



# St Charbel's College

## Enrolment Policy

### 1. INTRODUCTION AND PURPOSE

The College has operated since 1984 and funding has been a shared responsibility between Commonwealth and State Government, parents and parish.

Parents contribute approximately 15% to the total funding. The financial contribution is essential to providing the best possible educational opportunities for the students. The continuing support of parents is greatly appreciated.

---

### 2. SCOPE – WHO CAN ENROL?

Children from all families who are prepared to support Maronite Catholic ideals and principles may be considered eligible for enrolment at St Charbel's College. Priority for enrolment is given in the following order:

- Children whose Maronite Catholic families are known and are involved members of the parish and have siblings attending the College
- Children whose Maronite Catholic families are known and are involved members of the parish
- Children whose Maronite Catholic families express an understanding of and commitment to the educational and religious life of the school (eg Maronite Catholics who attend Roman Catholic parishes)
- Children whose families of other Christian traditions are known and are involved members of their worshipping community and express an understanding of and commitment to the educational and religious life of the school
- Children whose families are of non-religious faith living in the local area.

---

### 3. LEGAL FRAMEWORK

Staff members are required to be familiar and comply with the relevant legislation as varied from time to time, including but not limited to:

Issue Date:	February 2017	Review Date:	2020	Authorised by:	Principal
Doc Name:	Enrolment Policy	Page:	1 of 3		
<b>This document is UNCONTROLLED once printed</b>					

- Disability Discrimination Act 1992
- Disability Standards for Education 2005
- Education Act 1990
- Human Rights and Equal Opportunity Commission Act 1986

#### 4. KINDERGARTEN ENROLMENTS

To be eligible to start school your child must turn 5 years of age by June 30 in the year they start school.

#### 5. LEARNING AND DISABILITY SUPPORT ENROLMENT

St Charbel's College advocates access to an appropriate and inclusive education for students with a disability or a learning support need. We believe that all students can learn.

Our aim is to allow students to realise their own potential through the provision and maintenance of a supportive educational environment.

When seeking enrolment, copies of all information relative to the specific learning needs of the student applying for enrolment must be disclosed to the school. Examples include any of the following:

- Paediatric reports related to medical conditions
- Behavioural Assessments
- Therapeutic interventions
- Psychometric assessments
- Speech and language clinical reports
- Occupational therapy reports.

If the Enrolment Application is successful, the above documentation must be updated as further assessments occur or as additional information becomes available

It is essential that parents/carers co-operate with the Principal or delegated teacher should they need to discuss appropriate support of the student with the relevant practitioner.

In the case of Kindergarten enrolments the Principal or delegated teacher may visit the preschool of the student applying for enrolment to collect information relevant to the educational support of the student.

This information may be forwarded to the Catholic Education Commission in order to ascertain possible additional education support

Learning and disability support needs information supplied during the course of enrolment within our school will be forwarded to another Catholic school, if enrolment is sought at that school (e.g. when moving from Primary to Secondary school or moving from one school to another, etc)

Issue Date:	February 2017	Review Date:	2020	Authorised by:	Principal
Doc Name:	Enrolment Policy			Page:	2 of 3
<b>This document is UNCONTROLLED once printed</b>					

Any information supplied during the course of enrolment within a Catholic school that pertains to the student posing a risk of any type to students or staff is legally required to be forwarded to another school, if enrolment is sought at that school (eg when moving from Primary to Secondary school or moving from one primary to another etc.).

Learning and disability support needs information supplied during the course of enrolment within a Catholic school that does not pertain to the student posing any risk to students or staff may be forwarded to another school if enrolment is sought at that school.

It is essential that parents/carers cooperate with the Principal in obtaining appropriate medical/educational/behavioural assessments or advice in relation to the student's educational progress.

St Charbel's College will not exclude students on the basis of pre-conceived or biased information.

---

## 6. FURTHER INFORMATION

Further information about the processes outlined in this document can be sought from the Principal or Head of School.

---

## 7. RELATED DOCUMENTS

- Child Protection Policy
- Enrolment Procedures
- Excursion Policy
- Learning Support Policy
- Student Pastoral Care Policy
- Student Risk Assessment Procedures
- Prescribed Medicines & Health Policy
- First Aid Policy
- Privacy Policy
- Use of Digital Devices Policy
- CEC & AIS: Information Sharing Between Principals and Schools (*where an exemption to privacy law applies*)
- CECNSW: A Guide for NSW Non-Government Schools on Reporting, Disclosing or Exchanging Personal Information for the purposes of Child Wellbeing as at 4 March 2014

Issue Date:	February 2017	Review Date:	2020	Authorised by:	Principal
Doc Name:	Enrolment Policy			Page:	3 of 3
<b>This document is UNCONTROLLED once printed</b>					