

OLSH College Enrolment Policy

Rationale

Our Lady of the Sacred Heart College Bentleigh (OLSH College) aims to provide an inspiring Catholic education for young women that is informed by the values inherent in the OLSH tradition. This tradition particularly encourages a commitment to wholeness and excellence of life for self and others. This tradition also promotes the values of belonging to a family.

The College prides itself on being a community of students, families and staff who are passionate about education for girls. The College provides an environment of the heart in which every student can reach her potential and develop into confident, responsible and articulate young woman, with a lifelong love and enjoyment of learning.

We are Heart People who Are Faith Filled, Reverence Relationships, Pursue Excellence and Touch the Hearts of Others.

The policy encourages the enrolment of students whose families are genuinely seeking Catholic education. At the same time, the College strives to be open and welcoming to students of other traditions and faiths. Catholic students are given priority, but once accepted, all students are treated equally within the College.

The College follows the enrolment processes, procedures and timelines recommended by Melbourne Archdiocese Catholic Schools (MACS).

Purpose and Scope

The policy provides prospective parents, guardians and carers with information about the College's enrolment procedures and the guiding principles and criteria that inform enrolment decisions. It seeks to ensure there is a fair and transparent approach to enrolment at the College.

While the policy is as comprehensive as possible, there will inevitably be some situations which are not specifically covered. In such instances, it is the responsibility of the Principal to decide the appropriate course of action.

Principles

The following principles underpin and guide enrolment processes and decisions at OLSH College.

- The College strives to be authentically Catholic and faithful to the teachings of Jesus Christ and the traditions of the Catholic Church.
- The College's mission is to provide its students with a holistic education in an environment informed by the values inherent in the OLSH tradition.
- The College strives for strong partnerships with the parishes it serves.
- Families who choose an OLSH College education for their daughters do so on the understanding that they respect and agree to support the Catholic identity, ethos and mission of the College and acknowledge the importance of religious education for their daughters.

- Financial hardship will not be a ground for automatic refusal of enrolment. In circumstances where a family is experiencing genuine financial hardship, this will be taken into account at the time of enrolment and differing payment arrangements may be put in place.
- Essential to the enrolment process is an acceptance by parents, guardians and carers of the conditions outlined in the OLSH Agreement and the provision of accurate and comprehensive information as requested in the OLSH College Application for Enrolment.
- The College aims to be inclusive in its enrolment policy and processes, particularly in regard to Catholic students applying to enter Year 7. Every effort is made to accommodate students with individual learning needs, whether they require a high level of support for a student with a disability or extension work for a gifted and talented student.
- The College has a responsibility to ensure that the requirements of State and Commonwealth laws are met when processing enrolments.

Application process

Applications for Year 7 are processed in the student's Grade 5 year, with application dates and closure timelines published on the College website. Late applications will be processed, where possible, with consideration given to the date of receipt. Applications are also accepted for enrolments at other year levels where there is capacity.

An application for enrolment does not constitute an offer of a place. The number of offers will be determined by the available accommodation, resources and class sizes as determined by industrial and local agreements.

All students applying for enrolment, and their parents, guardians and carers, will be interviewed as part of the enrolment process.

Applications are to be made via the OLSH College Application for Enrolment form and must:

- be signed by both parents, guardians and carers (unless a court order provides otherwise and a copy is given to the College);
- include requisite supporting paperwork (including any court orders, custody information, nationality and/or residential visa status, academic reports and any relevant medical reports);
- include payment of a non-refundable Enrolment Application Fee.

After lodgement of the Application, College staff may need to request further information, for example, in relation to medical conditions or additional learning needs that have been noted on the form.

Enrolment criteria

Applications will be reviewed, with preference given according to the following criteria:

1. Applicants who have or have had sisters attend the College;
2. Catholic applicants who have had a mother attend the College and who currently attend a Catholic primary school;
3. Catholic applicants who are residents of a designated Priority Parish and attend a Catholic primary school in one of those parishes. At OLSH College, the designated priority Catholic parishes/schools are:
 - St Peter's Primary School Bentleigh East

- St Paul's Primary School Bentleigh
 - St Catherine's Primary School Moorabbin
 - St Finbar's Primary School Brighton East
 - Our Lady of the Assumption Primary School Cheltenham
 - St Peter's Primary School Clayton
 - St Andrew's Primary School Clayton South
 - St Anthony's Primary School Glen Huntly
 - St Mary's Primary School Hampton
 - St Agnes' Primary School Highett
 - St Patrick's Primary School Murrumbeena
 - Sacred Heart Primary School Oakleigh
 - Holy Cross Parish Caulfield
 - St Kevin's Parish Ormond
4. Catholic applicants who are residents of a designated Priority Parish and have not attended a Catholic school;
 5. Catholic applicants from other parishes;
 6. Other Christian applicants;
 7. All other applicants.

Criteria 2 and 3 also apply to applicants who are non-Catholic Eastern churches (i.e. Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox). For the purpose of enrolment, a baptism certificate must be provided by Catholic and Orthodox applicants.

Enrolment for students with additional needs

If the Student is a child with additional needs, the College will do everything possible to accommodate the Student's needs, provided an understanding has been reached between the College and the Parent prior to enrolment regarding:

- the nature of any diagnosed or suspected medical condition or disability, or any other circumstances that are relevant to the Student's additional learning needs (for example, giftedness or an experience of trauma)
- the nature of any additional assistance that is recommended or appropriate to be provided to the Student (for example, medical or specialist equipment, specialist referrals, specific welfare support, modifications to the classroom environment or curriculum, aide assistance, individual education programs, behaviour support plans or other educational interventions as may be relevant)
- the individual physical, functional, emotional, or educational goals that are appropriate to the Student, and how the Parent and the College will work in partnership to achieve these goals and
- any limitations on the College's ability to provide the additional assistance requested.

Disclosure

It is vitally important that the College is made aware of each Student's individual circumstances insofar as these may impact upon their physical, functional, emotional, or educational needs, particularly where the College is required to provide additional support to the Student.

The disclosures set out in the Enrolment Application are binding on the Parent. The Parent warrants that the disclosures are true and accurate, and that College is entitled to rely upon that agreement and disclosure.

Parents, guardians and carers must provide accurate and up-to-date information when completing an Enrolment Application Form and must supply the College, prior to enrolment, any additional information as may be requested, including copies of documents such as medical or specialist reports (where relevant to the Student's enrolment at the College), reports from previous Colleges, court orders or parenting agreements. The College may undertake additional external assessments, if required.

The provision of an inaccurate residential address or failure to provide an updated residential address for the Student may result in delays in provision of information from the College and may lead to loss of an offer of enrolment if the College is unable to contact you.

Maximum age exemption

Generally a person who is aged over 18 years must not be enrolled at, or allowed to attend a Victorian school, or participate in any program or course conducted unless they:

- have been granted an exemption by the Principal
- fall within an exception to the maximum age requirements.

Approval for maximum age exemptions will only be granted in exceptional circumstances. Application for maximum age exemption should be made on the Maximum Age Exemption Application Form.

Enrolment offer and acceptance

After submitting an Enrolment Application, the Student and Parent may be invited to an interview at the College. At the discretion of the Principal or their delegate, an Offer of Enrolment is then made to the parents, guardians and carers.

Parents, guardians and carers must confirm their acceptance of the offer within 14 days by returning the signed OLSH College Agreement and paying the Enrolment Fee. The Enrolment Fee is payable per student and is not refundable.

Enrolment fee and bond

If an enrolment offer is made by the College and accepted, parents, guardians and carers are required to pay an Enrolment Fee in addition to Tuition Fee and other charges. The Enrolment Fee is non-refundable, and not deductible from future fees payable. The Enrolment Fee is separate to the Enrolment Application Fee.

The Enrolment Fee confirms and secures an enrolment, covering the costs of the enrolment process and ongoing student administration. It also makes a valuable contribution to the College's debt-financing, rebuilding and maintenance programs

Parents, guardians and carers are required to pay an Enrolment Bond for the student which is redeemable at the end of Year 12. If a student leaves the College before finishing Year 12, and without giving 6 months' notice, the bond is not redeemable.

More information about the College Fees and our Fee policy can be found on the [OLSH College website](#).

OLSH College Agreement

Parents, guardians and carers are required to sign the OLSH College Agreement to indicate their acceptance of the offer of enrolment. The Agreement outlines the terms and conditions under which the student is enrolled at OLSH College and the responsibilities of all parties to the agreement.

The Parent Agreement outlines the terms and conditions relating to:

- Compliance with the Colleges policies and procedures
- Payment of fees
- Disclosure of accurate information about the student
- Arrangements for withdrawal
- Acceptable behaviour and the grounds for suspension or exclusion
- Parent responsibilities
- Child safety.

Collection and use of personal information

During and subsequent to the enrolment process, the College collects personal information, including sensitive information, regarding parents, guardians and carers and students. The primary purpose of collecting such information is to enable the completion of the enrolment process and to provide for the best interests of students. The College's Privacy Policy outlines how this information is managed and stored.

If, in the course of the enrolment process, the College becomes aware that there are issues in relation to the wellbeing and safety of a student, or any risk of family violence, the College will consider whether a request for information should be made under the Victorian Child Information Sharing Scheme (CISS) or Family Violence Information Sharing Scheme (FVISS), or whether any information should be voluntarily provided to another prescribed Information Sharing Entity (ISE) under the CISS or FVISS.

The CISS and/or FVISS will not be used by the College to unlawfully restrict, limit or remove access to education services, for example, to 'screen' a child and families prior to enrolment in ways that are contrary to the best interests of the child.

Complaints

If a parent/guardian is unhappy with the way an enrolment application has been managed by the College, they are encouraged to enact the procedures outlined in College's Complaints Resolution Policy.

If the complaint remains unresolved and/or the parent/guardian is dissatisfied with the outcome, the Principal may organise a process of mediation. The parent/guardian also has the right to appeal a decision to an external authority such as Melbourne Archdiocese Catholic Schools.

Related legislation and policies

The following OLSH College policies and documents are referenced in this Enrolment Policy and are available on the [OLSH College website](#).

- OLSH College Privacy Policy
- OLSH College Parent Code of Conduct
- OLSH College Student Code of Conduct
- OLSH College Complaints Resolution Policy
- OLSH College Child Protection Reporting Responsibilities
- OLSH College Fee Policy
- OLSH College Respectful Relationships Policy
- OLSH College Agreement

Our Enrolment process is conducted in line with the following legislation:

- *Education and Training Reform Act 2006* (Vic.)
- *Education and Training Reform Regulations 2017* (Vic.)
- *Child Wellbeing and Safety Act 2005* (Vic.)
- Child Wellbeing and Safety (Information Sharing) Regulations 2018
- *Family Violence Protection Act 2008* (Vic.)
- Family Violence Protection (Information Sharing) Regulations 2018
- *Disability Discrimination Act 1992* (Cth)
- *Privacy Act 1988* (Cth)
- Victorian Registration and Qualifications Authority (VRQA) minimum standards for schools

Policy history and review

Policy owner	
Approving authority	
Approval date	
Date of next review	
Publication channel	OLSH website , OLSH parent portal (Ametur)