiate and manage this process and be sensitive to parent/student consent requirements for the provision of information. All relevant documents and information are available at the MCEETYA website

5.4   Out of Home Care, School enrolment responsibilities (outside normal enrolment timelines) in accordance with Out of Home Care Education Commitment Partnering Agreement, 2018

If Child Protection or Department of Health and Human Services is involved Loreto College will:
(If a place is available)

- Enrol a student without delay – any delay of more than one day must be endorsed by the Principal.
- Ensure that accurate information regarding out-of-home care status is recorded in the school's student
- information record-keeping mechanism.
- Liaise with the student's previous school to ensure the transfer of relevant information including the
- Individual Education Plan.
- Establish a Student Support Group in the first week of the student's enrolment.
- Support the student to stay at the school or maintain a connection with their school if a change must
- occur.
- When a student leaves the school, provide appropriate information to the new school regarding the student's learning and support needs to ensure a smooth transition.
- Loreto College Ballarat will:
  - Facilitate the timely and effective enrolment of each student in out-of-home care by providing advice and support to schools.
  - Work with schools, Child Protection and Department of Health and Human Services to resolve any enrolment difficulties in a timely manner.

6.   Transition / Orientation

Orientation and various Transition opportunities will be communicated to schools and families for the second half of the year prior to commencement for all Year 7 students. Orientation and transition for other year levels will be as discerned and required.

7.   Commencement

Student commences at Loreto College.

Annual Confirmation of Enrolment

Confirmation of Enrolment

The College requires parents/guardians to complete a Confirmation of Enrolment for their child each year of schooling. The Confirmation of Enrolment must be completed and submitted by 1 October each year.

The College may, in its absolute discretion, reject a Confirmation of Enrolment, including in circumstances where a parent/guardian has breached a term of the Parent Charter.

Termination of Enrolment

The College reserves the right to impose any lawful disciplinary action that the College deems appropriate, or to expel or suspend any student from the College on the grounds of unsatisfactory conduct or performance, failure by the student and/or parents/guardians to comply with the College's rules, policies and procedures (including the College's Conditions of Enrolment), non-compliance by a parent/guardian with the Parent Charter, or upon identification that misleading or inaccurate information was provided to the College or for other reasons deemed appropriate by the Principal of the College.

Key Related Documents

- Loreto College Conditions of Enrolment
- Loreto College Parent Charter
- Loreto College School Fees Policy
- Loreto College Privacy Policy
- Enrolment Application Form
- Acceptance of Enrolment Form
- Out of Home Care Education Commitment (Partnering Agreement) 2018

Relevant Legislation

- Disability Discrimination Act (DDA) 1992
- Disability Standards for Education 2005
- Privacy Act 1988 and Privacy Amendment (Notifiable Data Breaches) Act 2017
- Commission for Children and Young People Act (Vic) 2012
- Children Youth and Families Act (Vic) 2005
- Equal Opportunity Act (Vic) 1996
- Health Records Act (Vic) 2001

Responsibility

- The Principal and Leadership Team have overall authority for the implementation of this policy.

Communication

- This policy will be communicated on the Loreto website

Policy Review

This policy will be reviewed every three years but will be reviewed earlier to take account of any changed technology, legislation, expectations or practices.