

# OAKHILL COLLEGE



## ENROLMENT POLICY

**Part 1: Enrolment Policy**  
**Part 2: Conditions of Enrolment**  
**Part 3: Privacy and Personal Information**

**14<sup>th</sup> August, 2017**

# Part 1: Enrolment Policy

## INTRODUCTION & PURPOSE

Oakhill College, Castle Hill is a Catholic day school conducted by the De La Salle Brothers and is grounded in, and informed by, core principles inherent in Lasallian education:

- Faith in the presence of God
- Respect for all persons
- Inclusive
- Excellence
- Concern for the poor through service

The College's mission is to provide a holistic education for boys (Years 7 – 12) and girls (Years 11 & 12) that inspires them to attain excellence and fulfil their potential, empowering them to serve and enrich our changing world.

This policy gives guidance concerning enrolment criteria and procedures.

## RELEVANT LEGISLATION

Oakhill College will observe all relevant State and Federal Legislation in assessing students for enrolment such as

Education Act  
Disability Discrimination Act  
Race Discrimination Act  
Anti-Discrimination Act  
Privacy Act

## DEFINITIONS

Throughout this policy, unless the context requires otherwise:

**Parents:** includes biological parents or legal guardians.

## Enrolment Process

### NEW ENQUIRIES

The Registrar will reply to all enquiries regarding enrolment at the College and will include:

- (a) A Prospectus

- (b) A statement of the College Fees and Charges

- (c) An 'Expression of Interest for Enrolment Form'.

## AGE REQUIREMENTS

To enter Year 7 a student should be twelve (12) years old by 31 July in the year of entry.

## POINTS OF ENTRY

Entrance to the College is normally in Year 7 for boys and Year 11 for girls however, enrolments are also taken at any time for entry into Years 8-11 and are registered on the 'List of Applicants' for Years 8-11. Applications for Years 8-11 are processed each term if vacancies become available. Applicants remain on the 'List of Applicants' and are progressed forward each year until the application is withdrawn or the application is declined.

Applications for boys wishing to enrol in Year 7 are accepted at any time from birth until **two** years before the requested year of entry. Therefore, for entry into Year 7, applications close at the end of February while the student is in Year 5. A non-refundable Application Fee of \$165.00 must be paid when the *Expression of Interest for Enrolment Form* is lodged.

Applications for girls wishing to enrol in Year 11 are accepted at any time from birth until **one** year before the requested year of entry. Therefore, for entry into Year 11, applications for girls close at the end of May while the student is in Year 10. A non-refundable Application Fee of \$165.00 including GST must be paid when the *Expression of Interest for Enrolment form* is lodged.

## EXPRESSION OF INTEREST FOR ENROLMENT/ LIST OF APPLICANTS/ WAITING LIST

The Principal, through the Registrar, is responsible for the maintenance of the 'List of Applicants' from the *Expression of Interest for Enrolment Forms*. Names of students will be

entered on the appropriate list of applicants when their parent(s) or legal guardian return the *Expression of Interest for Enrolment Form* and pay the Application Fee.

### **CONFIRMATION OF APPLICATION**

Two years before the requested year of entry for boys entering Year 7 and one year for girls entering Year 11, parents of students on the 'List of Applicants' will be contacted and asked to forward the following documents to the College:

- (a) a copy of the student's birth certificate;
- (b) a copy of the student's Baptism and all other Sacramental Certificates;
- (c) the completed/updated 'Application for Enrolment' form;
- (d) a copy of all the student's school reports and all NAPLAN tests;
- (e) a recent photograph.

Failure to provide all required information may result in the College removing the student's name from the list of applicants.

### **ASSESSMENT**

The College will undertake an assessment process at a time decided by the College after the documents referred to in the previous section have been received. As part of the assessment process, the College may ask the parents to provide more information about the student. Any assessments or reports required from non-school personnel will be at the parents' expense.

In considering all prospective enrolments, the College may ask parents to authorise the Principal or his delegate to contact:

- (a) the Principal of the student's previous school to confirm information pertaining to the student;
- (b) any medical or other personnel considered significant for providing information pertaining to the needs of the student.

Normally, each student is assessed in the light of his/her:

- (a) academic progress (all school reports and NAPLAN Tests for Literacy and Numeracy);
- (b) social development (school reports and any other support material);
- (c) physical development (school reports and any other support material);
- (d) spiritual development (school reports and any other support material).

The criteria used are multi-dimensional and no criterion is taken in isolation; the College attempts to choose applicants who will be best suited to the schooling offered at the College.

### **INTERVIEW**

The College may in its discretion invite the parents of a student on the list of applicants to attend an interview at the College with the Principal or a member of staff appointed by the Principal. Interviews would normally be conducted in March two years prior to the intended year of enrolment for Year 7, and in May of the year prior to the year of intended enrolment for Year 11. At the interview, among other things, the College's representative will:

- (a) inform the parents of their responsibility to the College in relation to the 'Conditions of Enrolment' (See Part Two) and to the College fees, and will ascertain the parents' ability to afford the current fees;
- (b) will seek to establish that the expectations and commitments of the parents are consistent with the vision, values, goals, policies and resources of the College.

Please note that not all applicants will receive an offer of an interview and not all families interviewed will necessarily receive an offer of a place.

### **INAPPROPRIATE BEHAVIOUR**

Where information obtained by the College suggests a profile of willful misconduct, illegal activities or strong anti-social behaviours that indicate that the student's enrolment at the College is likely to be detrimental to other students, the staff or the College,

notwithstanding that the student be the brother/sister of a current or past student or the son/daughter of a former student, the Principal may decline to proceed any further with the enrolment process.

## **DISABILITY**

Where a student has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the student's needs. This will include consultation with the student or the student's parents. In addition, the Principal may:

- (a) require the parents to provide medical, psychological or other reports from specialists outside the College;
- (b) obtain an independent assessment of the student.

Where information obtained by the College indicates that the student has a disability, the Principal will seek to identify the exact nature of the student's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the student, if enrolled, would require some measures or actions to assist the student to participate in the College's courses or programs or to use the College's facilities or services that are not required by students who do not have the student's disability. Where the Principal determines that the student would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular student is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- (a) the student's disability;
- (b) whether the particular measure or action required is reasonable;
- (c) the extent to which the particular measure or action required would ensure that the student was able to participate in

the College's courses or programs or to use the College's facilities or services on a similar basis as a student without the disability;

- (d) the effect of the adjustment required on the student, including the effect on the student's:
  - i. ability to achieve learning outcomes;
  - ii. ability to participate in courses or programs; and
  - iii. independence;
- (e) the effect of the particular measure or action on anyone else affected, including the College, its staff and other students;
- (f) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- (a) the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the student, the family of the student, and the College community);
- (b) the effect of the disability of the student;
- (c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- (d) the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the student would require the College to take unreasonable measures or actions to ensure that the student is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the enrolment offer or defer the offer.

## COLLEGE RESERVED RIGHTS

The College reserves the right not to offer any student a place at the College or to defer the offer of a place to any student in its discretion but particularly when the parents, having been aware of their child's specific educational needs, decline to declare those needs or to withhold relevant information pertaining to their child.

The College also reserves the right to terminate an enrolment where there are not sufficient resources to deal with a student's needs and where the parents have not declared or have withheld known information pertaining to their child's needs.

## SELECTION CRITERIA

The College enrolls students whose families are supportive of the vision and mission of the College. Given there are more applicants than vacancies the Principal will consider applications according to a range of factors, in no set priority, which may include, but not be limited to:

1. Baptised and non-baptised Catholics in both Catholic and non-Catholic schools.
2. Active participation in the life of the Catholic Church and/or other Christian denominations.
3. Students of other faith traditions who are prepared to support the Catholic and Lasallian tradition at Oakhill College.
4. Siblings of family members already enrolled in the College, provided the family has proved to be supportive of the ethos of the College, its rules and expectations.
5. Sons and daughters of alumni (these will be considered along with all other applicants).

The Principal has absolute discretion as to the selection of students who will be enrolled at Oakhill College and their continuing enrolment from year to year.

## OFFER

At the satisfactory conclusion of the assessment process, the College may make an offer in writing to the parents to enrol their

son or daughter. To accept the offer, the parents must within four weeks of receiving the letter of offer deliver to the College:

- (a) the *Acceptance of Offer of Enrolment Contract* which includes acceptance by the parents of the then current Conditions of Enrolment;
- (b) payment of a non-refundable Administration Fee of \$300.00; and
- (c) payment of the Enrolment Deposit of \$2000 which is refundable on withdrawal of the student provided that a term's notice is given to the College (otherwise it is treated as fee in lieu of notice) or refundable at the end of Year 12 provided that the fee account is not in arrears.

Failure to reply within the required time may result in the position being re-offered where other students are waiting for entry to the College.

Every offer of enrolment is at the absolute discretion of the Principal.

## ADMINISTRATION FEE AND ENROLMENT DEPOSIT

The Administration Fee covers the costs of the enrolment process and ongoing student administration. The Enrolment Deposit confirms and secures your child's enrolment. It is refundable on withdrawal of the student from the College, provided the parent/guardian gives the College a term's notice. If the student remains at the College until the end of Year 12, the Enrolment Deposit will be refunded at the end of Year 12.

If the student is withdrawn from the College without sufficient notice, the Enrolment Deposit is forfeited as fee in lieu of notice.

If the fee account is in arrears on withdrawal with a term's notice or at the completion of Year 12, the Enrolment Deposit will be credited against the fee account to offset any of the outstanding fees. A balance due to the parent/guardian after this (in case the enrolment deposit is larger than the outstanding fees) will be refunded to the parent/guardian.

The parent/guardian may elect to donate the refundable enrolment deposit if no balance is owing to the College.

### **CONDITIONAL ENROLMENT OFFERS**

In very rare exceptional circumstances the Principal may issue a conditional enrolment.

Conditions applying to such conditional enrolment will be set out in writing. In these cases, either the parents or the Principal may terminate the enrolment with seven days' notice. In such circumstances, enrolment deposits will be refunded and fees will be adjusted to cover the period of enrolment only. No penalties will apply.

## **Part 2: Conditions of Enrolment**

These Conditions are to be agreed to by parent(s) or guardian(s) when they accept an offer of enrolment at Oakhill College.

### **INTERPRETATION**

'Parents' includes biological parents or legal guardians.

Words implying the singular number include the plural and the converse applies. Unless the context otherwise requires, headings are for ease of reference only and do not affect the construction of these Terms and Conditions.

### **FEES**

1. We agree to pay to the College all fees for tuition, extra subjects, excursions, camps and the supply of goods and services to the student as determined by the College Board and as published in the Schedule of Fees and Charges from time to time.
2. We acknowledge that if we fail to pay an account for fees by the due date and no payment plan has been established, we may be required to pay a fee ("Late Payment Fee") as outlined in the Schedule of Fees and Charges. The Late payment Fee is a fixed amount as determined by the College from time to time in order to reflect the administrative costs to the College associated with the collection of outstanding fees.

3. We acknowledge that if an account for fees and/or charges is not paid in full within 60 days from its due date, the student may be suspended from attending school for a period of time until fees are paid or a payment plan has been established. Failure to do so will result in the termination of enrolment by the College Board.
4. We acknowledge that a full term's notice in writing must be given to the Principal before our son/daughter is withdrawn. If this notice is not given, the Enrolment Deposit paid at the time of accepting the offer of enrolment at the College will be withheld as fee in lieu of notice. This amount is a genuine pre-estimate by the College of the loss it would incur if notice had not been given.
5. We understand that no remission of fees, either in whole or in part, will be made if our son/daughter is absent due to illness, leave or suspension.
6. We understand that no remission of fees, either in whole or in part, will be made if our son/daughter is on Leave of Absence from the College for part of the year.
7. We authorise the College to incur expenditure on our behalf such as purchases of books, stationery and equipment, and to advance such fares from time to time as the College considers necessary.
8. We agree to pay all medical and ambulance expenses incurred on behalf of our son/daughter.

## EXPECTATIONS AND BEHAVIOUR

9. We understand that our acceptance of the College's offer of enrolment implies that our son/daughter will complete his/her schooling at the College unless unforeseen circumstances arise.
10. We acknowledge that the College is a Catholic community conducted by the De La Salle Brothers and grounded in, and informed by, the values inherent in Lasallian education and that behaviours and attitudes based on these values are expected. We agree that all communication between students, parents, visitors and staff members should be conducted in a courteous and respectful manner. We agree to avoid confrontation and criticism in public and accept that there is no place in the College community for sarcasm, derogatory remarks, inappropriate familiarity or offensive comments.
11. We agree to support the values and to abide by the College's Code of Conduct, as set out in publications such as the Information Pack, College Diary, Learning Framework, Oakhill Graduate, and the on the College website, as published from time to time at the Principal's discretion. We note that our son/daughter must do the same and we agree to encourage him/her in this. We have noted the College's requirements in relation to discipline, home study, uniform, attendance and leave.
12. We accept that the College may determine which particular courses and activities are offered and/or provided at any time and which of these courses and activities are compulsory.
13. We accept that our son/daughter must participate in and/or attend the following activities, as determined by the Principal:
  - (a) Chapel Masses, including Liturgy, and Assemblies;
  - (b) co-curricular activities;
  - (c) the College sports program;
  - (d) important College events such as Founder's Day, Sports Days, Retreat and Reflection Days and other events as required by the Principal, from time to time; and
- (e) various camps and excursions that occur from time to time as an integral part of the College curriculum.
14. We acknowledge that requests for leave from College activities, including academic and co-curricular programs, and for early departure at the end of term and/or late return from breaks are considered only in the most extreme cases and must be applied for by completing an '*Application for Exemption from Attendance at School Form*' for approval by the Principal.
15. We accept the College's discipline policy contained in the Information Pack, College Diary and on the College website. We agree to support the administration of the College's discipline policy. In particular, we accept that the Principal may in his absolute discretion, subject to affording procedural fairness, suspend or dismiss our son/daughter:
  - (a) for breaches of the College's Code of Conduct;
  - (b) for engaging in conduct which is prejudicial to the College or its students or staff;
  - (c) for failure to make satisfactory progress or improvement in his/her behaviour or attitude; or
  - (d) where we have failed to comply with these conditions of enrolment.
16. We understand that the College requires parents to be actively involved in the College through attendance at parent-teacher interviews and parent forums, participation in courses offered by the College relevant to our son/daughter's education and assistance to the College in a voluntary capacity from time to time.
17. We agree that the Principal may exclude our son/daughter if the Principal considers that a mutually beneficial relationship of trust and cooperation between us and the College has broken down to the extent that it adversely impacts on that relationship.
18. We acknowledge that the Principal may, by giving us reasonable notice, ask us to remove our son/daughter from the College where the he/she has, in the

Principal's opinion, failed to meet the requirements of the Board of Studies Teaching and Educations Standards or has otherwise failed to make satisfactory progress in his academic work.

19. We agree that no remission of fees will apply in relation to any of the above cases.

#### **HEALTH AND SAFETY**

20. We acknowledge that we have fully disclosed any special needs (including but not limited to any medical, physical, learning or psychological needs) which our son/daughter has. Where any disclosed special needs change or where any special needs arise, we agree to notify the College immediately. We also agree to complete the '*Medical Form*' accurately and provide annual updates to the College.
21. We acknowledge that the College seeks to maintain an environment that is safe for all students and in which learning can take place. We also acknowledge that to this end the Principal or his nominee may search our son/daughter's bag, locker or other possessions where there are reasonable grounds to do so.
22. We acknowledge that if our son/daughter is ill or injured, necessitating urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and if we are not readily available to authorise such treatment, we authorise the Principal or, in his absence, a responsible member of the College staff, to give the necessary authority for such treatment. We indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment.
23. We understand that the College requires parents to observe College security procedures for the protection of students from direct contact with those outside the College during school hours and that we are only to make contact through the College office.

24. We acknowledge that our son/daughter's personal property is not insured by the College and that the College does not accept any responsibility for loss

#### **PRIVACY**

25. We acknowledge that the College may from time to time collect personal information about parents and students which may be necessary for the College's function or activities. We authorise the College to use and disclose information in such a manner as the Principal may deem appropriate for the purposes of our son/daughter's education, healthcare, welfare or development. We acknowledge having read the College's Privacy Policy.
26. We give permission for photographs and videos of our son/daughter to be placed in the College's records; displayed from time to time around the College; published in College publications; published on its websites, social networking sites, intranet and community websites, and on College-owned blog websites; and displayed in other marketing and promotional material.
27. Where relevant, we agree to provide to the College all current Family Court or other court orders relating to us and our son/daughter. We note that the College's Privacy Policy deals with the confidentiality of such information.

#### **GENERAL**

28. We agree that the College may change these Conditions of Enrolment from time to time.
29. We agree to give the College notice in writing of any change in our contact details.
30. We agree that our obligations to the College, as stated in the Enrolment Policy, are joint and several and may only be terminated at the end of three months after we give notice, in writing, to the Principal, of our desire to be released from such obligations

# Part 3: Privacy and Personal Information

*The College respects privacy. Privacy laws protect any personal information we collected.*

1. The College collects personal information, including sensitive information about pupils and parents or guardians before and during the course of a pupil's enrolment at the College. The primary purpose of collecting this information is to enable the College to provide schooling for your son/daughter.
2. Some of the information collected is to satisfy the College's legal obligations, particularly to enable the College to discharge its duty of care.
3. Certain laws governing or relating to the operation of schools require that certain information is collected. These include Public Health and Child Protection laws.
4. Health information about pupils is regarded as sensitive information under the Privacy Act. The College may ask for medical reports from time to time.
5. The College, from time to time, may disclose personal and sensitive information to others for administrative and educational purposes. This includes to other schools, government departments, medical practitioners, and people providing services to the College, including specialist visiting teachers, sports coaches and volunteers.
6. Personal information collected from students is regularly disclosed to their parents or guardians. On occasion information, such as academic, co-curricular, sporting and out of school achievements, student activities, student birthdays and other news is published in College publications, on our public website, and on other College owned websites, such as social networking websites, intranet and community websites, blog websites and displayed in third party media. While the College will, in all cases, seek to uphold a duty of care to all students, the College takes no responsibility for any unauthorised use by third parties.
7. Photographing and filming of students, staff and parents involved in College-related activities, College - hosted activities, or for training and development purposes, may form part of College publications, be displayed on our public website or any other College - owned websites, and be used in specific education - related activities. From time to time, photographs and videos may be displayed in third party media. While the College will, in all cases, seek to uphold a duty of care of all students, the College takes no responsibility for any unauthorised use by third parties.
8. Parents may seek access to personal information collected about them and their son/daughter by contacting the College. Students may also seek access to personal information about them. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others, where access may result in a breach of the College's duty of care to the student, where students have provided information in confidence or where current Court Orders are in place.
9. The College from time to time engages in fundraising activities. Information received from parent/guardians may be used to make an appeal to that parent/guardian. It may also be disclosed to organisations that assist in the College's fundraising activities solely for that purpose. The College will not disclose personal information to third parties for their own marketing purposes without parent/guardian consent.

10. The College may include parent/guardian contact details in a class list and College directory.
11. If parents/guardians provide the College with personal information of others, such as doctors or emergency contacts, we encourage parents/guardians to inform of this and why, that they can access that information if they wish and that the College does not usually disclose the information to third parties.