



ENROLMENT POLICY

Monte Sant' Angelo Mercy College is an independent Catholic School for Girls Years 7 to 12, in the tradition of Sisters of Mercy, North Sydney. The College Mission Statement asserts:

- We provide girls with a quality education rich in diversity of opportunity;
- Students are encouraged to realise their potential within a strong, nurturing community based on Mercy values;
- We prepare students for life by challenging them both academically and spiritually;
- We motivate students to make a positive contribution to their world.

POLICY

This policy has been developed in order to provide guidelines for the enrolment of students to ensure that all enrolment applications are dealt with justly and consistently.

The College receives applications for enrolment in two categories:

- To commence at the beginning of Year 7;
- To join the relevant cohort at any time after the beginning of Year 7.

The College seeks to enrol girls:

- Whose families have similar attitudes, values and priorities as the College;
- Who will avail themselves of the academic opportunities;
- Who will participate in the co-curricular life of the College;
- Who will abide by the College regulations.

Religious Commitment:

All students in Years 7-12 participate in the Catholic spiritual and liturgical life of the College in the Mercy Tradition. All students study Religious Education. Year 12 Higher School Certificate students study the Board of Studies course, *Studies of Religion*, for their examination, and the IB Diploma Programme students complete the *Catholic Studies* course. The College promotes the knowledge and experience aspects of faith development and an attitude of tolerance and respect for the beliefs held by others. All students undertake Mercy Action and Community Service.

Academic Commitment:

All students in Years 7-10 at the College follow the NSW Board of Studies, Teaching and Educational Standards (BOSTES) curriculum together with the Middle Years framework of the International Baccalaureate. In Years 11 and 12 students elect to undertake either the NSW Higher School Certificate or the IB Diploma Programme. Both programs are available to all students regardless of previous academic attainment.

PRINCIPLES AND PROCEDURES

1. Enrolment

1.1 Conditions for Year 7 Entry Enrolment

For a student to be enrolled at the College or to be placed on a waiting list, the following is required:

- Parents / carers need to complete and return the signed Enrolment Application and pay the non-refundable application fee;
- Parents / carers need to provide a copy of the Catholic Baptism Certificate (if applicable) with the application;
- Parents / carers need to provide a written family reference with the application;

1.2 Enrolment Steps for Year 7 Entry

1.2.1 On receipt of an Enrolment Application, Application Fee and the necessary documentation the College Registrar will respond in writing, with either a:

- Letter of Offer - offering a Year 7 place in the relevant calendar year intake, where vacancy exists and an applicant is Baptised Catholic. Such offers being made according to the chronological order of their receipt by the College Registrar ; or,
- Wait List Placement - advising of placement of the applicant's name on the relevant waiting list according to the enrolment guidelines.

1.2.2 To accept the place offered by the College, parents/carers need to complete and return the signed Acceptance Form and pay the non-refundable Acceptance Fee.

1.2.3 Where an applicant has accepted a Year 7 place, the College will finalise Confirmation of Enrolment in the first school term of the year two years prior to the year of entry.

- For students entering at Year 7, they must have completed the appropriate level of primary education, or its equivalent.

At this time, the College requests the following:

- Receipt of a signed Confirmation of Enrolment Contract that includes a signed statement of account responsibility;
- Payment of the non-refundable Confirmation of Enrolment Fee;
- A copy of relevant student information.

Additionally, sibling's / siblings' Fee Account is to be current without an outstanding balance and a demonstrated capacity to meet the fee obligations is evident.

1.3 Wait List Management Year 7 entry

Applicants placed on the Wait List will remain on the Wait List until the start of the final enrolment process two years prior to the year of entry. It will be at this time that a position may become available. Cancelled confirmed places will be re-offered to applicants on the Wait List in the following order:

1. Daughters of alumni
2. Siblings accepted, enrolled, attending or past students
3. Baptised Catholic girls attending a Catholic primary school
4. Baptised Catholic girls attending a non-Catholic primary school
5. Non-Catholic girls

Within each one of the above categories, enrolment offers are made according to the chronological order of the receipt of the application. Special consideration may be given to daughters of families transferring from interstate or overseas, and from other Mercy or Catholic colleges.

If confirmed places become available due to cancellation, prior to the final enrolment process, a place may be offered to applicants on the Wait List in accordance with the above categories and in chronological order of receipt.

1.4 Pre Admission Requirements Year 7 entry

The College requires the following information to be provided prior to commencement in Year 7:

- Year 5 Naplan Results (or equivalent)
- Year 5 Academic Report (or equivalent)
- Student medical details
- Family details to fulfil Federal and State Government Education Census data requirements

2. Enrolment Steps for Post Year 7 Entry

2.1 Enrolment of students after Year 7 is dependent upon places being available.

2.2 Enrolment for students wishing to join the relevant cohort at any time after the beginning of Year 7 is conducted as follows:

- Parents/carers must complete and return the signed Enrolment Application and pay the non-refundable application fee;
- Parents/carers must complete and return the Post Year 7 Enrolment Data Form;
- Parents/carers must provide a copy of the student's most recent School Report with the Enrolment Application;
- Parents/carers must provide a written family reference with the Enrolment Application;
- The College reserves the right to contact a prospective student's past school to complete a financial and pastoral care check if deemed appropriate;
- The student(s) and parent(s) are required to attend an interview with the Principal or delegate;
- The offer of enrolment to any Post Year 7 Entry is made post-interview on the discretionary authority of the Principal;
- All offers of Post Year 7 enrolment will be confirmed in writing with a formal letter of offer.
- To accept the enrolment offer Parents/carers must complete and return the signed Confirmation of Enrolment Contract that includes a signed statement of account responsibility;
- Payment of the non-refundable Acceptance fee and the non-refundable Confirmation of Enrolment Fee needs to be made before the student(s) commences at the College.

3. Enrolment Information and Procedures

3.1 The College reserves the right to terminate a student's enrolment.

3.1.1 Enrolment may be reviewed at any time if the behaviour or progress of a student is deemed to be unsatisfactory. The College may review any student's enrolment from time to time and may cancel the enrolment if the College, in its absolute discretion, considers that it can no longer appropriately meet the student's needs.

3.1.2 Enrolment will be reviewed at the end of Year 10. Progression from Year 10 to Year 11 should not be considered automatic.

3.2 Fees are charged and payable for Academic Tuition and Co-Curricular Activities.

3.2.1 Tuition fees are determined by the College Board and are subject to rules and variations.

3.2.2 All College fees are payable in accordance with the Due Date for the respective payment method selected.

- 3.2.3 Where a parent owes monies to the College and all fees have not been paid during the year, or if arrangements agreed by the parent and the College have not been honoured by the parent, the daughter(s) cannot be enrolled at the College in the following year, subject to the discretion of the College Principal.
- 3.2.4 The Principal must be given, in writing, a term's prior notice of the withdrawal of a student. A term's fees will be charged in lieu of notice.
- 3.3 The College seeks the financial support of parents via contributions to the College Building Fund and the College Foundation for the on-going provision of resources.
 - 3.3.1 Donations are sought from the parent community in order to fund the continued improvement of College facilities.

4. Exchange Students & Short Term Enrolments

Students wishing to join the College any time up to a year on exchange or for a short term stay are expected to:

- 4.1 Complete a Short-Stay Enrolment Form that provides the College with suitable details should an emergency ensue.
- 4.2 Meet the following requirements;
 - Participate as fully as possible in the life of the College;
 - Obey all school rules;
 - Wear the uniform supplied through the College Shop;
 - Nominate a guardian who will act *in loco parentis* with whom the College has easy contact.
- 4.3 Make a donation to the College at the level set by the College.
- 4.4 The College will not charge tuition fees for the first term of an exchange only. Exchange students enrolled for more than one term will be charged full tuition fees for any subsequent terms.
- 4.5 Exchange students enrolled for more than four weeks will be issued with a College computer device. A fully refundable deposit will be payable by direct deposit prior to the exchange student's commencement.

This deposit will be refunded when the exchange student returns the College device and if the device is in the same condition as it was issued. It is the responsibility of the exchange student's family to provide the bank details to the College Registrar to enable the refund to be transferred.

5. Principal's Discretion

The Principal has discretionary authority in relation to the enrolment of any student at the College.

6. College Statement on Collected Information

Information collected and held during the enrolment process will be treated in accordance with the College Statement on Collected Information.

ENDORSED BY:	COLLEGE BOARD
MANAGEMENT RESPONSIBILITY:	DIRECTOR DEVELOPMENT AND COMMUNITY RELATIONS
DISTRIBUTION:	PARENTS, STUDENTS
EFFECTIVE FROM:	16/06/2016