Enrolment Policy

Contents

Policy Title	Enrolment Policy
Ratified by College Council	October 2022
Date Due For Review	October 2024 or before if required

1. Preamble

St Columba College offers an Anglican/Catholic education to all who are willing to support the ethos of an Anglican/Catholic school and seek an education in line with the conditions contained within this document. In offering enrolment St Columba College Community undertakes to provide opportunities for the family to enter into a partnership focused on providing a safe environment in which children can learn and develop spiritually, socially, emotionally, physically and intellectually within the Anglican/Catholic tradition.

2. Enrolment Partnerships and Responsibilities

The College invites parents to be partners in the educational development of their child/ren, working collaboratively to ensure the best educational outcomes for all students.

Parents are expected to be committed to, and abide by, St Columba's Christian traditions and aims, as stated in the Constitution and other College Policies. This commitment includes maintaining and developing the College ethos, academic standards, financial viability, uniform standards, student support programs and expected student behaviour norms.

Teachers are committed to providing parents with relevant information regarding a student's academic progress and performance, engaging parents in discussion on how best to support an individual's learning requirements.

3. Compulsory School Age

All children living in SA must be enrolled and attend a school from the age of 6 years until they turn 16 years of age. This is known as the compulsory school age pursuant to the Education and Children's Services Act 2019 (SA).

4. Enrolment Criteria

For students wishing to be enrolled, the following criteria in order will guide the Principal in developing a priority for enrolment when demand for positions exceeds enrolment places available. The date of lodging an Enrolment Application will also be used as a guide in the priority of enrolment.

1. Siblings of families already enrolled at the College

2. Families from locally committed Anglican and Catholic parishes

3. Families enrolling at Year 7 from the three Elizabeth Catholic Parish Primary Schools or transferring from an Anglican School

4. Families seeking a Christian education and who accept and support the College ethos

5. Defence Force families

6. The population balance and specific needs of the College.

5. Intakes

At St Columba College there are two key points of entry: Reception and Year 7.

Intake at other year levels is subject to vacancies and a waiting list.

It is not possible to give an indication of the time frame for children on our waiting list as vacancies only become available when a current student's family circumstances change.

Reception

Currently in Reception we have one intake per year. Children, who turn five before on or before 30 April, will start school on the first day of Term 1 in that year.

Children, who turn five on or after 1 May, will start school on the first day of Term 1 the following year.

From 2024 a mid-year, Term 3, will be available for those children who turn five after 1 May and before 31 October that year. They will continue in Reception the following year.

Children who turn five from November 1 onwards commence Reception at the beginning of the following year.

For parents seeking to enrol a student in Reception, the following process applies:

- Complete and submit the College Application for Enrolment Form, including all relevant documentation, to the Enrolment Officer with the required administration fee.

- The following documentation is to accompany the enrolment form:
    - Birth Certificate, or proof of identification (Visa; Australian Citizenship)
    - A copy of Passport and Visa details if the student is not an Australian citizen
    - Any reports from Kindergartens or Preschools
    - Documentation supporting any special needs or other specific medical requirements.

- Parents/Guardians will be contacted to attend an Enrolment Meeting if an enrolment place exists. If a place does not exist, notification will be sent, stating that the child will be placed on the waiting list.

It should be noted that the age of compulsion for attending school is 6 years. The College reserves the right to have an extended period of transition if it is deemed by the College to be in the best interest of the child. This decision will be undertaken in consultation with the parents, the child's kindergarten and health professionals with the Principal making the final decision.

Year Seven
For Parents/Caregivers seeking to enrol a student in Year 7 the following process applies:
- Complete and submit the College Application for Enrolment Form including all relevant documentation, to the Enrolment Officer with the required administration fee.

- The following documentation is to accompany the enrolment form:
    - Birth Certificate, or proof of identification (Visa; Australian Citizenship)
    - A copy of Passport and Visa details if the student is not an Australian citizen
    - Most recent School Report from the current school that the child is attending
    - NAPLAN Report

- Documentation supporting any special needs or other specific medical requirements.

- Parents/Caregivers will be contacted to attend an Enrolment Meeting if a place exists. If an enrolment position does not exist, notification will be sent stating that the child will be placed on the waiting list.

6. Enrolment Process

Step 1 **Enquiry**: Upon enquiry the College Prospectus and Enrolment Application is made available. Applications can be made by contacting the Enrolment Officer on 8254 0600 or by accessing the College Website www.stcolumba.sa.edu.au

Step 2 **Lodgment**: Enrolment applications, along with the required fee and supporting documents are lodged at the College Administration. *NB lodgment of an Enrolment Application does not guarantee an enrolment place being offered.*

The following documentation is to accompany the Enrolment Form:
- Birth Certificate, or proof of identification (Visa; Australian Citizenship)
- A copy of Passport and Visa details if the student is not an Australian citizen
- Most recent School Report from the current school that the child is attending
- NAPLAN Report
- Documentation supporting any special needs or other specific medical requirements.

Step 3 **Enrolment Meeting**: If a place is available, an Enrolment Meeting with the Principal or nominee will be offered.   If a place is not available, the student will be placed on a waiting list.   Enrolment Meetings take place up to two years prior to students commencing at the College.

The following will be discussed at the Enrolment Meeting:

- o The Anglican and Catholic nature of the College and expectations of student and family support and participation

- o Contributions to the College community including parent expectations

- o College Curriculum

- o Educational needs of the child

- o Subject selection for students in Years 9 to 12

- o Policies and expectations of students

- o Fees and charges

- o Role of College Council

- o Volunteering and safety

The following items are required to be brought to the Enrolment Meeting:
- o Any Court orders or agreements regarding custody

- o Documents relating to the health or safety needs of the student

Step 4   **Offer of Enrolment**: Should a position be offered, an *Offer of Enrolment* will be given in writing, with *an Acceptance of Enrolment* Form included.

Step 5   **Acceptance of Enrolment:** The *Acceptance of Enrolment* Form is to be returned to the College administration, with all required accompanying documentation, by the stated date, duly signed by the Parents/Caregivers with the required payment. If the document is not received by the stated date, the enrolment offer may lapse, and the position will be re-allocated with no further contact made.

7.   Process of Enrolment - Children with Disability

An enrolment application for a student with a disability will be considered on the same basis as to all other enrolment applications and in accordance with the legal obligations of the Disability Discrimination Act (1992), the Disability Standards for Education (2005) and the Equal Opportunity Act (SA) 1984.

Section 2.2 of the Disability Standards for Education (2005) states that "*a person with a disability is able to seek admission to, or apply for enrolment in, an institution on the same basis as a prospective student without a disability if the person has opportunities and choices in admission or enrolment that are comparable with those offered to prospective students without disabilities*."

Enrolment procedures for children with disability at St Columba College are modelled on the Catholic Education SA Enrolment and Support Process where enrolment is planned, negotiated, and individually case managed. This process identifies the child's needs and the reasonable adjustments required to enable the student to access the College and participate in the learning environment on the same basis as a child without a disability.

Enrolment and Support Process for a Student with Disability
The Enrolment Enquiry and Application procedures of this process are identical to those described in the Enrolment Process.

Step 3   **Establishing Needs**
Under the Disability Standards for Education (2005), education providers are mandated to meet three key obligations. The first of these is a consultation which commences at the Enrolment Meeting. Consultation always involves the parents, carers or associates of the student, the student themselves, and others who have significant knowledge and understanding of the student and their needs.

At St Columba all reasonable steps will be taken to ensure that the enrolment process is accessible to the student and their parents/caregivers and that an Enrolment Meeting can be conducted with the Principal. During the Enrolment Meeting, the Principal will consult with those present in order to understand the impact of the student's disability and from these initial discussions determine the type of assistance required to support the student.

The enrolment process will be explained during the Enrolment Meeting as well as how the College will assist and support the parents/caregivers to enrol their child at the College.

The Principal will also seek written permission from the parents/caregivers to release information to the College, Catholic Education SA, and /or other professionals as relevant to gather further information about the specific needs of the child. Information may be sought from various agencies including previous schools and professionals, such as medical practitioners, psychologists, speech pathologists, etc. involved in the child's development and education.

During the Enrolment Meeting, the Principal will be accompanied by the Director of Diverse Learning to facilitate procedures to appraise and support the student's access to and participation in the learning program of the College.

Step 4   **Collating Information**
The Director of Diverse Learning will gather and analyse all the information obtained on behalf of the parents/caregivers. This may include:

Developmental History	Current setting and support provisions
Social and Communication issues	Physical access
Personal care	Curriculum access
Allied Health and Educational Assessments	Health Care
Behaviour and Wellbeing concerns	Equipment Resources
Support from agencies and/or other professional bodies	

This process is designed to identify the adjustments, support, resources, training, and staff professional development that may be required within the College to provide for the student.

The College may engage the services of a Learning Diversity and Equity Advisor from the Catholic Education Office (SA) for assistance and advice and to facilitate procedures to request supplementary resourcing, equipment, and training to meet the needs of the student.

Step 5   The Principal and Director of Diverse Learning will consider the information collected in the Establishing Needs procedures of Step 3. This information and the adjustments the College is reasonably able to provide for the student will be communicated and discussed at a second meeting with the parents/caregivers.
Written advice about the matters discussed during the consultation and the decisions made, including specifying a date for notifying the student about what adjustments can or cannot be made may be provided at this stage of enrolment.

Step 6   **Transition Planning and Accountability**
If the enrolment proceeds, the Director of Diverse Learning will coordinate transition planning and develop a Personalised Plan for Learning (PPL) for the student. The PPL will outline the reasonable adjustments to be incorporated into the student's learning program. Planning will also include details of the monitoring and review processes to be established to support the PPL. Review meetings will involve the student (if applicable), parents/caregivers, teaching staff and the Director of Diverse Learning and/or delegate. This process is in accordance with the National Consistent Collection of Data on school students with disabilities (NCCD).

The enrolment will conclude with the Offer and Confirmation procedures detailed at the conclusion of Section 6.

8. Decision Making
The final decision regarding the enrolment of a student at St Columba College is the responsibility of the Principal.