



POLICY AND PROCEDURE RELATING TO:

ENROLMENT

FIRST IMPLEMENTED AUGUST 2006

LAST REVIEWED MAY 2014

The Saint Mark's College community exists to provide a Catholic, Christian education to families in the Diocese of Port Pirie.

Context Statement

St. Mark's College is a co-educational Catholic College enrolling students from Foundation to Year 12.

Rationale

We at St. Mark's College acknowledge that:

- Parents are the first and primary educators of their children.
- Students will be educated in the Catholic faith within a Catholic educational environment.
- Priority will be given to children of Catholic families from St. Mark's Parish.
- Students with non-Catholic backgrounds may also be enrolled.
- Subject to a successful interview, siblings of enrolled students are usually accepted for enrolment.
- An inability to afford fees will not exclude students from enrolment in the college.
- Students enrolled at the college, and their families, are required to willingly support our Catholic ethos.

Purpose

In implementing this policy St Mark's College aims to:

- Ensure fair and equitable access to all families/students seeking enrolment at the College.
- Consider each application for enrolment in the light of the established enrolment priorities (Appendix 1).
- Follow the enrolment procedure (Appendix 2).

Guidelines

St. Mark's College will, in accordance with the established enrolment priorities (Appendix 1) and the SACCS Enrolment Policy (2012), adhere to the following:

- The *Same First Day* will commence in 2014 for children eligible to start Foundation. The minimum age for starting Foundation from 2014 will be four years and eight months. All children will receive four terms of pre-school and four terms of Foundation. The compulsory age by which a child is required to start school is six years.
- From 2014, children who turn five before May 1 will be admitted into Foundation on the first day of Term One in that year.
- Early entry into Foundation is decided on a case-by-case basis. The decision regarding early entry into Foundation resides with the Principal.
- The Principal will make any early entry decision in consultation with the family and teachers concerned and with access to relevant reports and information.
- Provide access to boarding for rural Catholic secondary students and children from rural Catholic Primary Schools.

The Principal will:

- Follow the enrolment policy and procedure.
- Maintain and secure appropriate documentation.

The Parents will:

- Supply a separate completed application form, with accompanying support documents, for each child being enrolled.
- Follow the enrolment procedures (Appendix 2).
- Support our Catholic ethos, tradition and aims as stated in our Vision Statement and Charter.
- Support the College's Uniform and Grooming Policy and Procedures.

Students will:

- Attend an enrolment interview in the company of their Parents or Caregivers.
- Abide by the Parent/Caregiver declaration made on their behalf.
- Be educated in the Catholic faith within a Christian educational environment and will be expected to be involved in Religious Education, Faith Formation and Retreat programs.

Bases of Discretion

- Enrolments are accepted at the discretion of the Principal.
- The Deputy Principal reserves the right to allocate students to year level or elective classes.
- Children with Special Education needs and who satisfy the enrolment priority criteria will be assessed by a CESA Special Education Consultant prior to acceptance. Such a child will be enrolled if effective integration into the school community can be reasonably achieved, whilst keeping in mind the best interests of the child.
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- The College reserves the right to suspend or expel a student for serious and/or repeated breaches of College rules, regulations, and/or policies, including conduct which brings into disrepute the good name and reputation of the College.
- An enrolment can be rescinded and payments forfeited if disclosures given during the enrolment procedure are found to be seriously deficient or misleading, or there are omissions that affect the operations of the College.

Supporting Documents

SACCS Enrolment Policy and Procedures, 2012 (revised 2014)

SACCS Enrolment & Support Process for Students with Disabilities

Saint Mark's College Uniform Policy

Saint Mark's College Uniform & Grooming Procedures

Saint Mark's College School Diary

APPROVAL OF ENROLMENT POLICY

PRINCIPAL

COLLEGE BOARD CHAIR

Date:

Review Date:

May 2017

Appendix 1 — Enrolment Priorities

Primary Enrolment priority is as follows:

1. St. Mark's Parish Catholic children
 - a. whose families are regular churchgoers;
 - b. whose families do not have practising commitment, but do have a positive attitude towards faith education and an openness to their own faith development.
2. Catholics from other Catholic Schools.
3. Children of Old Scholars.
4. Children who have not been baptised, but have Catholicity in their immediate family background.
5. Siblings of those children attending or who have recently attended St. Mark's College.
4. Non-Catholic children:
 - a. whose families identify with the philosophy of the College and demonstrate Christian commitment as active members within their denomination and are able to provide a reference to this effect from their minister;
 - b. whose families are not identified with any particular denomination but who desire a Christian education and willingly support the Catholic ethos.

Secondary Enrolment priority is as follows:

1. St. Mark's Primary students.
2. St. Mark's Parish, Crystal Brook, St James Jamestown, St Joseph's Gladstone, St Joseph's Peterborough and local rural Catholic children:
 - a. whose families are regular churchgoers;
 - b. whose families do not have practising commitment, but do have a positive attitude towards faith education and an openness to their own faith development.
3. Catholic children from outer rural areas who would travel to St. Mark's College from their home on a daily basis, and those who wish to board.
4. Catholics from other Catholic Schools.
5. Children of Old Scholars.
6. Children who have not been baptised, but have Catholicity in their immediate family background.
7. Siblings of those children attending or who have recently attended St. Mark's College.
8. Non-Catholic children who undertook their primary education in other Catholic Primary schools.
7. Non-Catholic children:
 - a. whose families identify with the philosophy of the College and demonstrate Christian commitment as active members within their denomination and are able to provide a reference to this effect from their minister;
 - b. whose families are not identified with any particular denomination but who desire a Christian education and willingly support the Catholic ethos.

Appendix 2 — Enrolment Procedures

Families new to St. Mark's College

APPLICANT	COLLEGE
Enquires re enrolment	Forwards 'Application for Enrolment' form
Returns completed 'Application for Enrolment' form with all necessary support documents plus non-refundable booking fee	Acknowledges Application Arranges an interview with the Principal for the child and the parents/caregivers
Parents/Caregivers and child attends interview with Principal or delegate	Forwards a letter informing family of the success or not of their application Forwards an 'Enrolment Offer' to successful applicants
Returns 'Enrolment Offer' plus enrolment non-refundable deposit	Arrange any transition requirements for the child
Parent / Caregiver signs 'Acceptance of Offer' to accept responsibility for paying the fees	Arranges receipt of money or completion of appropriate document
Parent / Caregiver organises to pay fees in full by cash, cheque or credit card or the fees to be paid in Direct Debit ('Paysmart') or via Centrelink deductions	
For children who are currently not enrolled in a Catholic school, a reference from a priest or minister would be an advantage in the enrolment process	

Continuing Families

Enquires re enrolment	Forwards 'Application for Enrolment' form
Returns completed 'Application for Enrolment' form with all necessary support documents plus non-refundable booking fee	Acknowledges Application If necessary, arranges an interview with the Principal or relevant Deputy Principal for the child and the parents/caregivers
Parents/Caregivers and child attends interview with Principal, or delegate, if required	Forwards a letter informing family of the success or not of their application Forwards an 'Enrolment Offer' to successful applicants
Returns 'Enrolment Offer' plus enrolment non-refundable deposit	Arrange any transition requirements for the child
Parent / Caregiver signs 'Acceptance of Offer' to accept responsibility for paying the fees	Arranges receipt of money or completion of appropriate document
Parent / Caregiver organises to pay fees in full by cash, cheque or credit card or the fees to be paid in Direct Debit ('Paysmart') or via Centrelink deductions	