

Howayek Blessings Limited trading as

SAINT MAROUN'S COLLEGE



St Maroun's College policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

ENROLMENT POLICY & PROCEDURES

This policy supersedes all previous policies relating to matters contained herein.

Enrolment Policy

Mission

Inspired by the Maronite Sisters of the Holy Family, we provide high quality learning, nurturing students in their spiritual, academic, physical, and social potential, to serve the needs of the broader community.

Vision

We enable our community to grow in the likeness of Christ, striving for excellence as leaders and advocates, and positively transforming our world.

Friendship, Faith, Honesty

Ethos

The College strives to instil in students the teachings of Jesus.

Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.

Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8). Emphasises is on treating all with dignity, service, forgiveness, justice, and love.

Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends.

INTRODUCTION

St Maroun's College supports parents' duty to enrol a child of compulsory school-age. The Education Act 1990 mandates that all children must be in compulsory schooling by 6 years of age.

The Enrolment Policy for St Maroun's College is set within the context of the Maronite Church's mission to evangelise and is founded upon the Vision and Mission of the College. As an inclusive and evangelising community, we welcome families from other faith traditions where this is possible. Those from other faith traditions or non-religious backgrounds must be prepared to support the ethos, values and liturgical and sacramental practices of the Maronite Catholic Church.

On enrolment, all parents and students commit to supporting the Maronite Catholic ethos of the College, participating in the Religious Education program and in the liturgical life of the College. It is the expectation from the College that parents/guardians commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.

The College will endeavour to respond to the needs of all students, within the constraints of the available teaching and material resources. We recognise the right of all students to access educational opportunities that nurture the Maronite Catholic faith. We recognise the need to cater for the disadvantaged and challenge all students to reach their full potential.

CONTEXT

The College offers co-education for students in Kindergarten – Year 12. The College exists to work in partnership with parents/guardians and we acknowledge that parents/guardians are the primary educators who have duties and rights in respect of the education of their children.

PURPOSE

The Enrolment Policy provides clarity of process and procedures for parents/guardians seeking to enrol and place their child into the College.

1. ENTRY POINTS

The main entry points to the College are Kindergarten and Year 7. Enrolments for all other years will be offered subject to the availability of places, and the priority criteria outlined below.

All Kindergarten and Year 7 applications are normally assessed for placement in the year prior to entry.

Enrolment into the College is made on the assumption that the student will complete their education within the College. Parents/Guardians are to supply the College with all available information on their children at the time of application.

Continuing enrolment into year 7 and year 11 is dependant on the student's behaviour and general attitude to their school endeavours'.

Applications for enrolment may be made at any time by the parent/carers of students to commence at St Maroun's College.

Students enrolling into kindergarten will be five years of age by 30 June in the year they commence at School.

2. ENROLMENT CRITERIA

The School will base any decision about offering a place to a student on the following criteria in order of priority:

Family relationship with the School:

1. Siblings of children already attending the College whose families have demonstrated ongoing support for the ethos and values of the Maronite Catholic Church.
2. Baptised Maronite Catholic children of regularly worshipping Maronite Catholic families with strong demonstrable links to the local Maronite Catholic parish.
3. Children of Maronite Catholic families not covered above.
4. Children of regularly worshipping Orthodox and other Catholic families who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.
5. Children of regularly worshipping families from other Christian denominations who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.

6. Children of families from other faith traditions or non-religious backgrounds who are prepared to support the ethos and values of the Maronite Catholic Church.

The Student:

7. The contribution that the student may make to the School, including co-curricular activities
8. The student's reports from previous Schools or prior to School service e.g. the NSW Department of Education's Transition to School Statement

The School:

9. Ability to meet the special needs or abilities of the student

Other Considerations:

10. Order of receipt – when the application to enrol is received by the School

The School will meet with the parent/carer(s) of the student before offering a place.

When considering an individual enrolment application, the Executive Principal, has an absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student. The Executive Principal can accept or decline applications for enrolment in accordance with this policy's procedures.

Continued enrolment at the School is dependent upon the student making satisfactory academic progress, attending consistently, and the student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.

3. DOCUMENTATION

When required by the College, parents/guardians must provide accurate information and documentation necessary to allow the College to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the College.

Parents/Guardians wishing to enrol students must include the following documents:

- Birth Certificate
- Baptismal and Confirmation Certificates
- Immunisation History Statement
- Citizenship Documentation – such as passports/visas etc. (if applicable).
- Relevant Family Court Orders (if applicable) and other Parental Agreements (both formal and informal arrangements).
- Relevant Medical and/or additional needs information
- Any diagnostic reports and external testing results
- Recent school reports, from the past two years, and all NAPLAN results

The Enrolment Officer is responsible to conduct Vevo checks to confirm visa status of all students who provide citizenship documentation.

4. IMMUNISATION

Parents/Guardians can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

- using their Medicare online account through myGov
- using the Medicare Express Plus App
- by calling the AIR General Enquiries Line on 1800 653 809.

Children aged 14 years and over can request their own Immunisation History Statement from the AIR by using or creating their own Medicare online account through myGov.

The College will record the immunisation status of students upon enrolment. The College will keep the statement (or photocopy of the original statement) for three years after the student has left the College. If a student leaves the College, parents are responsible for providing the new school with the Immunisation History Statement (or a copy).

A child without an Immunisation History Statement will not be prevented from enrolling in primary school under the NSW Public Health Act 2010 however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Further information about the requirements for Primary Schools is available here.

<https://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx>

5. ENROLMENT PROCEDURES

Before applying for enrolment parent/carers should read:

- the Enrolment Policy
- the current fees schedule
- the terms and conditions of enrolment

All are available on the School's website or can be emailed/posted to your address.

The Enrolment Process has three stages:

Stage 1: Application for Student Enrolment (Appendix 1)

All applications for Student Enrolment must be:

- on the School's official application form
- signed by the parents/carers
- lodged with a non-refundable application fee of \$250, paid to the enrolments officer at the School when the application is lodged
- supported with required documents outlined on the application form

Stage 2: Assessing the Enrolment application

When the application is received, the enrolments officer at the School will consider it based on the school's enrolment policy criteria and

- advise that it declines to make an offer of enrolment and/or

- advise the parent/carer(s) that the student's name will be placed on a waiting list and an offer made if a place becomes available and/or
- advise the parent/carer(s) they must attend for an interview following which the School will decide whether to make an offer of enrolment

Stage 3: College Enrolment Interview

- The College will conduct an Enrolment Interview and may request further documentation.
- All requests for documentation must be provided prior to the College considering making an Enrolment Offer.

Stage 3: The School makes an Offer of Enrolment

- If the School makes an offer of enrolment or Conditional Offer of Enrolment, the parents/carers must sign an acceptance of the offer on the form provided.

If an offer of enrolment is made and accepted, not less than four weeks notice must be given if the Parent/carer(s) decide not to proceed with the enrolment to give the School time to fill that position. If the required notice is not given, one term's fees will be charged.

The School is to be informed of any change of address or contact details after an offer (or conditional offer) of enrolment is made.

Kindergarten Enrolments

Once enrolment applications have been received, the College will arrange interviews individually for each student. During the interview, teachers conduct a simple assessment with the student to determine social, literacy and numeracy development.

When the School makes an offer of Enrolment, enrolment is confirmed, and parents/guardians will be notified in writing.

Entry to Year 7 and Other Years

- During Term 2, Year 6 students are asked to indicate and confirm their continuation into Secondary education. The final number continuing will indicate the given number of students that can be accepted and available for external enrolments.
- All Year 6 students will undertake English and Maths testing to determine class levels.
- Those deemed to be 'at risk' in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any of its students.
- Students of Years 6 and their parents/guardians are requested to attend an interview prior to confirming continuation in Year 7 and 11.
- Applications for enrolment other than Year 7 will be determined by factors such as existing vacancies, and an assessment of enrolment criteria outlined in Item 2.
-

6. STUDENTS WITH A DISABILITY

At the interview stage of the enrolment process, a student may be identified as having a disability or require special services or facilities. The following procedures will be implemented:

1. Collaborative Planning Process – Gathering Information

At the interview the School may request further information about the student's needs to identify what types of adjustments would be required to support the student. Relevant information to assist in identifying any adjustments may include:

- Previous School or pre-school reports
- Psychologist reports
- Speech pathologist reports
- Occupational and physiotherapy reports
- Medical specialist reports
- Vision and hearing reports

The College will seek permission from the parents to obtain information from the relevant organisations or practitioners.

There may need to be a series of interviews over a period of time to ensure the College has all the information from medical and other support providers to ensure all the needs of the student are discussed and considered.

2. Identify Needs

The information obtained will be collated to make an assessment of the student's needs. The College will consult with the parents/carers (and the students health professionals, where appropriate) about possible adjustments. This will involve consideration of:

- Physical access
- Curriculum access
- Personal care
- Healthcare management
- Communication
- Specific training strategies

3. Enrolment Decision

The executive principal will make a preliminary assessment with regard to the school's capacity to make reasonable adjustments to meet the individual needs of the student. If reasonable adjustments are necessary to enable a Student to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship.

In determining whether an unjustifiable hardship would be imposed on the College, the Executive Principal will take into account the relevant circumstances of the case, including:

- i. the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the Student and the family of the Student). This includes (without limitation):
 - costs resulting from the Student's participation in the learning environment, including any adverse impact on learning and social outcomes for the Student, other students and teachers;
 - benefits deriving from the Student's participation in the learning environment, including positive learning and social outcomes for the Student, other students and teachers;
 - the effect of the Disability of the Student;
- ii. the College's financial circumstances and the estimated amount of expenditure required to be made by the Community - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- iii. the impact of the adjustments on the College's capacity to provide education of high quality to all students while remaining financially viable;
- iv. the availability of financial and other assistance to the College (such as financial incentives, subsidies or grants available to the College as a result of the Student's participation); and
- v. the nature of the Student's Disability, their preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Executive Principal will discuss with the Student and the Applicant (as appropriate) any concerns the College may have regarding any proposed adjustment that would cause unjustifiable hardship to the College. If the Executive Principal is satisfied that the College has sufficiently consulted with the Student and the Applicant (as appropriate), and the adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the Student a position or may defer the offer.

If an offer of enrolment is made an individualised plan will be created that details the reasonable adjustments that will be made by the College. This will be communicated to the parent and student. If the student's needs or circumstances change, the College will go through the process again of consulting and consider reasonable adjustments.

7. THE ENROLMENT CONTRACT

Both the Enrolment Application and Agreement and the Enrolment Policy are liable to alteration at the discretion of the College Executive Principal, at any time without notice.

8. WITHDRAWAL OF A STUDENT FROM THE COLLEGE


Parents/Guardians wishing to withdraw their child's enrolment at the College must consult with the Enrolment Officer.

The following documentation is required to be submitted:

- Advice of Withdrawal of Enrolment
- Evidence of New Destination (i.e. acceptance letter from the new school or employer)

The College requires four (4) weeks written notice of withdrawal of a student from the College as well as the intended destination of the student. All unpaid debts that have been utilised must be settled before the College will approve a withdrawal request. In default of such notice, the College will charge a full term's fee for that student's place that is no longer required. Refund is limited to the unutilised fees that have been paid for.

In the event that it is necessary for the College to employ the services of a debt agency to recover any overdue accounts, you will be responsible for all charges levied by them in recovering the debt together with any costs incurred in respect of legal action taken by us or on our behalf.

| | |
|----------------------|---|
| Policy | Enrolment Policy |
| Last reviewed | March 2024 |
| Next review | Term 1, 2025 |
| Authorised |  |



Saint Maroun's College

194 Wardell Road, Marrickville, 2204

Ph: 9559 2434

Web Address: www.stmarouns.nsw.edu.au

Email Address: info@stmarouns.nsw.edu.au

Photo of
Student to
be provided

(please attach
here)

Enrolment Application and Agreement

Please indicate in a few words why you are seeking enrolment for your child at Saint Maroun's College:

| |
|--|
| |
| |
| |
| |

| Student Name | Office Use Only | |
|--------------|--------------------|--|
| | Class: | |
| | Student Code: | |
| | Family Code: | |
| | Commencement Date: | |

| Student Details | |
|--|--|
| First Name: | Commencement Year/Date: |
| Middle Name: | 1 st Australian School Year (eg: 2011): |
| Surname: | Previous School: |
| Preferred Name: | Year Level: |
| Sex: (please tick one) <input type="checkbox"/> Male <input type="checkbox"/> Female | Religion: |
| Country of Birth: <input type="checkbox"/> Australia | Nationality: |
| Other Country: | |
| Date of Birth: / / | |
| Enrolment Class (eg: Year 3): | |

| Family Mailing Details | |
|---------------------------------|--------------------|
| Family Surname: | |
| Mail to: (eg Mr & Mrs Smith) | |
| Address: | Suburb: |
| Postcode: | Home Phone Number: |
| Current Parish: | |

Nationality/Residential Status
(original documents must be sighted and copies to be retained by the College)

- Australian Citizen (Naturalisation Certificate or Australian Passport if Country of Birth is not Australia)
- Permanent Resident (Passport if Country of Birth is not Australia)
- Temporary Resident (Passport and Visa)
- Foreign National without Residential Status (Passport and Visa)
- Other/Visitor/Student (Passport and Visa)

Indigenous Identifier

Is the Student of Aboriginal or Torres Strait Islander Origin?
 (For persons of both Aboriginal and Torres Strait Islander origin, tick both 'Yes' responses.)

- No
- Yes, Aboriginal
- Yes, Torres Strait Islander

Main Languages Spoken

Does the student or their parent1/guardian1/carer1/ or their parent2/guardian2/carer2 speak a language other than English at home?
 (If more than one language, indicate the one that is spoken most often)

| | Student | Mother Guardian 1 Carer 1 | Father Guardian 2 Carer 2 |
|------------------------------|--------------------------|--|--|
| No, English Only | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Arabic (incl. Lebanese) | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| Yes, Other – Please specify | | | |

Office Use Only:

| | |
|--|--|
| Residential Status: <input type="checkbox"/> Permanent <input type="checkbox"/> Non-Permanent <input type="checkbox"/> Refugee | |
| <input type="checkbox"/> O/S <input type="checkbox"/> BRVS <input type="checkbox"/> RSVS <input type="checkbox"/> ETV <input type="checkbox"/> LBOTE <input type="checkbox"/> ESLASSIST <input type="checkbox"/> NA/CIEC <input type="checkbox"/> CSS <input type="checkbox"/> SSCL <input type="checkbox"/> OHS | |
| Arrival Date in Australia: | Visa Sub Class: |
| Passport Number: | Visa Number: |
| OSHC Membership Number: Expiry: | Visa Expiry Date: |
| Confirmation of Enrolment-Course Code: | Course Description: |
| Confirmation of Enrolment Number: | Course Start: Course End: |

Parent / Guardian / Carer Contact Details

| Details | Mother /Guardian/Carer Residing at the Same Address | Father /Guardian /Carer Residing at the Same Address |
|--|--|--|
| Title | | |
| First Name | | |
| Middle Name | | |
| Surname | | |
| Relationship | | |
| Date of Birth | | |
| Address: Street | | |
| Suburb & Post Code | | |
| Residential Guardian | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Home Phone Number | | |
| Work Phone Number | | |
| Fax | | |
| Mobile | | |
| Email Address | | |
| Occupation | | |
| Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for ‘List of Parental occupations’) | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12 months | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Not in paid work in last 12months |
| Highest Year of School Education which is recognised in Australia | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below |
| Level of Highest Qualification which is recognised in Australia | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification | <input type="checkbox"/> Bachelor degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification |
| Country of Birth | | |
| City/Town | | |
| Nationality | | |
| Religion | | |
| Primary Contact for fees & correspondence (choose 1) | <input type="checkbox"/> | <input type="checkbox"/> |
| Signature | | |

Contact Details of Other Persons

| Details | Non-Residential parent (if applicable) | Emergency Contact |
|---|---|---|
| | Please only complete if there is a Parent who does not reside at the Student's Home Address | Please nominate a person other than a parent who may be contacted in the event of an emergency, if parents cannot be contacted |
| Title | | |
| First Name | | |
| Surname | | |
| Address – Street | | |
| Suburb & Post Code | | |
| Home Phone No | | |
| Business Phone No | | |
| Mobile Phone No | | |
| Email Address | | N/A |
| Relationship to Student | | |
| Employer | | N/A |
| Occupation | | N/A |
| Occupational Group Please list occupation currently employed in Australia. (please refer to Back Page for 'List of Parental occupations') | <input type="checkbox"/> Group 1 <input type="checkbox"/> Group 2 <input type="checkbox"/> Group 3 <input type="checkbox"/> Group 4 <input type="checkbox"/> Group 8, not in paid work in more than 12 months | N/A |
| Highest Year of School Education which is recognised in Australia | <input type="checkbox"/> Year 12 or equivalent <input type="checkbox"/> Year 11 or equivalent <input type="checkbox"/> Year 10 or equivalent <input type="checkbox"/> Year 9 or equivalent or below | N/A |
| Level of Highest Qualification which is recognised in Australia | <input type="checkbox"/> Bachelor Degree or above <input type="checkbox"/> Advanced Diploma/Diploma <input type="checkbox"/> Certificate 1-IV (Trade Cert) <input type="checkbox"/> No non-School qualification | N/A |
| Do you speak a language other than English at home? | <input type="checkbox"/> Yes <input type="checkbox"/> No If yes please specify: 1. | N/A |
| Country of Birth | | N/A |
| Nationality | | N/A |
| Religion | | N/A |
| Signature | | N/A |
| Are there any Family Court Orders/Parenting Plans that have been issued in relation to the enrolling Student? <input type="checkbox"/> Yes <input type="checkbox"/> No | If yes please provide a brief description (supporting documentation must be provided): | |

Student Details

- This information is required to enable the College to assess and manage any risk of harm to the student, their peers and the staff.
- If there are any changes to these issues during the child's enrolment at the College, the administration must be promptly notified to enable the College to assess its ability to provide adequate services for these needs.
- **Where a student has special needs or a disability, it is important that parents/carers provide accurate and up to date information to the school**
- **For the school and parents/carers to work collaboratively to ensure positive outcomes for the student.**
- **Failure to accurately complete all sections of the Application and provide all relevant information may result in the school's inability to accommodate your child's needs and may affect your child's continued enrolment.**

Please sign to acknowledge:

Signed: _____ Father/Carer Signed: _____ Mother/Carer

Special Circumstances

Are there any family circumstances about the student seeking to be enrolled that the school should know prior to enrolment? (e.g. living apart from parental supervision, subject of a court order, State arranged out of home care)

Yes No

If yes, provide a brief description of the circumstances:

Relevant Previous History

St Maroun's College has a responsibility to assess and manage any risk of harm to its staff and students. To your knowledge, is there anything in the student's history or circumstances (including medical history) which might present risk of any type to the student, other students, or staff at this school?

Yes No

If yes, provide a brief description of the circumstances:

Please provide contact details of health professionals or other relevant bodies that have knowledge of these issues.

Does the student have any past history of violent behaviour?

Does the student have any past history of violent behaviour?

- Yes No

If yes, provide details:

Did this involve being suspended or expelled from any previous school?

- Yes No

If yes, was this for (Please tick):

- Actual violence to any person
 Illegal drugs?
 Possession of weapon or any item used to cause harm or injury?
 Threats of violence or intimidation of staff, students, or others at the school?

Are you aware of any other incidents of the kind listed above that have involved the student outside of the school setting?

- Yes No

If yes, provide a brief outline of these matters:

Special Needs or Disability

Does your child have a known or suspected special need or disability eg. Intellectual, physical, mental health, hearing or vision, social or emotional, communication (speech and language)?

- Yes No

Please provide details:

Are there external supports/services involved with your child eg. Psychologist, physiotherapist, occupational therapist, speech pathologist?

- Yes No

Please provide details:

Please attach any recent reports from relevant health professionals e.g. Pediatrician, psychologist, speech pathologist and occupational therapist.

Are there any mental health issues?

Yes No

Please provide details? _____

Are there any issues that need to be addressed by the school with regards to mobility and access?

Does your child require any assistance to enhance communication, e.g. hearing aids, acoustic considerations, glasses, vision aids, scribes, tutors?

Medical Details

Doctor's Name:

Phone Number:

Student's Medicare Number:

Date of Last Tetanus Injection/Booster

Allergies/ Medical Alert

Please specify any allergies/ medical issues relating to the student applying for enrolment
(e.g. allergies, epilepsy, asthma, diabetes)

Please attach a Health Care Plan or Other Reports/Plans

Immunisations

Has the Immunisation Certificate been submitted?

Yes

No

I/We give permission for the School Authorities to authorise any medical step which may become necessary as a result of any accident occurring at the school or at functions/excursions organised by the school if I cannot be contacted before any such treatment is deemed necessary by proper medical authorities. I/We will also provide written consent to the College on request to contact health professionals or other relevant agencies.

Yes

No

Parent/Guardian/Carers Signature: _____

IMMUNISATIONS

Please indicate in the appropriate box if your child has had their Immunisation injections:

| Immunisation | Yes/No | Date | Immunisation | Yes/No | Date |
|---|--------|------|---------------|--------|------|
| Polio | | | Rubella | | |
| Measles/Mumos/Rubella | | | Meningococcal | | |
| Diphtheria/Tetnus/Whooping Cough | | | Hepatitis B | | |
| Human Papillomavirus (HPV 12 to 18 years) | | | Chickenpox | | |
| Tetanus | | | | | |

Student Pre-School Education

In the year before school, has the child been in non-parental care on a regular basis and/or attended any other educational programs? Yes No

If Yes, indicate all that apply.

- Preschool If Yes, please enter postcode if known
- Long Day Care Family Day Care Day Care (with a preschool program)
- Grandparent Other relative Other person (includes nanny, friend or neighbour)

Please indicate the amount of formal care (long day care, preschool) each week prior to enrolling at school

Attendance per week: _____ Number of full days: _____ Number of half days: _____ Age Commenced: _____

Please provide the name of the Pre-School:

Phone Number: _____ Teacher's Name: _____

Did your child need/receive special help there? Yes No

Was there a support plan in place? Yes No

If yes please attach.

Student Primary and Secondary School Education (all enrolments)

Please provide details (names and locality) of last three schools attended (where applicable):

Did your child need/receive special help there?

If "yes", what was provided for your child at his/her previous school.....

- Yes No Alternative teaching and learning strategies
- Yes No A reader or scribe
- Yes No Modifications to equipment, furniture, learning spaces
- Yes No Access to technology

- Yes No Personal carer support/teacher's aide
 Please provide a copy of any previous personalised plan/Individual plan or other.

Please list below all children in the family attending Saint Maroun's College and those who do not attend or are still at home.

| Birth Order | Child's Full Name | School year | Date of Birth |
|--------------------|--------------------------|--------------------|----------------------|
| Child 1 | | | |
| Child 2 | | | |
| Child 3 | | | |
| Child 4 | | | |
| Child 5 | | | |
| Child 6 | | | |
| Child 7 | | | |
| Child 8 | | | |

Parish/Sacramental Details

| Sacrament | Date Received | Parish Received | Copy of Certificate supplied Y/N |
|------------------|----------------------|------------------------|---|
| Baptism | | | |
| Reconciliation | | | |
| Eucharist | | | |
| Confirmation | | | |

Note on Senior Students Driving to School

Year 11 and Year 12 students are not permitted to drive to and from College. In rare circumstances where it causes hardship, approval from the Principal will be required, if approved, parking would have to be at least 700 meters from the College.

ENROLMENT AGREEMENT CONDITIONS

1. Acceptance of Offer of Enrolment

- 1.1 An offer of enrolment must be accepted by both Parent/carer(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by a non-refundable fee of \$250 (\$150 for Maronite Sisters of the Holy Family Preschools).

2. Conditional Enrolment

- 2.1 All enrolments are at the discretion of the School and conditional upon the School being satisfied in its reasonable discretion that the Student's needs can be met by the School. The School may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the Student's needs cannot be met.
- 2.2 The School may require Parent/carer(s) to provide reports and assessments necessary to determine the particular needs of the Student.
- 2.3 St Maroun's College may seek to gain access to relevant information about the student to facilitate enrolment from previous schools, pre-schools or other professional agencies.
- 2.4 Competence in English is a pre requisite for enrolment. If the School considers that the English language capabilities of the Student are not sufficient it may require the Student to undergo an intensive English language course. If the required language level is not reached the School may decide that the enrolment should be cancelled.

3. Progress of Student

- 3.1 The principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside of the College precincts.
- 3.2 If the School considers that the progress of a Student is unsatisfactory and that it can no longer meet the Student's needs it may cancel the enrolment of the Student by giving not less than one term's notice.

4. Fees and Charges

- 4.1 The School Board determines the fees and charges that will be payable from time to time which are set out in a Schedule of Fees. The fees are revised regularly and may be amended each year.
- 4.2 Fees and charges are also levied for (boarding), co-curricular activities, elective subjects, excursions, sport and camps.
- 4.3 The School may also incur expenditure for the Student's needs on behalf of the parent/carer(s) as it reasonably considers necessary, which may be added to the parent/carer(s)'s school account.
- 4.4 All medical expenses incurred on behalf of a Student must be reimbursed by the parent/carer(s).
- 4.5 All Fees and Charges must be paid on or before the due date set out in the fees notice.
- 4.6 While an invoice for fees and charges remains outstanding, the School may determine that the student will not be permitted to participate in any discretionary activity offered by the School (such as, sport, excursions, camps and local, interstate or overseas trips).
- 4.7 If Fees and Charges are not paid within 60 days of the due date the enrolment of the student may be suspended unless the School agrees in writing to accept other arrangements. Failure to abide by any other agreed arrangements may result in the enrolment of the Student being cancelled without further notice.
- 4.8 Fees will not be remitted in whole or part if the Student is absent due to illness, leave or suspension.

5. Withdrawal of Students

- 5.1 Where students leave to enrol at another school, the NSW Education Standards Authority (NESA) requires that parent/carer(s) advise the School in writing of the name of the school the Student will be attending and the grade the Student will be entering at the new school.
- 5.2 If parent/carer(s) wish to withdraw a Student from the School, notice given must be not less than four weeks notice to expire at the end of a term.

- 5.3 If the required notice of withdrawal of a Student is not given, the parent/carer(s) must pay a School term's fees.

6. Obligations of Students

Students are required to have high standards of behaviour and:

- 6.1 abide by the School Rules and Codes of Conduct as they apply from time-to-time
- 6.2 behave courteously and considerately to each other and to staff at all times
- 6.3 not do anything which may bring the School into disrepute, including in print and electronic media
- 6.4 support the goals and values of the School
- 6.5 attend and, if required, participate in assemblies, the School sports program, important school events such as Speech Day or other events determined by the Principal, and camps and excursions that are an integral part of the School curriculum
- 6.6 wear the School uniform as prescribed including when travelling to and from school and follow conventional standards of appearance while at school in accordance with the School's guidelines and the expectation of the School community
- 6.7 attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.

7. Obligations of Parent/Carer(s)

The parent/carer(s):

- 7.1 must accept and abide by the requirements and directions of the School Board and the Principal relating to the Student or students generally and not interfere in any way with conduct, management and administration of the School,
- 7.2 are required to support the goals, values and activities of the School, and
- 7.3 on a regular basis read the School correspondence including, weekly newsletter, emails and School Apps.

The Parent/carer(s) must promptly advise the School:

- 7.4 in writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application Form. Offers of enrolment may be cancelled if the School loses contact with the parent or mail is returned
- 7.5 if the Student is absent from the School due to ill health or other reason
- 7.6 in writing of any orders or arrangements that affect the Student concerning custody or access, any change to them or any other orders or any other arrangements which were relevant to the Student's education and welfare and provide copies of any orders to the School.

The Parent/carer(s) also:

- 7.7 must ensure the Student has each item of officially required uniform, clean and in good repair, and all other requirements such as textbooks and stationery,
- 7.8 should communicate with students, parent/carer(s), visitors and staff members in a courteous manner, and follow the communication guidelines laid down by the School from time-to-time and observe the Parent Code of Conduct,
- 7.9 should use their reasonable endeavours to attend parent-teacher interviews and parent forums and participate in courses offered by the School which are relevant to the Student's education
- 7.10 Must not use social media to denigrate the School, staff, students or other members of the School community
- 7.11 Parents/Guardians will be provided with a Parental Code of Conduct upon acceptance. Parents/Guardians must abide by the Code of Conduct at all times.

8. Health and Safety

- 8.1 Parent/carer(s) must advise the School immediately if they become aware of any special needs that the Student may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs

- 8.2 Parents must complete the required health details on the enrolment application and provide updates if circumstances change or as required by the School from time to time.
- 8.3 If the Student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/carer(s) are not readily available to authorise such treatment, the Principal or, in the Principal's absence, a senior staff member of the School, may give the necessary authority for such treatment. The parent/carer(s) indemnify the School, its employees and agents in respect of all costs and expenses arising directly or indirectly out of such treatment, except to the extent that such costs or expenses arise as a result of the reckless or negligent conduct of the School, its agents or employees.
- 8.4 Parent/carer(s) must observe School security procedures for the protection of students.
- 8.5 Students are responsible for their personal belongings and the School does not accept any responsibility for the loss of th belongings
- 8.6 The Principal or the Principal's nominee may search the Student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

9. Programs and Activities

- 9.1 The School determines the educational and other programs and activities conducted at the School from time to time in its reasonable discretion.
- 9.2 The School may change its programs and activities and the content of these programs and activities without notice where reasonably necessary or desirable to do so.
- 9.3 The Student will be required to participate in all compulsory activities including excursions, camps and outdoor education unless the Principal agrees otherwise. Charges may be levied for these activities and will be payable unless the Student is unable to attend due to ill health or other reason where it is impossible for the Student to attend.

10. Reports and Notices

The School will generally send academic reports and notices to the parent/carer portal or via email to the email addresses notified by the Parents. Where Parent do not live together, reports and notices will be sent to both Parents at the email address notified by them, and to their individual portal account unless:

- 10.1 there is an Order of the Court providing reports and notices to be sent to one Parent,
- 10.2 there is an agreement between the Parents that the reports and notices will be sent to one Parent, or
- 10.3 the School in its reasonable discretion considers that it is in the best interests of the Student that reports and notices should only be sent to one Parent.

11. Leave

- 11.1 Parent/carer(s) must seek approval for extended leave from the principal, if the leave exceeds 9 days.
- 11.2 If the Parent/carer(s) wish to seek leave for the Student not to attend any School academic or co-curricular program or activity during a term, they must apply to the year welfare coordinator. Leave will usually only be granted in most extreme circumstances.

12. Suspension & Termination of Enrolment

- 12.1 The School may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which may include, but are not limited to:
 - a serious breach of the School's rules or Code of Conduct
 - where a parent has breached these enrolment conditions or the parent code of conduct
 - conduct prejudicial to the reputation of the School or the learning and well-being of its students or staff, and;
 - where the Principal believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/carer(s) has broken down to the extent that it adversely impacts on that relationship
- 12.2 The School will only exercise its powers under this clause to expel a student if it has provided the

Student and their parent/guardian(s) with details of the conduct which may result in a decision to expel the Student and provided them with a reasonable opportunity to respond and where there has been procedural fairness.

- 12.3 The School may terminate the enrolment of the Student without notice if, either before or after the commencement of enrolment, the School finds the relevant particulars of the special needs of the Student have not been provided to the School or the particulars provided are materially incorrect or misleading.

13. Court Orders

- 13.1 The Parents must provide accurate information to the School about any arrangement between Parents or Court Orders in relation to the Student at the time for applying for enrolment. The Parents must immediately notify the School of any new arrangements or changes to any previously communicated arrangements.
- 13.2 The Parents must immediately notify the School of any new Court Orders or changes to any previously communicated Court Orders.

14. Privacy

The parent/guardian(s) acknowledge that they have read the School’s privacy policy.

15. Other

Acceptance of enrolment is also consent to photographs, videos and/or work samples of the student to be placed in the College’s records, displayed from time to time around the College, and published in College publications, on its website and in other marketing and promotional material.

16. Year 6 students continuing into Secondary

All year 6 enrolments require an interview to continue into Year 7, which will take into consideration their performance and behaviour in Primary years.

17. Amendment of Terms and Conditions

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term’s notice to the Parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

18. Definitions

In the terms and conditions:

Parent(s) means the parent/guardian(s) who entered into the contract of enrolment with the School.

School means St Maroun’s College.

Student means the student who is named in the contract of enrolment.

Each of us agrees that our obligations to the College, as set out above, are joint and several. I/we have read all of the information in the Enrolment Package and understand the policies that we will need to abide by should this enrolment application be successful. I/we understand that if any misleading information has been provided, or any omission of significant, relevant information made in this application for enrolment, acceptance will not be granted, or if discovered after acceptance the enrolment may be withdrawn.

SIGNED: _____ (Father/Carer)
and/or

SIGNED: _____ (Mother/Carer)

DATE: _____

Office Use Only:

Enrolment Accepted: Yes No Enrolment Fee: \$_____ Date _____

Paid: _____

Interviewer: _____ Risk Assessment Noted:

Yes No

Comment:

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LIST OF PARENTAL OCCUPATION GROUPS

Group 1: Senior management in large business organisation, government administration and defence, and qualified professionals

- **Senior executive/manager/department head in industry, commerce, media or other large organisation**
- **Public service manager** (section head or above), regional director, health/education/police/fire services administrator
- **Other administrator** (school principal, faculty head/dean, library/museum/gallery director, research facility director)
- **Defence forces** Commissioned Officer
- **Professionals** generally have degree or higher qualifications and experience in applying this knowledge to design, develop or operate complex systems; identify, treat and advise on problems; and teach others.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** professional
- **Business** (management consultant, business analyst, accountant, auditor, policy analyst, actuary, valuer)
- **Air/sea transport** (aircraft/ship's captain/officer/pilot, flight officer, flying instructor, air traffic controller)

Group 2: Other business managers, arts/media/sportspersons and associate professionals

- **Owner/manager** of farm, construction, import/export, wholesale, manufacturing, transport, real estate business
- **Specialist manager** (finance/engineering/production/personnel/industrial relations/sales/marketing)
- **Financial services manager** (bank branch manager, finance/investment/insurance broker, credit/loans officer)
- **Retail sales/services manager** (shop, petrol station, restaurant, club, hotel/motel, cinema, theatre, agency)
- **Arts/media/sports** (musician, actor, dancer, painter, potter, sculptor, journalist, author, media presenter, photographer, designer, illustrator, proof-reader, sportsman/woman, coach, trainer, sports official)
- **Associate professionals** generally have diploma/technical qualifications and support managers and professionals.
- **Health, Education, Law, Social Welfare, Engineering, Science, Computing** technician/associate professional
- **Business/administration** (recruitment/employment/industrial relations/training officer, marketing/advertising specialist, market research analyst, technical sales representative, retail buyer, office/project manager)
- **Defence Forces** senior Non-Commissioned Officer (NCO)

Group 3: Tradespeople, clerks and skilled office, sales and service staff

- **Tradespeople** generally have completed a 4-year trade certificate, usually by apprenticeship. All tradespeople are included in this group.
- **Clerks** (bookkeeper, bank/PO clerk, statistical/actuarial clerk, accounting/claims/audit clerk, payroll clerk, recording/registry/filing clerk, betting clerk, stores/inventory clerk, purchasing/order clerk, freight/ transport/shipping clerk, bond clerk, customs agent, customer services clerk, admissions clerk)
- **Skilled office, sales and service staff:**
 - ✓ **Office** (secretary, personal assistant, desktop publishing operator, switchboard operator)
 - ✓ **Sales** (company sales representative, auctioneer, insurance agent/assessor/loss adjuster, market researcher)
 - ✓ **Service** (aged/disabled/refuge/child-care worker, nanny, meter reader, parking inspector, postal worker, courier, travel agent, tour guide, flight attendant, fitness instructor, casino dealer/supervisor)

Group 4: Machine operators, hospitality staff, assistants, labourers and related workers

- **Drivers, mobile plant, production/processing machinery and other machinery operators.**
- **Hospitality staff** (hotel service supervisor, receptionist, waiter, bar attendant, kitchen-hand, porter, housekeeper)
- **Office assistants, sales assistants and other assistants:**
- ✓ **Office** (typist, word processing/data entry/business machine operator, receptionist, office assistant)
- ✓ **Sales** (sales assistant, motor vehicle/caravan/parts salesperson, checkout operator, cashier, bus/train conductor, ticket seller, service station attendant, car rental desk staff, street vendor, telemarketer, shelf stacker)
- ✓ **Assistant/aide** (trades assistant, school/teacher's aide, dental assistant, veterinary nurse, nursing assistant, museum/gallery attendant, usher, home helper, salon assistant, animal attendant)
- **Labourers and related workers**
- **Defence Forces** ranks below senior NCO not included above
- **Agriculture, horticulture, forestry, fishing, mining worker** (farm overseer, shearer, wool/hide classer, farm hand, horse trainer, nurseryman, greenkeeper, gardener, tree surgeon, forestry/logging worker, miner, seafarer/fishing hand)
- **Other worker** (labourer, factory hand, storeman, guard, cleaner, caretaker, laundry worker, trolley collector, car park attendant, crossing supervisor)

Group 8: If the person has not been in paid work in the last 12 months.