



ST AUGUSTINE'S COLLEGE - SYDNEY

A Catholic Congregational school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

DOMESTIC STUDENT ENROLMENT POLICY and PROCEDURES

Policy Status	CURRENT
Policy Classification	Board Developed
Policy Established	2010
Policy Last Reviewed	2017
Policy Responsibility	College Board Policy Committee / Principal's Executive Office

CONTEXT

St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of Truth, Love and Community.

The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.

Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.

KEY PRINCIPLES

The following key principles underpin enrolment at St Augustine's College – Sydney:

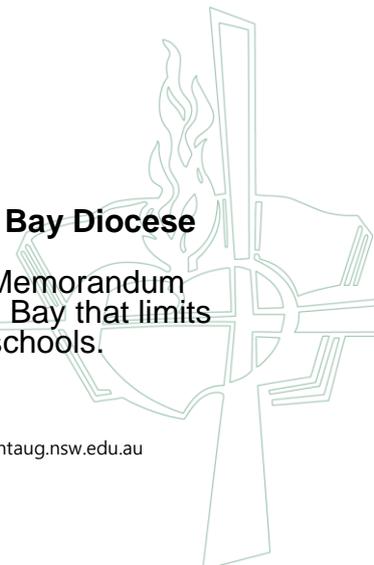
- i. A process that enables the integrity of each enrolment to be judged on its own merits, in accordance with the priority criteria outlined in this policy
- ii. A willingness for parents to accept and support:
 - a. The mission, identity and values of the College and the Catholic Augustinian principles in which it is grounded
 - b. Partnered responsibility for the formation and development of their son
 - c. The conditions of enrolment and supporting policies which govern the educational programme
 - d. The position of the College in relation to co-curricular participation
 - e. The position of the College in relation to the adherence of policies in relation to the provision of a safe and supportive environment.

CRITERIA FOR ENROLMENT

Year 5 Enrolment

Memorandum of Understanding between the College and the Broken Bay Diocese

It is important that all prospective families understand there is currently a Memorandum of Understanding in place between the College and the Diocese of Broken Bay that limits the Year 5 intake to 50 students from the local Catholic systemic primary schools. Additional places will be offered at the discretion of the Principal.



Offers of enrolment are prioritised, with preferential consideration given to:

Category A

- Baptised Catholic boys from Catholic schools*

Category B

- Baptised Catholic boys from non – Catholic schools*

Category C

- Baptised boys (other than Catholic) from Catholic schools*
- Baptised boys (other than Catholic) from non – Catholic schools*

Category D

- Non - baptised boys from non – Catholic schools*

***Siblings and sons of Old Boys will be given enrolment priority within the category to which they belong.**

Example 1: A sibling who is a Catholic boy from a Catholic school (Category A) is given enrolment priority over a Catholic boy from a Catholic school (Category A).

Example 2: A son of an Old Boy who is a Catholic boy from a non-Catholic school (Category B), would not receive enrolment priority over a Catholic boy from a Catholic school (Category A).

Applicants for Year 5, from local Catholic primary schools, who are unsuccessful in obtaining an offer of a place in Year 5 after interview due to the Memorandum of Understanding with the Broken Bay Diocese will be guaranteed a position in Year 7 unless a parent cancels the application in writing.

A student from a local Catholic school offered a position in Year 5 is given the option to defer acceptance to a Year 7 position.

Year 7 Enrolment

Offers of enrolment are prioritised, with preferential consideration given to:

Category A

- Baptised Catholic boys from Catholic schools*

Category B

- Baptised Catholic boys from non – Catholic schools*

Category C

- Baptised boys (other than Catholic) from Catholic schools*
- Baptised boys (other than Catholic) from non – Catholic schools*

Category D

- Non - baptised boys from non – Catholic schools*

***Siblings and sons of Old Boys will be given enrolment priority within the category to which they belong.**

Example 1: A sibling who is a Catholic boy from a Catholic school (Category A) is given enrolment priority over a Catholic boy from a Catholic school (Category A).



Example 2: A son of an Old Boy who is a Catholic boy from a non-Catholic school (Category B), would not receive enrolment priority over a Catholic boy from a Catholic school (Category A).

Enrolment for other than Years 5 and 7

Applications for Enrolment will be received by the College Registrar at anytime throughout the year. Should a vacancy be available in the required academic year, applicants will be invited for an Enrolment interview to commence the enrolment process.

BASIS OF DISCRETION

The application of this criteria may be varied at the discretion of the Principal.

WAITLISTS

Following first round offers, applicants who are unsuccessful in securing a position for the nominated year of enrolment will be placed on a wait list. Further offers are made as soon as places become available which can be as late as the commencement of the school year.

EQUITY AND ACCESSIBILITY

The Catholic and Augustinian purpose and identity promotes social justice, fairness, equity and accessibility to the student enrolment process. Students who are in need or disadvantaged (including financial hardship) must apply for financial assistance under the College Bursary Programme at the time of application for enrolment. Applications are means-tested and acceptance by the College is dependent upon the financial capacity of the College to support the bursary programme. In assessing a bursary application, consideration will be given to a child's potential to achieve at the College. Student progress will be monitored and the bursary will be reviewed annually.

RESERVED RIGHTS

The Principal reserves the right not to offer, defer an offer or withdraw an offer of a position at the College at his/her discretion, particularly when full disclosure of a student's educational needs are withheld or parents decline to disclose those needs.

PRIOR TO APPLICATION

Open Day

The College hosts an annual Open Day. The date can be accessed via the College website or by contacting the College directly. All prospective parents are invited to attend to meet the College Principal, Leadership Team, teachers and students to inspect the facilities and resources of the College.



Tours

Small group tours of the College are conducted periodically throughout each term. Please contact the College Registrar to book a tour.

ENROLMENT PROCESS

1. Application for Enrolment

The Application for Enrolment form is to be completed and submitted to the College Registrar, together with supporting documentation within 2 weeks post Open Day, two years prior to the requested year of entry. Once received a letter acknowledging receipt of the application and payment will be forwarded to applicants. An application for enrolment will not be considered as lodged until all supporting documentation is submitted and the payment of the Enrolment Application Fee is made.

Supporting documentation includes:

- Copy of Birth Certificate
- Copy of Baptism and other Sacramental certificates
- Copies of most recent academic reports and all NAPLAN tests
- Reports regarding special educational needs
- Copy of any relevant Family Court Orders (if applicable)
- Completed Faith Commitment Statement
- Completed Reference from Parish Priest
- Any other documents or certificates relevant to support the application

Enrolment Lodgement Fee: \$220.00. This fee is non-refundable and must be paid at time of the application lodgement.

2. Enrolment Interview

An enrolment interview is offered based on the availability of places, enrolment criteria, the information provided on the Application for Enrolment and the supporting documentation provided. The interview establishes congruence between what the parents wish for their son and what the College is able to offer. Interviews will commence in April, approximately 18 months prior to commencement.

Not all families interviewed will receive an offer of a place.

3. Offer of Enrolment

At the conclusion of the enrolment process, offers will be made to successful applicants. To confirm acceptance of a position, applicants must forward a signed Confirmation of Enrolment Form, the following signed policies and payment of the Confirmation of Enrolment Fee to the College Registrar.

- Signed Confirmation of Enrolment
- Signed Conditions of Enrolment
- Signed Sport and Co-curricular Policy
- Signed Privacy Policy

Confirmation of Enrolment Fee Payable

Families new to the College: \$1800.00
Siblings of current students: \$1200.00



The Confirmation of Enrolment Fee confirms and secures enrolment at the College, is non-refundable, and is not a deposit against any future fees.

Offers of a position must be accepted within 14 days of the offer being made.

4. New Parents Information Evening

Parents are invited to attend a New Parents Information Evening in Term 3 in the year prior to commencement. A comprehensive information package will be issued at this meeting, including paperwork to be completed and returned during Term 4. The information will assist in the transition of their son into the College.

5. New Students Assessment

Students who have accepted enrolment for Years 5 and 7 will be required to attend a New Student Assessment during Term 4 of the year prior to commencement. Students who have accepted enrolment for Year 5, will complete their assessment on the morning of their Orientation Day. The purpose of the New Student Assessment is to obtain data on student performance, which is considered in conjunction with students' school reports and NAPLAN results, to ensure students are placed in the most appropriate classes.

6. Year 5 and 7 Orientation Days – Term 4

Students who have accepted enrolment for Years 5 and 7 will be required to attend an Orientation Day during Term 4 of the year prior to commencement. The purpose of the Orientation Day is to welcome students to the College and to facilitate a smooth transition on their first day of school. At the Orientation Day, students are introduced to key staff, participate in enjoyable activities and meet other students in a comfortable environment.

APPEALS

Appeals for enrolment may be made to the Principal, however, due to the demand for places, the College may be unable to offer a position.

POLICY REVIEW

This policy will be reviewed as required by the Principal's Executive Office.

