



NOTRE DAME COLLEGE

ENROLMENT POLICY AND PROCEDURE

1.0 Aims of the Policy

In line with the College's Mission and Values Statement we endeavour to provide a Catholic education for all children of families who live within the designated enrolment area and agree to respect and support the Catholic identity of the College and acknowledge the importance of Religious Education for their children.

2.0 Responsibility for Policy Implementation

The implementation of the College's Enrolment Policy and Procedures is the responsibility of the College Principal.

3.0 Guiding Principals

Notre Dame College;

- strives to be authentically Catholic and faithful to the mission of the Church.
- is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.
- has a particular responsibility to provide access to children baptised in the Catholic faith.
- has a particular responsibility to welcome, accept and support those in most need.
- seeks to include rather than exclude.
- strives to ensure that the enrolment process is a welcoming reflection of the teachings and values of the Church.
- seeks to actively engage families and carers as partners in their child's education process and the life of the College in an atmosphere of co-responsibility and co-accountability.
- strives, as far as possible, to provide facilities for potential enrolments without unduly compromising the viability and vitality of the College.
- respects the traditions of other faiths.

4.0 Policy

4.1 *Baptised Catholic Children*

It is the baptismal right of a Catholic child to be educated within a Catholic school. Therefore, the faith commitment of the parents / guardians will not be used as criteria for enrolling a Catholic student at Notre Dame College.

4.2 *Completion of Primary Schooling in a Catholic Parish School*

It is usual practice that a child who has completed their entire primary education in a Catholic parish primary school to be given continuity of enrolment at the College.

4.3 *Students with Additional Learning Needs*

The Principal reserves the right to seek further advice from the Catholic Education Office Sandhurst if there are concerns about unjustifiable hardship on the school community should a particular child be enrolled. Dual

enrolment with a specialist setting may also be explored where it is likely that this type of enrolment would best suit the needs of a student and their family/carers.

Academic, intellectual or physical capacity and behaviour will not normally be used as part of the enrolment decision-making process. Our College welcomes families/carers who wish to enrol a child with additional learning needs and will do everything possible to accommodate the child's needs.

4.4. Designated Enrolment Area

Notre Dame College serves a designated enrolment area as determined by the Catholic Education Office, Sandhurst Schools Education Board, Canonical Administrators, Board Chairs and Principals.

The normal expectation is that students seeking enrolment at the College will reside within the designated area that the College serves.

Students residing in the Parishes of Shepparton, Shepparton South, Dookie and Nagambie live within the Notre Dame College designated enrolment area.

The following Parishes are classified as open, Mooropna, Tatura, and Rushworth. Students residing in an open Parish that does not have its own Catholic secondary school should attend the nearest Catholic secondary school.

4.5 Conveyancing Allowance

Access to the Conveyancing Allowance for free or subsidised bus travel to and from school is determined by the State Government. The State Government makes their decision based on travel to the nearest Catholic school.

4.6 Enrolment of Students from Outside the Designated Enrolment Area

Students may be accepted for enrolment in Notre Dame College from outside the designated enrolment area, if the Principal of the local Catholic school where the student resides approves this in writing and there are demonstrable circumstances which significantly disadvantage the student and/or family/carer should the enrolment not occur.

These students may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

In cases where enrolment applications exceed the positions available and there is no local Catholic school for the student to attend the College will assist families/carers to find enrolment in another Catholic school where possible.

4.7 Interstate Students

When enrolling students whose previous school was interstate, the College uses the protocols of the Interstate Student Data Transfer Note as it is a mandatory requirement of the Australian Government. (Appendix 6)

4.8 International Students

International students on a Student Visa may only study with an institution and in a course that is registered with the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Notre Dame College is not currently registered with CRICOS.

If, in the future the College makes a decision to register with CRICOS full fee paying overseas students (on a Student Visa) may only be enrolled in the College after the needs of 'local' students who are eligible for enrolment have been met.

4.9 Exchange Students

Notre Dame College welcomes the enrolment of exchange students whose families and host families respect and agree to support the Catholic Identity of the school and acknowledge the importance of Religious Education for the student.

Exchange students may only be enrolled at the College after the needs of 'local' students who are eligible for enrolment have been met.

It is expected that the school fees will be paid in accordance with College policy: where the exchange students' stay at the College is less than the equivalent of one school year (4 terms), school fees will be calculated on a pro rata basis.

Applicants and their host families/exchange organisation are required to attend an enrolment interview prior to a final decision being made in relation to the applicant's enrolment.

4.10 School Fees

Parents/carers are obliged to contribute school fees for the support of the College. However, a family's/carer's capacity to pay all or part of the school's fees will not be a criterion for enrolment. Parents/carers who feel that payment of full fees would cause unnecessary family hardship are invited to contact the Finance Manager to make special financial arrangements. Such arrangements will be kept entirely confidential.

4.11 McAuley Champagnat Programme

The McAuley Champagnat Programme is a special setting educational programme of Notre Dame College, designed to meet the educational needs of disengaged students in the Goulburn Valley Region that are not being met by current education providers.

Enrolment in the McAuley Champagnat Programme is by referral ONLY from either the student's current school or an agency supporting the student. Pastoral discretion is a key part of the enrolment process.

4.12 Enrolment Interviews

It is an expectation that families/carers wishing to enrol their child in any of the programmes of Notre Dame College will be prepared to attend an enrolment interview with their student on request from the College.

4.13 Contact with the Students Current School

Students making application for enrolment to the College can expect that their current school will be contacted. Students will not normally be accepted unless the College has had contact with the student's current school.

4.14 Offer of a Placement at the College

Families/carers who are offered a place in the College for their child will be sent a "Letter of Offer", however the child's enrolment is not confirmed until the parents/carers return to the College, the completed and signed "Letter of Acceptance" and associated fees. The offer of a place at the College will lapse if the "Letter of Acceptance" is not received within fourteen days of the date on the "Letter of Offer". Families/carers will then need to reapply if they wish to pursue an enrolment for their child at the College.

At times the Principal will determine that it is appropriate to decline an enrolment application. Where this is the case the student and parent/carer will be notified of this in writing.

4.15 Annual Update of Enrolment and Medical Information

During term three of each year, parents/carers are required to review and update enrolment and medical information for their child who is enrolled at the College. Parents/carers are also requested to advise us if their child is returning for the following school year.

4.16 Requests for an Enrolment Transfer from a Local School during the School Year

The College does not usually accept enrolment transfers from students enrolled in other local secondary schools during the school year; however, the College will consider an application for enrolment for the following year.

4.17 Waiting Lists

Where enrolment applications to a particular year level or programme exceed the places available the College will establish a waiting list and advise the parents/carers of the students impacted by this. An Enrolment Panel will determine the priority order of the waiting list which would normally be in line with the enrolment criteria as listed below. Pastoral discretion may also be used during this process

4.18 Enrolment Panel

The Enrolment Panel would normally include; the Principal (Chairperson), at least one of the Deputy Principal's and the Canonical Administrator. Other staff such as the Director of McAuley Champagnat Programme or the Director of the Year 9 programme will be seconded to the panel at times. The Enrolment Panel will determine the priority order of any waiting lists and also convene to determine the outcome of any appeals.

4.19 Pastoral Discretion

Pastoral discretion is an important element of decision making with regard to enrolment. Therefore, while bearing in mind the Enrolment Guidelines, the College will exercise some flexibility where pastoral discretion is deemed necessary.

4.20 Enrolment Criteria

Children who live in the designated area that the College serves, who with their parents/carers, respect and agree to support the Catholic mission of the College including the Religious Education programme we offer for their children will be considered for enrolment at the College based on the following criteria;

- 1. Children baptised in the Catholic Faith**
 - a. who have completed all their primary education in a Catholic parish primary school
 - b. who are from other schools
- 2. Siblings of current students of Notre Dame College**
- 3. Children who have completed their entire years of schooling in a Catholic parish primary school**
 - a. who are from other Christian Churches
 - b. who are from other non-Christian Faith traditions
 - c. who are from no faith tradition
- 4. Children who have spent their entire years of schooling at**
 - a. other Christian Schools
 - b. other non-Christian Faith based school
- 5. Children who have been in a Catholic parish primary school for**
 - a. the last two or more years of their schooling
 - b. the last one year of their schooling

6. Children who have attended non Faith based schools and are from

- a. other Christian Faith traditions
- b. non-Christian faith traditions

7. Children of no faith tradition

4.21 Appeal Processes

Appeals against a decision to decline an enrolment at the College are to be made to the Principal of the College **within 14 days of receipt** of the letter to the parent/carer declining enrolment of their student into the College. The parent/carer is required to put the appeal in writing and include the reasons for the Appeal.

The Enrolment Panel (chaired by the Principal) will be convened to consider the appeal and any supporting material provided. The Panel may decide that;

- the original decision is to be maintained or
- the decision is to be reversed or
- a place in the College will be offered to the student.

The Principal will communicate the decision to the parents/carer of the student in writing, together with a statement of reasons within 14 days of receiving the appeal.

If the applicant is not satisfied with the decision of the Enrolment Panel, a further and final appeal may be made to the Director of Catholic Education Sandhurst within 14 days of receiving the notification from the school that the appeal was not successful. This Appeal should be in writing to the Director, with reasons provided for the Appeal. The Director will establish an Enrolment Appeal Panel to investigate the appeal and to offer a recommendation. The membership of the Panel will be decided by the Director but will normally consist of a senior staff member of the Catholic Education Office, the Principal of another school, and a third member with experience relevant to the grounds for the appeal. No member of the Panel will have been involved in the original decision, the first Appeal, or in providing advice to the school during either process.

A senior staff member of the Catholic Education Office will convene and chair the panel. The parent/carer lodging the Appeal and the Principal of the school in question, will each ordinarily be provided with an opportunity to present to the Panel, either in person, via telephone or in writing.

The Appeal Panel will consider all material available and make a recommendation to the Director. The Director will consider the recommendation, and then either accept, reject or modify it.

The decision of the Director will be communicated in writing to the Principal of the school and the appellant. If the decision of The Director is to allow the enrolment to proceed, the process for enrolling the student will commence as soon as possible.

5.0 Procedures

Internal College procedures for handling enrolments are attached in Appendices 1 to 6 and are for school use ONLY.

6.0 Professional Development

Will be provided to the following staff:

- Office Staff
- Heads of House
- Director of Year 9
- Director of the McAuley Champagnat Programme

7.0 Communication

- The above staff will be advised of this policy via appropriate meetings and email.
- Parents/Carers will be advised of the Colleges Enrolment Policy via the College website and in the enrolment pack sent to prospective applicants.

8.0 Associated Policies, Procedures, Agreements, Guidelines, or Legislation

Sandhurst School Education Board Enrolment Policy and Guidelines Nov 2013

9.0 Review Timeline

The policy will be reviewed by the Principal in 2018

10.0 Appendices

Internal College procedures relating to the handling of enrolments can be found in Appendices 1 to 6. These are for internal school use ONLY.

ENROLMENT PROCEDURES
FOR STUDENTS COMMENCING IN YEAR 7 THE FOLLOWING YEAR

All enrolment enquiries are directed to the College Office

Receipt of Application:

On receipt of the Enrolment Application and Medical Forms, office staff are to check:

- All forms are complete
- All relevant documentation is included
- Application fee is included

If complete, please date, initial and record payment.

- Where an application is incomplete:
 - Please return the entire application to the parent/carer detailing what they are required to do.

Record Details:

- Completed Enrolment and Medical Forms should be entered as they are received into the Synergetic Database, under Future.
- The applicant status should be entered as 'A' – application received. This does not mean the College has accepted the application – it is simply a way of keeping track of the number of applications.

Release of Information

- Please fax or email the Release of Information completed by the parent/guardian in the Enrolment Application to the student's current school, this release gives permission for the staff of the current school to provide information pertaining to the student's educational progress and performance to the staff of Notre Dame College.
- Where the student is living interstate please fax/email the Interstate Student Data Transfer Note (Appendix 6) to the students current school

Enrolment Interviews:

- Enrolment interviews will be arranged for students and their families/carers as required. Interviews will be with a member of the Leadership Executive, offers will not be made to interviewed students until all interviews are completed.

Offer of a place:

- Offers of a place at the College will be determined according to the College's Enrolment Policy.
- A Letter of Offer will be sent to successful candidates.

Confirmation of Enrolment:

Confirmation of Enrolment and commencement at the College is subject to:

- The parents/carers returning the completed 'Letter of Acceptance', Confirmation of Enrolment Fee and Notebook Deposit, within fourteen day of the date on the 'Letter of Offer'.

- On return of the 'Letter of Acceptance' and the payment of the deposit and fee, the student will become a confirmed enrolment for the following year. This should be indicated on the Synergetic Database, under Future, by changing the applicant's status from 'A' – application received to 'F' – finalised enrolment.
- **Please Note:** Families/carers who do not return the 'Letter of Acceptance' nor pay the deposit and fee within these fourteen day will be advised via a letter that the offer of a position has lapsed and they will need to reapply if they wish to pursue an enrolment for their child in the College.
- Letter of Welcome including Community Portal Username and Password mailed to family in January prior to the commencement of the school year.

If the number of applicants exceeds the number of places:

- Where the number of applicants exceeds the number of places the Enrolment Panel will meet to determine who is to be offered a place at the College.
- A waiting list will be created and the families/carers of the students placed on the waiting list will be advised of this in writing.

Enrolment Denied:

- The Principal has the sole responsibility for denying an enrolment in the College.
- Where an enrolment is denied – a letter is to be sent to the parents/carers advising of this.
- In the case of a denied application, the Enrolment Application and any other documentation is to be filed under "Denied Applications".

ENROLMENT PROCEDURES
FOR YEAR 8 – 12 STUDENTS WISHING TO TRANSFER TO THE COLLEGE AT THE COMMENCEMENT OF
THE FOLLOWING SCHOOL YEAR

All enrolment enquiries are directed to the College Office

Receipt of Application:

On receipt of the Enrolment Application and Medical Forms, office staff are to check:

- All forms are complete
- All relevant documentation is included
- Application fee is included

If complete please date, initial and record payment.

- Where an application is incomplete:
 - Please return the entire application to the parent/carer detailing what they are required to do.

Record Details:

- Completed Enrolment and Medical Forms should be entered as they are received into the Synergetic Database, under Future.
- The applicant status should be entered as 'A' – application received. This does not mean the College has accepted the application – it is simply a way of keeping track of the number of applications.

Release of Information:

- Please fax or email the Release of Information completed by the parent/guardian in the Enrolment Application to the student's current school, this release gives permission for the staff of the current school to provide information pertaining to the student's educational progress and performance to the staff of Notre Dame College.
- Where the student is living interstate please fax/email the Interstate Student Data Transfer Note (Appendix 6) to the student's current school.

Enrolment Interview:

Students and their parent/carer are required to attend an interview with the appropriate Head of House (Years 8, 10, 11 & 12) or Director of Year 9 (for Year 9 students)

- Office staff advise the Head of House/Director of Year 9 of the interview time (a few days should be allowed to give the Head of House/Director of Year 9 time to contact applicant's current school) and provides the Head of House/Director of Year 9 with:
 - Applicants Enrolment and Medical Forms
 - Completed Interstate Student Data Transfer Note (Appendix 6 - for interstate students)
 - Enrolment Checklist (Appendix 5)
 - Letter of Offer
 - Parents/Carers Letter of Acceptance
 - Notebook Documents
- Office staff contact the Principal's Executive Assistant and arrange a tentative time for the applicant to meet with the Principal after the interview with the Head of House/Director of Year 9.

- Prior to the interview – the Head of House/Director of Year 9 will contact the applicant's school and complete the Enrolment Checklist.
- **Please note: No applicant is to be offered a place at the College without the applicant's current school being contacted and the Enrolment Checklist being completed by the Head of House/Director of Year 9.**

Enrolment Checklist:

The Head of House/Director of Year 9:

- Is required to complete Sections D to G of the Enrolment Checklist. Any additional information can be attached to the checklist.
- Returns completed Enrolment Checklist to the Office after a decision has been made to accept or deny the enrolment application.
- The Enrolment Checklist will be placed on the Student's file.

Offer of a Place:

- The Head of House/Director of Year 9 may, in accordance with the College's Enrolment Policy, offer the student a place in the College at the end of the interview. A formal letter of Offer is to be provided to the family at this time.
- If the student is in Years 8 – 12, arrange for the student and parent to meet with the Learning and Teaching Leader to select subjects.

Meeting with Learning and Teaching Leader:

- If given an offer by the Head of House/Director of Year 9, the parent and student will then meet with the Learning and Teaching Leader.
- The Learning and Teaching Leader will discuss with the parent/student, the subject choices available and complete a Subject Choice proforma.
- Learning and Teaching Leader returns the Subject Choice proforma to the office.

Consultation with Principal/Deputy Principal:

- Where the Head of House/Director of Year 9 feels unable to make an offer of a place at the time of interview, the student and parents/carers will be advised that the Head of House/Director of Year 9 needs to consult with the Principal or Deputy Principal and will advise the parent/carers of the outcome as soon as possible.
- Head of House/Director of Year 9 will consult with the Principal/Deputy Principal and a decision will be made.

Confirmation of Enrolment:

An applicant's confirmed enrolment and commencement in the College is subject to:

- The parents/carers returning the completed 'Letter of Acceptance', Confirmation of Enrolment Fee and Notebook Deposit within fourteen days of the date on the 'Letter of Offer' or prior to the commencement date (**whichever comes first**)
- **If the Letter of Acceptance, Confirmation of Enrolment Fee and Notebook Deposit is not returned prior to the students starting date or within the 14 days (whichever comes first), the office is to**

contact the parent/carer and advise that the student cannot commence until the Letter of Acceptance and payments are received – a new commencement date may need to be negotiated and Head of House/Director of Year 9 informed.

- On return of the 'Letter of Acceptance', Confirmation of Enrolment Fee and payment of the Notebook Deposit, the student will become a confirmed enrolment.
- Letter of Welcome including Community Portal Username and Password mailed to family once enrolment confirmed.
- Email is sent to all staff with student information ie: student name, PG, Year Level, start date etc.
- Subject Choices proforma is given to the Timetabler.
- Timetabler enters student and subject information and prints timetable for student.

If the number of applicants exceeds the number of places:

- Where the number of applicants exceeds the number of places the Enrolment Panel will meet to determine who is to be offered a place at the College.
- A waiting list will be created and the families/carers of the students placed on the waiting list will be advised of this in writing.

Enrolment Denied:

- The Principal has sole responsibility for denying an enrolment in the College.
- Where an enrolment is denied, a letter is to be sent to the parent/carer advising them of this.
- In the case of a denied application, the Enrolment Checklist will be attached to the application and filed under 'Denied Applications'.

ENROLMENT PROCEDURES **FOR YEAR 7 – 12 STUDENTS DURING A SCHOOL YEAR**

All enrolment enquiries are directed to the College Office

Receipt of Application:

- On receipt of the Enrolment Application and Medical Forms, office staff are to check:
- All forms are complete
- All relevant documentation is included
- Application fee is included

If complete, please date, initial and record payment.

- Where an application is incomplete:
 - Please return the entire application to the parent/carer detailing what they are required to do.

Request for enrolment from a local school during the school year:

- The College's Enrolment Policy states that 'The College does not usually accept enrolment transfers from students enrolled in local schools during the school year; however, the College will consider an application for the following year.
- The College would be prepared to interview the student and their parent/carer if the parent/carer believes there are exceptional circumstances; a letter providing specific details of the exceptional circumstances is to be provided together with the application.

Record details:

- Completed Enrolment and Medical Forms should be entered as they are received into the Synergetic Database, under Future.
- Applicant status should be entered as 'A' – application received. This does not mean the College has accepted the application – it is simply a way of keeping track of the number of applications.

Release of Information

- Please fax or email the Release of Information completed by the parent/guardian in the Enrolment Application to the student's current school, this release gives permission for the staff of the current school to provide information pertaining to the student's educational progress and performance to the staff of Notre Dame College.
- Where the student is living interstate please fax/email the Interstate Student Data Transfer Note (Appendix 6) to the student's current school.

Enrolment Interviews:

Students and their parent/carer are required to attend an interview with the appropriate Head of House (Years 8, 10, 11 & 12) or Director of Year 9 (for Year 9 students)

- Office staff advise the Head of House/Director of Year 9 of the interview time (a few days should be allowed to give the Head of House/Director of Year 9 time to contact applicant's current school) and provides the Head of House/Director of Year 9 with:
 - Applicants Enrolment and Medical Forms
 - Completed Interstate Student Data Transfer Note (Appendix 6 - for interstate students)
 - Enrolment Checklist (Appendix 5)

- Letter of Offer
- Parents/Carers Letter of Acceptance
- Notebook Documents
- Office staff contact the Principal's Executive Assistant and arrange a tentative time for the applicant to meet with the Principal after the interview with the Head of House/Director of Year 9.
- Prior to the interview – the Head of House/Director of Year 9 will contact the applicant's school and complete the Enrolment Checklist.
- **Please note: No applicant is to be offered a place at the College without the applicant's current school being contacted and the Enrolment Checklist being completed by the Head of House/Director of Year 9.**

Enrolment Checklist:

The Head of House/Director of Year 9:

- Is required to complete Sections D to G of the Enrolment Checklist. Any additional information can be attached to the checklist.
- Returns completed Enrolment Checklist to the Office after a decision has been made to accept or deny the enrolment application.
- The Enrolment Checklist will be placed on the Student's file.

Offer of a place:

- The Head of House/Director of Year 9 may, in accordance with the College's Enrolment Policy, offer the student a place in the College at the end of the interview. A formal letter of Offer is to be provided to the family at this time.
- If the student is in Years 8 – 12, arrange for the student and parent to meet with the Learning and Teaching Leader to select subjects.

Meeting with Learning and Teaching Leader:

- If given an offer by the Head of House/Director of Year 9, the parent and student will then meet with the Learning and Teaching Leader.
- The Learning and Teaching Leader will discuss with the parent/student, the subject choices available and complete a Subject Choice proforma.
- Learning and Teaching Leader returns the Subject Choice proforma to the office.

Consultation with the Principal/Deputy Principal

- Where the Head of House/Director of Year 9 feels unable to make an offer of a place at the time of interview, the student and parents/carer will be advised that the Head of House/Director of Year 9 needs to consult with the Principal or Deputy Principal and will advise the parent/carer of the outcome as soon as possible.
- Head of House/Director of Year 9 will consult with the Principal/Deputy Principal and a decision will be made.

Confirmation of Enrolment:

Confirmation of Enrolment and commencement at the College is subject to:

- The parents/carers return the completed 'Letter of Acceptance', Confirmation of Enrolment Fee and Notebook Deposit, within fourteen days of the date on the 'Letter of Offer' or prior to the commencement date (whichever comes first).
- On return of the 'Letter of Acceptance' and the payment of the deposit and fee, the student will become a confirmed enrolment for the following year. This should be indicated on the Synergetic Database, under Future, by changing the applicant's status from 'A' – application received to 'F' – finalised enrolment.
- **Please Note:** Families/carers who do not return the 'Letter of Acceptance' nor pay the deposit and fee within these fourteen day will be advised via a letter that the offer of a position has lapsed and they will need to reapply if they wish to pursue an enrolment for their child in the College.
- Letter of Welcome including Community Portal Username and Password mailed to family.
- Email is sent to all staff with student information ie: student name, PG, Year Level, start date etc.
- Subject Choices proforma is given to the Timetabler.
- Timetabler enters student and subject information and prints timetable for student.

If the number of applicants exceeds the number of places:

- Where the number of applicants exceeds the number of places the Enrolment Panel will meet to determine who is to be offered a place at the College.
- A waiting list will be created and the families of the students placed on the waiting list will be advised of this in writing.

Enrolment Denied:

- The Principal has the sole responsibility for denying an enrolment in the College.
- Where an enrolment is denied – a letter is to be sent to the parents/carers advising of this.
- In the case of a denied application, the Enrolment Checklist will be attached to the application and filed under "Denied Applications".

ENROLMENT PROCEDURES

Enrolment/Referral Procedures for Student commencing in the McAuley Champagnat Programme

All enrolment enquiries are directed to the College Office

Enquiry Received:

- Enquiries then directed to the Director of the McAuley Champagnat Programme.
- The Director of the McAuley Champagnat Programme will have an initial meeting with the family and provide a tour of the programme.
- If the enquiry is to proceed to application stage the parent/guardian is required to complete a Release of Information form at this meeting.

Release of Information

- Please fax or email the completed Release of Information to the student's current school, to enable the current school to complete the Referral as part of the application process.

Receipt of Application and Referral:

On receipt of the Enrolment Application, Medical Forms, Referral and \$50 Enrolment Application Fee (In some cases the Director of MCP may waive the Enrolment Application Fee) staff are to check:

- All forms are complete
- All relevant documentation is included
- Where the student is living interstate please also fax/email the Interstate Student Data Transfer Note (Appendix 6) to the students current school.

If complete, please date, initial and record payment.

- Where an application is incomplete:
 - Please return the entire application to the parent/carer detailing what they are required to do.

Record Details:

- Completed Enrolment and Medical Forms should be entered as they are received into the Synergetic Database, under Future.
- The applicant status should be entered as 'A' – application received. This does not mean the College has accepted the application – it is simply a way of keeping track of the number of applications.

Enrolment Interview:

- Student and their parent/carer as well as a representative from the referring school or agency are required to attend an enrolment/referral interview with the Director of the McAuley Champagnat Programme.

Offer of a Place at the College: The Director of the McAuley Champagnat Programme may, in accordance with the College's Enrolment Policy, offer a student a place in the Programme at the time of the interview. If this is the case a formal 'Letter of Offer' together with the Finance Letter and Direct Debit Forms will be provided to the parent/carer at this time.

Confirmation of Enrolment:

An applicant's confirmed enrolment and commencement with the Programme is subject to:

- The parent/carer returning the completed 'Letter of Acceptance' and completed Direct Debit Form plus the Confirmation of Enrolment Fee (In some cases the Director of MCP may waive the Confirmation of Enrolment Fee) within **fourteen days** of the date on the 'Letter of Offer' or prior to the commencement date (whichever comes first).

Once this is done:

- Emmaus office staff provide the Finance Office with the completed Direct Debit Form, and the Finance Section of the Enrolment Form
- **Please Note:**
 - where the parent/carer is not able to undertake direct debit arrangements (that is their Direct Debit Form is incomplete) Office Staff are to make an appointment for the parent /carer with the Finance Manager (via his PA).
 - The parent/carer is to take the Letter of Acceptance with them to the interview with the Finance Manager, the Finance Manager will make arrangements with the family and confirm this by signing the Letter of Acceptance.
 - The Finance Manager will arrange for the Letter of Acceptance to be scanned and emailed to the office staff at MCP. The original will be placed on the students file at Knight St.

A student is NOT enrolled/or has a place in the College, nor can they start in the programme until all of the above is complete.

Enrolment Denied: There may be situation where it is not appropriate for the student to be enrolled in the programme in this situation please note the following:

- The Principal has the sole responsibility for denying an enrolment in the College.
 - Where an enrolment is denied – a letter is to be sent to the parents/carers advising of this. (A proforma letter will normally be used for this and is available from the office)
 - In the case of a denied application, the enrolment form and other documentation is to be filed under "Denied Applications" by office staff.

Assessment by Programme Psychologist:

Once the enrolment is finalised (Steps 1-6) Emmaus office staff make an appointment for the student to meet with a College Psychologist for assessment. The Psychologist is provided with the enrolment application, medical form, referral and any other documentation provided by the family or school/agency. The psychologist meets with the student and prepares and completes a student profile. This is uploaded to the College Intranet **prior** to the student's commencement date.

Advise Staff

- The Director of the Programme allocates the student to a team and advises all Programme staff.
- Emmaus office staff update Synergetic database and advise the Notebook Service Centre of the start date of the new student.

If the number of applicants exceeds the number of places:

- Where the number of applicants exceeds the number of places the Enrolment Panel will meet to determine who is to be offered a place at the College.

- A waiting list will be created and the families/carers of the students placed on the waiting list will be advised of this in writing.

Meet and Greet and Student Commencement:

Team Welfare Worker contacts the student's family/carer and arranges a start date and 'Meet and Greet' session time. The purpose of the 'Meet and Greet' is for the student and family to meet with the student's classroom teacher and the Welfare Worker.

At the end of the 'Meet and Greet' session the student commences in the Programme.



NOTRE DAME COLLEGE ENROLMENT CHECKLIST

This checklist is to be used for all students in Years 8 - 12 seeking enrolment at Notre Dame College's Knight Street and Year 9 Programme. It is also to be used for any Year 7 student seeking an enrolment transfer during the school year.

Sections A to D completed by the Office.

SECTION A - APPLICANT'S DETAILS

Applicant's Name: _____	Year Level: _____
Parent/Carers Name: _____	Phone No: _____
Name of current school: _____	Current School Phone No: _____
Contact name for current school: _____	Position held of contact: _____

SECTION B – RELEASE OF CONFIDENTIAL INFORMATION

The office staff will email/fax this Release of Confidential Information Form to the applicant's current or last school and record this information in Synergetic under the Release of Confidential Information User Form. This is to be completed at least three days prior to the enrolment interview date.

Please complete:

Name of school release sent to:	Name of person the release was sent to:	Date release faxed/emailed:

SECTION C - ANAPHYLAXIS

According to the applicant's completed Medical Information Form and Allergenic Reaction Management Form has the student been diagnosed by their medical practitioner as at risk of anaphylaxis.

Yes ☐ No ☐

If yes, the School Officer (Sick Bay) is to meet with the student, parent/carer and the Head of House/Director of Year 9 where an Anaphylaxis Management Plan will be completed for the student.

The Student **CANNOT** commence at the College until this is completed and signed. Please see interview date below.

SECTION D - INTERVIEW ARRANGEMENTS

Enrolment interviews are to be organised a MINIMUM OF THREE WORK DAYS after the Head of House/Director of Year 9 Programme receives all enrolment paperwork. This gives the Head of House/Director of Year 9 Programme some time to contact the school the student is currently enrolled in prior to the enrolment interview taking place.

Purpose of Interview:	Enrolment	Subject Selection	Welcome	Enrolment	Anaphylaxis Management Plan
Date of Interview:					
	Head of House/ Director of Year 9	Learning and Teaching Leader (VCE)	Principal	Deputy Principal	Head of House & School Officer (Sickbay)
Attendees at Interview:					
Time of Interview:					

Learning Enrichment Coordinators to attend interview with Head of House/Director of Year 9 Programme if applicant has learning difficulties or is an EAL student.

School Officer (Sick Bay) to attend meeting with Head of House/Director of Year 9 Programme, at a designated time, to complete Anaphylaxis Management Plan.

SECTION E - CURRENT SCHOOL CHECKLIST (Sections E to H to be completed by Head of House/Director of Year 9 Programme)

In accordance with the College's Enrolment Policy, the Head of House/Director of Year 9, is to contact the applicant's current school and **complete the questions below prior to interview and before offering a place at the College**. The questions would normally be completed prior to the applicant's interview to ensure any issues arising from the response are discussed at the interview. Where the applicant is from a local school requesting a transfer during the school year, please specifically follow up on the exceptional circumstances the parents/guardians have documented in their letter.

Name of Contact(s) spoken to: _____

According to the applicant's current school:

1. What are the applicant's reasons for applying to Notre Dame College?

2. How does the applicant interact with:

Peers

Staff

3. How would you describe the applicant's work ethic?

4. How would you describe the applicant's behavior and attitude?

5. If a request for transfer from a local school, please address the exceptional circumstances (as documented by the parents/carers with their enrolment application) with the current school:

6. Is the applicant currently, or has been in the past, in receipt of:

	Current	Past		Current	Past
Welfare support	<input type="checkbox"/>	<input type="checkbox"/>	Health and Community Services Support	<input type="checkbox"/>	<input type="checkbox"/>
Integration Aide support	<input type="checkbox"/>	<input type="checkbox"/>	Counselling support	<input type="checkbox"/>	<input type="checkbox"/>
Visiting Teacher Service	<input type="checkbox"/>	<input type="checkbox"/>	Support for Learning Difficulties	<input type="checkbox"/>	<input type="checkbox"/>
CAMHS support	<input type="checkbox"/>	<input type="checkbox"/>	Gifted/Extension program support	<input type="checkbox"/>	<input type="checkbox"/>
Department of Human Services support	<input type="checkbox"/>	<input type="checkbox"/>	Other (please specify)	<input type="checkbox"/>	<input type="checkbox"/>
English as an additional language (EAL) support services	<input type="checkbox"/>	<input type="checkbox"/>			

Please provide details for the items ticked above:

PLEASE NOTE: If the applicant is offered a place in the College the Head of House/Director of Year 9 Programme is to pass on the information in Question 6 to the appropriate person/s

7. Are there any other issues **not** already discussed which the College should be aware of?

SECTION F - HEAD OF HOUSE/DIRECTOR OF YEAR 9 PROGRAMME INTERVIEW WITH APPLICANT and PARENT/CARER (to be completed by Head of House/Director of Year 9 Programme)

1. Reasons for wanting to attend Notre Dame College?

2. Are there any issues of concern the College should be aware of?

3. Applicant and parent/carer to identify and explain exceptional circumstances (if a request for a local transfer during a school year).

4. Please discuss with the applicant and parent/carer issues raised by applicant's current school and make notes below re student/parent/carers response:

Is the student a refugee Yes ☐ No ☐

If yes please complete:

Years of schooling in country(s) other than Australia:

Age when schooling first commenced:

Number of hours each day spent at school:

What language did this schooling occur in?

Level of competency in English language:

Overview of subjects taught at school(s) attended.

SECTION G – OUTCOME OF APPLICATION (to be completed by Head of House/Director of Year 9 Programme)

1. Application Accepted ☐

Please return all paperwork to the Office Manager on the day of the interview.

2. Concerns regarding Applicant ☐

Please document these below and meet with the Deputy Principal - Student Wellbeing to discuss the concerns as soon as possible:

[illegible]

3. Where a decision to defer the enrolment until the Head of House/Director of Year 9 has had an opportunity to speak with the Deputy Principal – Student Wellbeing, please email the Office Manager on the day of the interview and advise same.

Once a final decision has been made, please return all paperwork to the Office Manager.

4. Application Denied ☐

Please Note: The Principal is the **ONLY** person who can deny an application and is required to sign below if application is denied.

Principal Name: _____

Principal's Signature: _____

Date: _____

SECTION H - STUDENT'S PASTORAL GROUP/CLASS

To be completed by Head of House/Director of Year 9 in association with Office Manager.

Pastoral Group: _____ Class Group: _____

SECTION I - STUDENT'S COMMENCING DATE AT THE COLLEGE

Please note the student **cannot** commence at the College until:

- The student is interviewed by the relevant Head of House/Director of Year 9.
- Head of House/Director of Year 9 where appropriate gives parent Letter of Offer and Letter of Acceptance at end of interview.
- **Head of House/Director of Year 9 returns enrolment paperwork and completed Enrolment Interview Check list to Office Manager (on the day of the interview).**

- Parent returns the completed Letter of Acceptance and associated fees to the office within 14 days of the date on the Letter of Offer (after the fourteen days the offer will lapse).
- Student has full and correct uniform, textbooks and stationary requirements.
- Office Manager advises the parent at this time of the start date for the student – this will normally be three school days from the date of receiving the Letter of Acceptance.
- Office Manager advises Head of House/Director of Year 9, Timetabler etc via email of the start date for the new student.

Head of House/Director of Year 9 Name: _____ Signature: _____

Date: _____

Interstate

Student Data Transfer Note

Form 3 - Interstate Student Data Transfer Note (ISDTN)

Schools are required to use the ISDTN in accordance with the protocols jointly developed and agreed by the Australian Government, State and Territory Education Authorities, the Independent and Catholic education sectors through the Standing Council on School Education and Early Childhood (see: <http://scseec.edu.au/Publications/ISDTN.aspx>).

Please indicate: ☐ Student enrolling
☐ Student applying for enrolment

Copy of signed consent form sent via: ☐ Mail
☐ Fax
☐ Email

SECTION 1 TO BE COMPLETED BY NEW SCHOOL (On enrolment or application for enrolment)**1 Student Information**

a. Student name	<table border="1" style="width: 100%;"> <tr><td>first/given names</td></tr> <tr><td>surname/family name</td></tr> </table>	first/given names	surname/family name	
first/given names				
surname/family name				
b. Previous OR other names (if applicable)	<table border="1" style="width: 100%; height: 30px;"> <tr><td></td></tr> </table>			
c. Preferred first name	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td></tr> </table>			
d. Date of birth	<table border="1" style="width: 100%;"> <tr> <td style="width: 20%;">dd</td> <td style="width: 20%;">mm</td> <td style="width: 60%;">yyyy</td> </tr> </table>	dd	mm	yyyy
dd	mm	yyyy		
e. Australian citizen	<input type="checkbox"/> YES <input type="checkbox"/> NO ► if no, Visa category if known <table border="1" style="width: 100%; height: 20px;"> <tr><td></td></tr> </table>			

2 New School Information

a. Name of new school	<table border="1" style="width: 100%; height: 40px;"> <tr><td></td></tr> </table>																		
b. Contact details	<table border="1" style="width: 100%;"> <tr><td colspan="3">street address</td></tr> <tr> <td style="width: 40%;">suburb</td> <td style="width: 20%;">state</td> <td style="width: 40%;">postcode</td> </tr> <tr><td colspan="3">first/given names</td></tr> <tr><td colspan="3">surname/family name</td></tr> <tr> <td>phone number</td> <td colspan="2">fax number</td> </tr> <tr><td colspan="3"> </td></tr> </table>	street address			suburb	state	postcode	first/given names			surname/family name			phone number	fax number				
street address																			
suburb	state	postcode																	
first/given names																			
surname/family name																			
phone number	fax number																		
Contact name	first/given names																		
Phone/fax numbers	phone number fax number																		
Role/position																			
c. Email address	<table border="1" style="width: 100%; height: 20px;"> <tr><td></td></tr> </table>																		
d. Sector (please tick)	<input type="checkbox"/> Non-government <input type="checkbox"/> Government																		

SECTION 2 TO BE COMPLETED BY PREVIOUS SCHOOL (within 5 working days)**1 Previous Schooling Information**

a. School	<table border="1" style="width: 100%;"> <tr><td>i. Name of previous school</td></tr> <tr><td>ii. Address of previous school</td></tr> <tr><td>street address</td></tr> <tr> <td>suburb</td> <td>state</td> <td>postcode</td> </tr> </table>	i. Name of previous school	ii. Address of previous school	street address	suburb	state	postcode
i. Name of previous school							
ii. Address of previous school							
street address							
suburb	state	postcode					

iii. Name of Principal/Delegate

first/given names

surname/family name

iv. Phone number

v. Email

1 Previous Schooling Information (continued)

vi. Person to contact for further information on this student

first/given names

surname/family name

vii. Phone number

viii. Email

b. Student

i. Enrolment date

dd

mm

yyyy

ii. Departure date

dd

mm

yyyy

iii. Grade/Level at departure date

iv. Previous three schools (if known)

1)

2)

3)

v. Reason/s for leaving previous schools (if known)

1)

2)

3)

2 Attendance

Attendance concerns

☐

YES

☐

NO

3 Health Care Needs

Health care needs

☐

YES

☐

NO

4 Area of Interest/Talent

Indicate areas of interest/talent (brief description)

	YES	NO	Cannot transfer/provide this information
a. Negotiated Curriculum Plan¹	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
b. Adjusted education program²	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
c. Career Guidance file held	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
d. School counsellor/psychologist file held*	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
e. Other learning support (specify - eg ESL...)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/> <input type="text"/>
f. Accelerated Program	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
g. Young Carers Role³	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

* Schools to consider legislative or policy requirements before sending this information. In Queensland a response will not be provided.

6 Progress in specific learning areas (over the last 12 months)

a. Literacy/English	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
b. Numeracy/Maths	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
c. Other learning areas (specify)						
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level
<input type="text"/>	<input type="checkbox"/>	Below Level	<input type="checkbox"/>	At Level	<input type="checkbox"/>	Above Level

Latest student report available	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
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* Indication only - see student report (if available) for further details

7 Pastoral care and behaviour management

a. School disciplinary absences (in/out of school) in the last 12 months*	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO
b. Individual behaviour management plan	<input type="checkbox"/>	YES	<input type="checkbox"/>	NO

* This refers to such action as suspension, exclusion, expulsion, isolation or withdrawal.

¹ A negotiated curriculum plan refers to things such as an Individual Education Plan (IEP), Education Support Plan (ESP) or any curriculum plan which has been developed to suit the specific need of the individual student and is implemented in the student's school as part of their normal educational provision.

² An adjusted program refers to a program in which the student participates in separately, alternative to the normal educational program provided within the school. It may constitute part of a school-based curriculum, or it may be conducted off-site or as a full-time program.

³ Young carers are children and young people who have caring and support responsibilities for a family member or friend who has a disability, is frail aged, or has chronic mental or physical illness.