



Enrolment Policy

CONTEXT:

The mission of Saint Ignatius' College, Riverview is to provide a holistic Catholic education for boys that inspires them to a life-long development of their faith. Informed by the spirit of Saint Ignatius' of Loyola and grounded in Gospel values of justice, service, discernment, conscience and compassion, the College aims to produce young men who are cognizant of and responsive to global citizenship in a rapidly changing world.

PRINCIPLES:

Key principles underpin enrolment at Saint Ignatius' College, Riverview. These include:

- I. A process that enables the integrity of each enrolment to be judged on its own merits, in accord with the criteria outlined in this document
- II. A willingness for parents to accept and support:
 - a. The mission, and values of the College and the Catholic principles in which the school is grounded
 - b. Shared responsibility for the formation and development of the boys
 - c. The conditions of enrolment and policies which govern the educational program
 - d. The stance of the school in relation to digital citizenship, illicit drugs, co-curricular participation and other established policies and practices
- III. Withdrawal of a student enrolment will reside with the Principal and be in response to a clear violation of the established expectations and values of the school

PRIORITY CRITERIA FOR ENROLMENT:

When considering making offers of a place, preferential consideration is given to:

- a) Boys who have been baptised into the Catholic faith (exemptions may apply in Boarding only)
- b) Active Membership of a parish community
- c) Families whose values are congruent with those of the College
- d) Brothers of current or past students of the College
- e) Sons of Old Boys
- f) Boys who are already enrolled in Jesuit schools interstate or overseas and whose families are transferring, subject to availability.

It is the responsibility of the Rector, Principal and delegated senior administrators to enrol students at the College and apply these criteria. Discretionary judgement is necessarily used when making a final decision.

STUDENTS WITH DISABILITIES

Catering for a broad range of abilities, Saint Ignatius' College, Riverview accepts boys that have special needs and disability. The SEIP unit is specifically designed to assist boys with needs, however, the resources of the unit and the College are finite and a formal assessment of each student's application (See Appendix 1) needs to be made in context of school capacity. Notwithstanding this, all students have equal access to the education opportunities provided by the College.

COLLEGE RESERVED RIGHTS

The College reserves the right not to offer any boy a place at the College or to defer the offer of a place in its discretion, particularly when the parents, having been aware of their son's specific educational needs, decline to declare those needs or to withhold information pertinent to their application.

The College also reserves the right to terminate an enrolment where there are not sufficient resources to adequately deal with a boy's needs and /or where the parents have withheld knowledge or information pertinent to these needs.

ENROLMENT PROCEDURES:

Points of Entry – Day Boys

Entrance to the College is in Year 5 and Year 7 for Day Boys.

Day Boy applications for Year 5 and Year 7 are accepted at any time from birth to approximately two years before the respective year of entry. For Year 5, applications close at the end of September when the boy is in Year 2. For Year 7, applications close at the end of September when the boy is in Year 4.

Points of Entry - Boarders

Boarder applications are given preference in Years 6-11 and are accepted at any time dependent on availability in Boarding at that time.

Initial Application for Admission

To lodge an Initial Application for Admission onto the Waiting List, the following is required:

- a) Application for Admission
- b) A copy of the Birth Certificate
- c) Application Fee is payable

A non-refundable Application Fee is payable when the Initial Application for Admission is lodged.

Application for Enrolment

Approximately two years before the requested year of entry, parents will be asked to forward further documents to the College, to enable the Enrolments Committee to assess all applications in light of the Enrolment Policy.

Documents that may be required by the College include:

- a) a copy of the Birth Certificate
- b) a copy of the Baptism and other sacramental certificates
- c) a copy of the school reports and all NAPLAN tests
- d) a completed 'Reference for an Applicant by a Priest'
- e) the completed 'Confirmation of Enrolment' form
- f) documentation of learning difficulties that need to be accommodated

Interview

The College may in its discretion invite the parents of a boy on the list of applicants to attend an interview at the College with the Principal or a member of staff appointed by the Principal. Interviews will be conducted in April, approximately 18 months prior to commencement.

Not all applicants will receive an offer of an interview and not all families interviewed will necessarily receive an offer of a place.

Offer

At the conclusion of the enrolment assessment process, the College may make an offer in writing to the parents to enrol the boy. To accept the offer, the parents must within 2 weeks of receiving it forward to the College by the required date:

- a) the Enrolment Contract which includes acceptance by the parents of the then current Terms and Conditions of Enrolment; and
- b) the non-refundable Enrolment Fee.

Failure to reply within the required time may result in the position being re-offered where other boys are waiting for entry to the College.

Conditional Offers of a Place

The Principal may offer a place to a boy at the College conditional on the boy or the parents completing certain stipulated requirements before the boy is due to start at the College. Failure to respond to these things will terminate the enrolment. Where this occurs, any fees paid to that point will not be refunded.

Enrolment Fee

The Enrolment Fee confirms and secures the enrolment at the College. It also makes a valuable contribution to debt-financing, rebuilding and maintenance. The Enrolment Fee is additional to tuition and other fees. The Enrolment Fee is non-refundable, and is neither tax deductible nor deductible from any future fees payable.

Deferral of Commencement

An offer of enrolment is for the year of application only. If a place is offered or accepted for a specific year and there is a need to defer commencement, the student is required to go onto the waiting list and back into the enrolment process for the year in which the student wishes to commence.

Approved:

Review:

Appendix 1

Disability

Where a boy has declared education support needs or a disability or other information has come to light indicating a possible need for education support services or for some measures or actions to assist the boy to participate in the College's courses or programs or to use the College's facilities or services, the College will make an initial assessment of the boy's needs. This will include consultation with the boy and the boy's parents. In addition, the Principal may:

- a) require the parents to provide medical, psychological or other reports from specialists outside the College.
- b) obtain an independent assessment of the boy.

Where information obtained by the College indicates that the boy has a disability, the Principal will seek to identify the exact nature of the boy's needs and the strategies required to address them. Having obtained this information, the Principal will determine whether the boy, if enrolled, would require some measure or actions to assist the boy to participate in the College's courses or programs or to use the College's facilities or services that are not required by boys who do not have the boy's disability. Where the Principal determines that the boy would require some such measures or actions, the Principal will seek to identify whether those measures or actions required are reasonable in that they balance the interests of all parties affected. In assessing whether a particular measure or action for a particular boy is reasonable, the Principal will have regard to all the relevant circumstances and interests, including:

- a) the boy's disability;
- b) the views of the boy or the boy's parents about:
 - i. whether the particular measure or action is reasonable;
 - ii. the extent to which the particular measure or action would ensure that the boy was able to participate in the College's courses or programs or to use the College's facilities or services on the same basis as a boy without the disability;
- c) the effect of the adjustment on the boy, including the effect on the boy's:
 - i. ability to achieve learning outcomes; and
 - ii. ability to participate in courses or programs; and
 - iii. independence;
- d) the effect of the particular measure or action on anyone else effected, including the College, its staff and other students;
- e) the costs and benefits of taking the particular measure or action.

The College will take measures and actions that are reasonable but will not necessarily take measures or actions that are unreasonable or that would impose unjustifiable hardship on the College. In determining whether taking the required measures or actions, even though they are reasonable, would impose unjustifiable hardship on the College, the Principal will take into account all relevant circumstances of the case, including:

- a) the nature of the benefit of detriment likely to accrue or be suffered by any persons concerned (including other students, staff, the College, the boy, the family of the boy, and the College community); and
- b) the effect of the disability of the boy; and
- c) the College's financial circumstances and the estimated amount of expenditure required to be made by the College; and
- d) the availability of financial and other assistance to the College.

Where the Principal determines that the enrolment of the boy would require the College to take unreasonable measures or actions to ensure that the boy is able to participate in the College's courses or programs, or to use the College's facilities and services, on the same basis as a student without a disability, or would cause unjustifiable hardship, the Principal may decline the offer of a position or defer the offer.

Enrolment Policy	POLICY NAME College Website	OWNERSHIP College Council College Principal
July 2014	DATE PASSED:	REVIEW DATE: July 2017
July 2014	LAST UPDATED: College Principal College Council	BY WHOM: College Council – July 2014