Howayek Providence Limited trading as

MARONITE COLLEGE OF THE HOLY FAMILY

Maronite College of the Holy Family policies have a commitment to Maronite Catholic ethos and values and should be read in conjunction with other policies and procedures and with relevant legislation.

ENROLMENT POLICY & PROCEDURE

This policy supersedes all previous policies relating to matters contained herein.

ENROLMENT POLICY

Mission **"***Inspired by the Maronite Sisters of the Holy Family,*
we accompany our students in the realisation of their potential."

Vision *"We challenge our community to grow in faith, strive for excellence and transform the future."*

Motto: *Know Love Serve*

Ethos: *"The College strives to instil in students the teachings of Jesus.*
Emphasis is firstly given to providing a Maronite Catholic foundation through regular prayer, celebration of the Sacraments, commitment to the Word of God, and openness to grace.

Secondly, all are encouraged to see the best in themselves and in one another, as Paul writes, 'Whatever is true, whatever is honourable, whatever is just, whatever is pure, whatever is pleasing, whatever is commendable, if there is any excellence and if there is anything worthy of praise, think about these things' (Phil 4:8).
Emphasises is on treating all with dignity, service, forgiveness, justice, and love.

Thirdly, the College is a community which promotes a sense of family among the Sisters, Board Members, staff, students, parents, and friends."

Values: *Resilience Collaboration Integrity Compassion Respect Faith*

INTRODUCTION

Maronite College of the Holy Family supports parents' duty to enrol a child of compulsory school-age. The Education Act 1990 mandates that all children must be in compulsory schooling by six (6) years of age.

The Enrolment Policy for Maronite College of the Holy Family is set within the context of the Maronite Church's mission to evangelise and is founded upon the Vision and Mission of the College. As an inclusive and evangelising community, we welcome families from other faith traditions where this is possible. Those from other faith traditions or non-religious backgrounds must be prepared to support the ethos, values and liturgical and sacramental practices of the Maronite Catholic Church.

On enrolment, all parents and students commit to supporting the Maronite Catholic ethos of the College, participating in the Religious Education program and in the liturgical life of the College. It is the expectation from the College that parents/guardians commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.

The College will endeavour to respond to the needs of all students, within the constraints of the available teaching and material resources. We recognise the right of all students to access educational opportunities that nurture the Maronite Catholic faith. We recognise the need to cater for the disadvantaged and challenge all students to reach their full potential.

CONTEXT

The College offers co-education for students in Kindergarten to Year twelve (12). The College exists to work in partnership with parents/guardians as we acknowledge parents/guardians are the primary educators who have duties and rights in respect to the education of their children.

PURPOSE

The Enrolment Policy provides expectations and clarity in the process for parents/guardians seeking to enrol their child/ren at Maronite College for the Holy Family.

This Policy should be read in conjunction with the College "*Fees Policy and Procedures*."

1. ENTRY POINTS

The main entry points to the College are Kindergarten and Year 7. Enrolments for all other years will be offered subject to the availability of places, and the enrolment priority criteria outlined below.

All Kindergarten and Year 7 applications are assessed for placement in the year prior to entry. Applications for other year groups will be treated on the priority criteria outlined below.

Enrolment into the College is made on the assumption that the student will complete their education with the College. Parents/Guardians are required to provide the College with all available information on their child/ren at the time of application.

The College enrols students at different academic stages including entry into the Senior Years (11-12). Prior school records will be obtained, student interests and capacities will be ascertained and individual counselling with academic staff will follow.

2. ENROLMENT CRITERIA

The Maronite College of the Holy Family will base any decision about offering a place to a student in accordance with the following criteria in order of priority:

FAMILIES:

1. Siblings of children already attending the College whose families have demonstrated ongoing support for the ethos and values of the Maronite Catholic Church.
2. Baptised Maronite Catholic children of regularly worshipping Maronite Catholic families with strong demonstrable links to the local Maronite Catholic parish.
3. Children of Maronite Catholic families not described above.
4. Children of regularly worshipping Orthodox and other Catholic families who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.
5. Children of regularly worshipping families from other Christian denominations who have strong demonstrable links to their faith community and who are prepared to support the ethos and values of the Maronite Catholic Church.
6. Children of families from other faith traditions or non-religious backgrounds who are prepared to support the ethos and values of the Maronite Catholic Church.

STUDENTS:

7. The contribution that the student may make to the College, including co-curricular activities.
8. The student's reports from previous schools, institutions and external providers.

COLLEGE:

9. The capability and capacity to meet the individual needs of the student.

Other CONSIDERATIONS:

10. Order of receipt when the application to enrol is received by the College.

The Principal has absolute discretion in determining the weight of each of each application when determining whether to offer a place for the student. The Principal's decision is final.

3. DOCUMENTATION

When required by the College, parents/guardians must provide accurate information and documentation necessary to allow the College to establish a child's entitlement to enrol and to implement any risk assessments or management plans at the College.

Parents/Guardians wishing to enrol students must include the following documents:

1. Birth Certificate.
2. Baptismal and Confirmation Certificates.
3. Immunisation History Statement.
4. Citizenship Documentation – such as passports/visas etc. (if applicable).
5. Relevant Family Court Orders (if applicable) and other Parental Agreements (both formal and informal arrangements).
6. Relevant Medical and/or additional needs information.
7. Any diagnostic reports and external testing results.
8. Recent school reports, from the past two years, and all NAPLAN results.

The Enrolment Officer is responsible to conduct Vevo checks to confirm visa status of all students who provide citizenship documentation.

4. IMMUNISATION

Parents/Guardians can request a copy of their child's AIR Immunisation History Statement at any time (up to their child being 14 years of age):

a) Using their Medicare online account through myGov.

b) Using the Medicare Express Plus App.

c) Calling the AIR General Enquiries Line on 1800 653 809.

Children aged 14 years and over can request their own Immunisation History Statement from the AIR by using or creating their own Medicare online account through myGov.

The College will record the immunisation status of students upon enrolment. The College will keep the statement (or photocopy of the original statement) for three years after the student has left the College. If a student leaves the College, parents are responsible for providing the new school with the Immunisation History Statement (or a copy).

A child without an Immunisation History Statement will not be prevented from enrolling in primary school under the NSW Public Health Act 2010 however, children without proof of immunisation may be asked by Public Health Officials to stay at home during an outbreak of vaccine preventable disease.

Further information about the requirements for Primary Schools is available here.
https://www.health.nsw.gov.au/immunisation/Pages/Immunisation-in-schools.aspx

5. ENROLMENT PROCESS

Parents/Guardians may enrol their child in Kindergarten at the beginning of the College year if the child turns five (5) years of age on or before 30 June in that year. The enrolment period for Kindergarten is between March and April each year.

Students seeking to enrol at Maronite College of the Holy Family must lodge their application during the enrolment period. The enrolment period is between the 1st of March the 30th November each College year. Enrolment enquiries from families arriving overseas will be given special consideration outside of these dates.

ENROLMENT AT MARONITE COLLEGE OF THE HOLY FAMILY IS A FOUR (4) STAGE PROCESS:

Stage 1: EXPRESSION of INTEREST:

a) Parent/Guardian(s) complete the online *Expression of Interest* form and pay a non-refundable Administration fee.

b) All requested documentation in the *Expression of Interest* form must be provided in order for the College to consider an interview.

NOTE: If the documentation on the child is partially included, falsified or omitted it will affect the status of the parent/guardian (s) continuation to Stage 2.

c) Parents/Guardians will be notified with the outcome of their Expression of Interest via email.

Stage 2: INTERVIEWS:

a) **Years 1-12:** The parents/ guardians and child, will be invited to attend an interview with the Principal and/or Enrolment Committee Member.

i. During the interview process or as a result of the interview, the College may request further documentation to support the parents/guardians application.

ii. Parents/Guardians will be asked if they are commitment to fully supporting the College and adhering to all College Policies and Procedures such as, the ***Parental Code of Conduct Policy.***

b) **Kindergarten:** Interviews for entry into Kindergarten are held in May which includes each child being assessed for school readiness.

Parents/Guardians will be advised if their child has been accepted, required to attend a further interview or declined.

i. A**ccepted:** Parents/Guardians are asked to complete the final stage of the Enrolment form (Stage 3).

ii. **Required to attend a further interview**: Subject to the outcome of the additional interview/s the parent/guardian(s) will be notified via email if their child has been accepted.

iii. **Declined:** No further action is required.

c) All requests for documentation must be provided prior to the College's consideration of making an Enrolment offer.

Stage 3: ENROLMENT FORM

Application for student Enrolment consists of lodging the following:

a) Parents/ Guardian(s) complete the College Enrolment form.

b) Payment of a non-refundable Enrolment fee is received.

Stage 4: CONFIRMATION of ENROLMENT

a) Parents/Guardians will receive a letter of acceptance from the College for the placement of their child/ren.

b) Enrolment is confirmed when the signed Enrolment Contract is received along with a Non- refundable Acceptance Fee paid to the College.

NOTE: Enrolment Fees are not refundable if the parents/guardian decides not to take up the enrolment offer or withdraws the student from the College.

5.1 KINDERGARTEN ENROLMENTS

Once the enrolment is finalised (Stage 4 above) , the child will be required to attend an orientation session where they participate in class activities with other children. This is aimed at assisting the children transition into Kindergarten.

Attendance at both the interview and the orientation session are compulsory.

Teacher observations during orientation are used to determine the student's ability to adjust to school life and provide teachers insights into individualised adjustments which may be required to support a student.

5.2 ENTRY TO YEAR 7 AND OTHER YEARS

External Enrolments into Year 7

1. Parent/Guardian(s) complete the Four Stage Enrolment process (page 5 in this document).
2. The successful applicates will attend an information evening followed by an orientation day.

External Enrolments in Other Years

Applications for enrolment other than Year 7 will be determined on factors such as existing vacancies, academic ability, references concerning behaviour and discipline, and documentation provided by the parent/guardian(s).

Internal Enrolments into Years 7 and 11

a) During Term 2, existing Year 6 students are asked to indicate and confirm their continuation into secondary education at the College. The final number continuing will indicate the available number of students that can be accepted from external applications.

b) All existing Year 6 students will undertake English and Maths testing to determine Secondary class levels.

c) Current students deemed to be 'at risk' in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any student.

d) Existing Years 6 and 10 students and their parent/guardian(s) may be requested to attend an interview prior to confirming continuation into Years 7 and 11.

6. STUDENTS WITH A DISABILITY

At the Expression of Interest or Interview stage in the enrolment process, a child may be identified as having a disability or require special services or facilities. To ensure the College has the capabilities and capacity to support the needs of students with disabilities, the following procedures will be implemented.

1. IDENTIFYING NEEDS

Prior or at the interview, the College may request further information about the child's needs in order to identify what types of adjustments would be required to support the student. Relevant information to assist in identifying any adjustments may include:

- Previous school or pre-school reports
- Psychologist reports
- Speech Pathologist reports
- Occupational Therapist reports
- Physiotherapist reports
- Medical specialist reports
- Vision and/or hearing reports

The College may seek permission from the parents/guardians to obtain information from the relevant organisations and/or practitioners.

There may need to be a series of interviews over a period of time to ensure the College has all the information from medical and other support providers to ensure the needs of the child are discussed and considered.

2. COLLABORATION

Physical access The information obtained will be collated to make an assessment of the child's needs. The College will consult with the parents/guardians and where appropriate, health professionals about possible adjustments. This will involve but not limited to, the consideration of:

- Curriculum access
- Personal care
- Healthcare management
- Communication
- Specific staff training strategies

3. ENROLMENT DECISION

The Diverse Learning Coordinator K-12 in consultation with the Principal will make a preliminary assessment with regard to the College's capacity to make reasonable adjustments to meet the individual needs for the child. If reasonable adjustments are necessary to enable the child to enrol in or participate at the College, the College will make those adjustments to the extent that they do not involve unjustifiable hardship.

In determining whether an unjustifiable hardship would be imposed on the College, the Principal will take into account the relevant circumstances of the case, including:

a) The nature of the benefit or detriment likely to accrue or be suffered by any persons concerned such as other students, staff, College community, the child and the child's family. This includes without limitations:
   i. Costs resulting from the child's participation in the learning environment, including any adverse impact on learning and social outcomes for the student, other students and staff (teachers and support staff).
   ii. Benefits deriving from the child's participation in the learning environment including, positive learning and social outcomes for the child, other students, teachers and support staff.
   iii. The effect of the disability of the child.

b) The College's financial circumstances and the estimated amount of expenditure required to be made by the College community including, costs associated with additional staffing and the provision of special resources or modification of the curriculum.

c) The impact of the adjustments on the College's capacity to provide high quality education to all students while remaining financially viable.

d) The availability of financial and other assistance to the College such as, financial incentives, subsidies or grants available to the College as a result of the child's participation.

e) The nature of the child's disability, their preferred and required adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal and/or delegate, will discuss with the parents/guardians and student (if appropriate) any concerns the College may have regarding any proposed adjustment that would cause unjustifiable hardship to the College. If the Principal is satisfied that the College has sufficiently consulted with the parents/guardians and where appropriate the child, and the adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or defer the offer.

If an offer of enrolment is made, an individualised plan will be created detailing the reasonable adjustments that the College will make. This will be communicated to the parents/guardians and where applicable, the student. If the student's needs or circumstances change, the College will repeat the consultation process and consider reasonable adjustments.

7. ENROLMENT CONTRACT

Maronite College of the Holy Family assumes parents/guardians are able to pay College fees annually by signing the Enrolment form..

The Enrolment form is a legally abiding contractual agreement parents/guardians enter into with the College. The Enrolment Terms and Conditions articulated in the Enrolment form and Appendix 1 of this document, must be adhere to in addition to those articulated in this Policy.

The College's Enrolment form and Enrolment Policy are liable to alteration at the discretion of the College Principal, at any time without notice.

8. PROTOCOL for VISA CLASS 500 STUDENTS

Visa Class 500 students are international students.

A limit of three international students per calendar year are accepted by the College under this visa category.

9. CONDITIONAL ENROLMENT

1. All enrolments are at the discretion of the Principal and conditional for one year.
2. Enrolments are conditional upon the College being satisfied at its discretion, that the student's needs can be met by the College.
3. Parents/Guardians are required to provide reports and assessments necessary to determine the particular needs of the student prior to entry and/or at the request of the College and once enrolled thereafter.
4. Maronite College of the Holy Family may seek to gain access to relevant information about the child to facilitate the enrolment from previous schools, pre-schools and/or other professional agencies.
5. The College may cancel the enrolment if it reasonably determines that the parents/guardians have provided misleading, falsified or omitted information or the student's needs cannot be met.
6. The College may cancel the enrolment if it determines that the student or parents/guardians have not fulfilled their role and responsibilities to the College in the "Conditional" year.

10. CONTINUED ENROLMENT

A student's continued enrolment at Maronite College of the Holy Family is dependent upon the following:

1. The student making satisfactory academic progress.
2. The student attends regularly (refer to the College *Student Attendance Policy and Procedures).*
3. The student's behaviour demonstrates the College's expected standards and values (refer to the College *Student Behaviour Management Policy & Procedures).*
4. Parents/Guardians have adhered to the College's Policies and Procedures such as the *Parental Code of Conduct Policy* and other applicable requirements of the College.
5. The Principal may withdraw a potential enrolment or cancel an existing enrolment if it is determined the student and/or, parent/guardian(s) conduct is detrimental to the wellbeing of College members (other students, teachers, staff, members of the College such as parents/guardians) or bring the reputation of Maronite College of the Holy Family into disrepute.

10. WITHDRAWAL OF ENROLMENT

Parents/Guardians wishing to withdraw their child/ren from the College must consult with the Enrolment Officer.

The following documentation is required to be submitted:

1. Completed "*Withdrawal of Enrolment Form*."
2. Evidence of new destination (i.e. acceptance letter from the new school or employer).

The College requires four (4) weeks written notice of withdrawal for a student at the College as well as the intended destination of the student and student's commencement date.

All unpaid fees must be **paid in full <u>before</u>** the student/s last day at the College.

In the event that it is necessary for the College to employ the services of a debt agency to recover any overdue accounts, parents/guardians will be responsible for all charges, levied by debt agency in recovering the debt together with any costs incurred in respect of legal action taken by the College or on behalf of the College.

11. TERMINATION OF ENROLMENT

Maronite College of the Holy Family may terminate the enrolment of a student at any time for reasons which may include but not limited to:

11.1 STUDENT:

1) The student has not adhered to the College rules, standards, Policies and Procedures.
2) The student's presence places other members of the College community at risk.
3) Conduct by student is prejudicial to the reputation of the College or the wellbeing of its students or staff.
4) Immediate expulsion applies to a student who has demonstrated the following but not limited to;
    i. Physical violence which results in injury, or which seriously interferes with the safety or wellbeing of other students and/or staff (including sexual or indecent assault).
    ii. Possession, supply or use of a prohibited item such as but not limited to:
        - Weapon, firearm or knife.
        - Laser pointers or similar.
        - Alcohol
        - Tobacco, vapes or similar.
        - Drugs of any kind.
    iii. Serious criminal behaviour related to the College.
    iv. Making credible threats against a student or staff member.

Parents/Guardians will be informed of the student's expulsion in writing at a formal meeting. (Refer to *Student Behaviour Management Policy and Procedures*).

11.2 PARENTS/GUARDIANS:

1) Parent/Guardian(s) have breached the Enrolment Terms and Conditions specified on the Enrolment form and Appendix 1 of this document.
2) Parent/Guardian(s) are in breach of College rules, policies and procedures e.g. *Parental Code of Conduct* or does not demonstrate Maronite values.
3) Conduct by the parent/guardian(s) is prejudicial to the reputation of the College or the wellbeing of its students or staff.
4) Where the Principal reasonably believes that a mutually beneficial relationship of co-operation and trust between the College and the parent/guardian(s) has broken down to the extent that it adversely impacts on that relationship.

The parents/guardians of a student whose enrolment has been terminated must settle all outstanding fees immediately.

In the event that it is necessary for Maronite College of the Holy Family to employ the services of a debt collection agency to recover any overdue accounts, the parents/guardians will be responsible for all charges levied by the agency in recovering the debt, together with any legal costs incurred by the College or on behalf of the College (Refer to *Fees Policy and Procedures*).

12. AMENDMENTS of TERMS & CONDITIONS

The College may alter the terms and conditions of enrolment at any time with reasonable notice to the parents/guardians in writing which shall apply to both current and future students and parents/guardians from the date specified in the notice.

MCHF ENROLMENT TERMS & CONDITIONS

DEFINITIONS in the terms and conditions:

Parent/Guardian(s) refers to the parent/guardian(s) who entered into the contract of enrolment with the College (as per enrolment signatories).
College refers to Maronite College of the Holy Family
Student refers to the student who is named in the contract of enrolment.

1. Acceptance of Offer of Enrolment

1.1 An offer of enrolment must be accepted by both parent/guardian(s) where appropriate unless the College agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
1.2 The acceptance of the offer must be accompanied by the nominated non-refundable fee of $200.00.

2. Conditional Enrolment

2.1 All enrolments are at the discretion of the Principal and conditional for one year.
2.2 Enrolments are conditional upon the College being satisfied in its discretion that the student's needs can be met by the College.
2.3 Parent/Guardian(s) are required at the request of the College, to provide reports and assessments necessary to determine the particular needs of the student prior to entry and thereafter upon request.
2.4 Maronite College of the Holy Family may seek to gain access to relevant information about the student to facilitate the enrolment from previous schools, pre-schools or other professional agencies.
2.5 The College may cancel the enrolment if it reasonably determines prior to the start of the enrolment that the parent/guardian(s) have provided misleading or omitted information or the student's needs cannot be met.
2.6 The College may cancel the enrolment if it determines that the student or parent/guardian(s) have not fulfilled their role and responsibilities to the College in their 'conditional' year.

3. Continued Enrolment

Student's continued enrolment at Maronite College of the Holy Family is dependent upon;
3.1 The student making satisfactory academic progress in accordance to their ability.
3.2 Regular attendance.
3.3 The student's behaviour demonstrates the College's expected standards.
3.4 Parent/Guardian(s) observe the College's *Parental Code of Conduct Policy and Procedures* and other applicable requirements of Maronite College of the Holy Family.
3.5 The Principal may cancel an enrolment if it is determined the student and/or, parent/guardian(s) conduct is prejudicial to the wellbeing of College members or reputation to Maronite College of the Holy Family.

4. Progress of Student

4.1 The Principal has the authority to apply whatever disciplinary measures are deemed necessary in relation to the conduct of the student, both inside and outside of the College precincts.
4.2 If the College considers that the progress of a student is unsatisfactory and it can no longer meet the student's needs it may cancel the enrolment of the student by giving not less than four (4) weeks' notice.

5. Fees and Charges

5.1 The College Board will determine fees and charges payable each year. Fees are reviewed annually.
5.2 Fees and Charges include tuition, levies, co-curricular activities, sport, electives, excursions and maintenance. Payment must be made in full. Payment methods available are online, Direct Debit, Eftpos or Cash. Forms for Direct Debit can be obtained from the College Fees Department.
5.3 All medical expenses incurred on behalf of a student must be reimbursed by the parent/guardian(s) unless covered by College insurance.
5.4 All fees and charges must be paid **on** or **before** the **due date** as per the "Fee Schedule" letter.
5.5 Parent/Guardian(s) must contact the College to establish a *Fee Payment Plan* if they are unable to meet their installment obligation by the due date.
5.6 Where College fees are outstanding and no satisfactory written arrangement has been entered into with the College to pay outstanding fees, parent/guardian(s) will be denied access to the "Parent Portal" (Sentral), resources and services withdrawn.
5.7 Failure to contact the College in regard to outstanding fees, will result in the student/s enrolment being terminated.
5.8 Fees will not be refunded in whole or part if the student is absent due to illness, leave or suspension.
5.9 All debt recovery costs if applicable, will be borne by the signatory/signatories on the Enrolment form.

6. Withdrawal of Students

6.1 Parent/Guardian(s) wishing to withdraw their child/ren from the College, must give not less than four (4) weeks' written notice. The intended destination must be provided through the completion of the *Withdrawal of Enrolment Form.* Parent/Guardian(s) must provide evidence of the new destination and their child/ren's commencement date.

6.2 All unpaid debts that have been utilised must be settled **before** your child/ren's last day at the College before approval of request to withdraw is given. Refund is limited to the unutilised fees that have been paid.

7. Obligations of Students

7.1 Students are required to have high standards of behaviour and abide by the College rules and expected codes of conduct.

7.2 Behave courteously and considerately to each other and to staff at all times.

7.3 Not do anything which may bring the College into disrepute including, in print and electronic media.

7.4 Support the goals and values of the College.

7.5 Attend and if required, participate in extracurricular activities, College sports program, important College events such as carnivals and Foundation Day or other events determined by the Principal.

7.6 Wear the College uniform as prescribed including when travelling to and from College and follow conventional standards of appearance while at the College in accordance with College guidelines and expectation of the College community.

7.7 Attend the College during College hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted by the Principal.

8. Obligations of Parents/Guardians

8.1 Must accept and abide by the requirements and directions of the Principal relating to the student or students generally and not interfere in any way with conduct, management and administration of the College.

8.2 Are required to support the goals, values and activities of the College.

8.3 Commit to supporting the College in the management of any performance or behavioural issues pertaining to their child in a spirit of mutual respect and collaboration.

8.4 Will ensure the prompt payment of all fees and charges to the College by or before the due date.

8.5 Must make prompt contact with the College in the event that fees and charges cannot be met by the due date.

8.6 On a regular basis view the College "Parent Portal" (Sentral) and read the Newsletters.

The Parents/Guardians must promptly advise the College:

8.7 In writing of any change of home, mailing, email address or contact details or other information on the Enrolment Application form. Offers of enrolment may be cancelled if the College is unable to contact the parent/guardian(s).

8.8 If the student is absent from the College due to ill health or another reason.

8.9 In writing of any orders or arrangements that affect the student concerning custody or access, any change to them or any other orders or arrangements which are relevant to the student's education and welfare and provide copies of any Orders to the College.

The Parents/Guardians Responsibility:

8.10 Must ensure the student has each item of officially required uniform, clean and in good repair, and all other requirements necessary such as textbooks and stationery.

8.11 Should communicate with students, parent/guardian(s), visitors and staff members in a courteous manner, and follow the communication guidelines set by the College and observe the College *Parental Code of Conduct Policy and Procedures.*

8.12 Should make all reasonable endeavours to attend parent-teacher interviews, meetings, parent forums and participate in courses offered by the College which are relevant to the student's education.

8.13 Must not use social media to denigrate the College, staff, students or other members of the College community.

9. Health and Safety

9.1 Parent/Guardian(s) must advise the College immediately if they become aware of any special needs that their child may have including, but not limited to, any medical, physical, psychological needs, or any changes to these needs.

9.2 Parent/Guardian(s) must complete and return to the College the required health information and 'Medical Plan' if applicable, for their child prior to the student commencing at the College and provide updated medical information if circumstances change or as required by the College.

9.3 If the student is ill or injured, requiring urgent hospital and/or medical treatment (for example injections, blood transfusions, surgery) and parent/guardian(s) are not readily available to authorise such treatment, the Principal or Principal's delegate may give the necessary authority for such treatment. The parent/guardian(s) indemnify the College, its employees and agents in respect of all costs and expenses arising directly or indirectly of such treatment.

9.4 Parent/Guardian(s) must observe College security procedures for the protection of students.

9.5 Students are responsible for their personal property. The College does not accept any responsibility for the loss of their belongings.

9.6 The Principal or Principal's delegate may search the student's bag, locker or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

10. Programs and Activities

10.1 The College determines the educational and other programs and activities conducted at the College in its absolute discretion.

10.2 The College may change its programs and activities and the content of these programs and activities without notice.

11. Reports and Notices

11.1 The College will send academic reports to parent/guardian(s) via the "Parent Portal" (Sentral) twice a year.

11.2 Where the parent/guardian(s) do not live together, reports and notices will be sent to both parents/guardians unless there is an Order of the Court providing reports and notices to be sent to one parent/guardian or there is an agreement between the parent/guardian(s) that the reports and notices will be sent to one parent/guardian.

12. Leave

The parent/guardian(s) must seek approval for extended leave from the Principal by completing and submitting an *Application for Extended Leave* form if the leave exceeds five (5) College days.

13. Suspension and Termination of Enrolment

13.1 The College may suspend or terminate the enrolment of a student, either temporarily or permanently at any time for reasons which include but not limited to;

a) A serious breach of the College's rules or code of conduct.
b) Conduct prejudicial to the reputation of the College or the wellbeing of its students or staff.
c) Where the Principal believes that a mutually beneficial relationship of cooperation and trust between the College and the parent/guardian(s) has broken down to the extent that it adversely impacts on that relationship.
d) Failure by parent/guardian(s) to pay outstanding College fees and charges and/or the agreed *Fee Payment Plan* is not adhered to.

13.2 The College will exercises its powers to expel a student if it has provided the student and their parent/guardian(s) with details of the conduct which may have resulted in this decision, and provided them with a reasonable opportunity to respond in accordance to procedural fairness.

13.3 The College may terminate the enrolment of the student without notice if, either before or after the commencement of enrolment, the College finds the relevant particulars of the student's special needs have not been provided to the College or the particulars provided are omitted, incorrect or misleading.

14. Court Orders & Other Orders

14.1 Parent/Guardian(s) must provide accurate information to the College about any arrangement between parent/guardian(s),Court Orders or other Orders in relation to the child/ren at the time of applying for enrolment.

14.2 Parent/Guardian(s) must immediately notify the College of any new arrangements or changes to any previously communicated arrangements.

14.3 Parent/Guardian(s) must immediately notify the College of any new Court Orders, other Orders or changes to any previously communicated Orders.

15. Privacy

The parent/guardian(s) acknowledge that they have read the College's *Privacy Policy* and agree to maintaining the confidentiality of students, staff and College families.

16. Other

Acceptance of enrolment is consenting to photographs, videos and/or work samples of the student to be placed in College records, displayed from time to time around the College, published in College publications, on the College website and in other marketing and promotional material.

17. Entry to Year 7 and Other Years

Those deemed to be 'at risk' in terms of behaviour and attitude, the College reserves the right to withhold enrolment offers from any of its students. Students of Years 6 and 10 and their parent/guardian(s) may be requested to attend an interview prior to confirming continuation in Year 7 and 11 if they are deemed by the College, to be 'at risk'.

18. Amendment of Terms and Conditions

The College may alter the terms and conditions of enrolment at any time with reasonable notice to the parent/guardian(s) in writing which shall apply to both current and future students and parent/guardian(s) from the date specified in the notice.

RELATED LEGISLATION AND REGULATIONS

Education Act 1990 Sections 21B, 22 and 23.
NESA Act 2004
Working With Children Act 2022 Part 2 Section 6
Children and Young Persons (Care and protection) Act 1998
Children's Guardian Act 2019
Child Safe Standards 2022
Anti-Discrimination Act 1977 (NSW)
Disability Discrimination Act 1992
Disability Standards for Education 2005
Privacy Act 1988
Privacy and personal Information Act 1998 (NSW)
Health Record and Information Privacy Act 2002

MCHF RELATED DOCUMENTATION

Enrolment Form (Contractual Agreement)
Fee Policy and Procedures
Student Attendance Policy and Procedures
Child Protection Policy and Procedures
Student Wellbeing Policy and Procedures
Student Behaviour Management Policy and Procedures
Parental Code of Conduct
WHS Policy and Procedures
Complaints Handling Policy & Procedures for All Stakeholders.
Privacy Policy & Procedures

POLICY OWNERSHIP: PRINCIPAL			
POLICY DATES			
Implemented	August 2013	***Reviewed***	27/08/2021 17/11/2022, 16/02/2023; 18/06/2024; 10/12/2024, 5/08/2025; 2/02/2026, 29/04/2026
Next Review Due	August 2026		
POLICY AUTHORISATION			
PRINCIPAL Sr Margaret Ghosn	**SIGNATURE**		**DATE** 21/11/2022, 19/06/2024, 12/12/2024, 5/08/2025, 2/02/2026
POLICY DETAILS			

Policy Number: 0023
Policy Version: 0004, 0005, 0006, 0007, 0008, 0009, 0010, 0011
Tracked Changes:
2022 Version 0005: Updated Policy and amended Enrolment Form to include information on Debt Collection.
2023 Version 0006: Included the College Mission, Vision, Motto and Ethos.
2023 Version 0007: Included legislation and regulations, College related policies and procedures. Clarifying information aligned to the College "Fees Policy and Procedures" and Enrolment Form.
2024 Version 0008: Changed Mission & Vision. Inclusion of 'Conditional' and 'Continued' enrolments, additional information on termination of enrolment in respect to parent/guardian(s). Terms and Conditions updated and included as appendix. Updated the College emblem.
2024 Version 0009: Inclusion of online enrolment process, students with disabilities and new College values.
2025 Version 0010: Inclusion of Policy ownership.
2026 Version 0011: Change in policy ownership. Updated Principal's title and included Enrolment Committee in information.
2026 Version 0012: Updated fee payment methods.

Attachments:
Appendix 1: Enrolment Terms and Conditions.