

*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**

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.”*

## 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 to supply the College with all available information on their children at the time of application.

The College enrolls 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. In relation to completed internal assessments the College will source relevant documentation.

## 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 covered 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:

1. The contribution that the student may make to the College, including co-curricular activities.
2. The student's reports from previous schools or institutions.

### COLLEGE:

1. Ability to meet the special needs or abilities of the student.

### Other Considerations:

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

The Executive Principal has absolute discretion in determining the weight of each of the factors it takes into account in determining whether to offer a place for the student.

### 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 1<sup>st</sup> of March the 30<sup>th</sup> 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 Three (3) Stage Process:

### Stage 1: Application for Student Enrolment

Application for Student Enrolment consists of lodgement with the following:

- a) Application for Student Enrolment
- b) Documentation
- c) Payment of a non-refundable Application Administration Fee. This secures the student a place on the Waiting List.
- d) The Application Administration Fee is waived for current families of the College.

### Stage 2: College Enrolment Interview

- a) The College will conduct an Enrolment Interview and may request further documentation.
- b) All requests for documentation must be provided prior to the College considering making an Enrolment Offer.

### Stage 3: Confirmation of the Enrolment

- a) Enrolment is confirmed when the signed Enrolment Contract is received along with a \$250 non-refundable Acceptance Fee paid to the College.
- b) Enrolment Fees are not refundable where a student does not take up or discontinues their enrolment.
- c) The College is not obliged to hold a place for a student for a future year until the full Acceptance Fee and signed contract is received by the College.

## KINDERGARTEN ENROLMENTS

Once enrolment applications have been received, the College will arrange interviews individually for students. During the interview, teachers conduct a simple assessment with the student to determine social, literacy and numeracy development.

Once their enrolment is confirmed, parents/guardians will be notified in writing. Students will then attend an in-class orientation session where they participate in class activities with a group of students. This is aimed at assisting students with their transition to Kindergarten.

Attendance at both the interview and class orientation session is compulsory. Observations are used to determine the student's ability to adjust to school life and to provide teachers with an insight into individualised adjustments which may be required to assist students.

## ENTRY TO YEAR 7 AND OTHER YEARS

- a) During Term 2, Year 6 students are asked to indicate and confirm their continuation into secondary education. The final number continuing will indicate the given number of students that can be accepted and available for external enrolments.
- b) All Year 6 students will undertake English and Maths testing to determine class levels.
- c) 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.
- d) Students of Years 6 and 10 and their parents/guardians may be requested to attend an interview prior to confirming continuation in Year 7 and 11.
- e) Applications for enrolment other than Year 7 will be determined by factors such as existing vacancies, academic ability, and references concerning behaviour and discipline, and documentation provided by the parents/guardians.
- f) 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 parents/guardians may be requested to attend an interview prior to confirming continuation in Year 7 and 11 if they are deemed to be 'at risk'.

## 6. ENROLMENT CONTRACT

The Maronite College of the Holy Family assumes parent/guardian(s) are able to pay the College fees annually and in full by enrolling their child/ren in the College.

The Enrolment Form is a legal contractual agreement parent/guardian(s) enter into with the College. The Enrolment Terms and Conditions articulated in the Enrolment form and in Appendix 1 of this document, must be adhere to in addition to those articulated in this Policy.

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

## 7. 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.

## 8. CONDITIONAL ENROLMENT

1. All enrolments are at the discretion of the Executive Principal and conditional for one year.
2. Enrolments are conditional upon the College being satisfied in its discretion that the student's needs can be met by the College.
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 on request thereafter.
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.
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.
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 the 'conditional' year.

## 9. CONTINUED ENROLMENT

Student's continued enrolment at Maronite College of the Holy Family is dependent upon;

1. The student making satisfactory academic progress.
2. Regular attendance.
3. The student's behaviour demonstrates the College's expected standards.
4. Parent/Guardian(s) observe *Parental Code of Conduct* and other applicable requirements of the College.
5. The Executive 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 the reputation to Maronite College of the Holy Family.

## 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. Completion of "*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 before** 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 Executive 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.




## 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)  
Fees Policy and Procedures  
Student Attendance Policy and Procedures  
Child Protection Policy and Procedures  
Student Welfare Policy and Procedures  
Student Behaviour Management Policy and Procedures  
Parental Code of Conduct  
WHS Policy and Procedures

POLICY DATES			
<b>Implemented</b>	August 2013	<b>Reviewed</b>	27/08/2021 17/11/2022, 16/02/2023; 18/06/2024; 3/12/2024
<b>Next Review Due</b>	August 2026		
POLICY AUTHORISATION			
<b>EXECUTIVE PRINCIPAL</b> Sr Margaret Ghosn	<b>SIGNATURE</b> 	<b>DATE</b> 21/11/2022 19/06/2024	
POLICY DETAILS			
Policy Number: 0023 Policy Version: 0004, 0005, 0006, 0007, 0008, 0009 <b>Tracked Changes:</b> 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. <b>Attachments:</b> Appendix 1: Enrolment Terms and Conditions.			



# 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 Executive 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 Executive 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 Executive 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, Cash or Centrepay. Forms for Direct Debit and Centrepay can be obtained from the College Fees Office.
- 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 Executive 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 Executive Principal.

## **8. Obligations of Parents/Guardians**

- 8.1 Must accept and abide by the requirements and directions of the Executive 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 Executive Principal or in the Executive Principal's absence Head of College, 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 Executive Principal or Executive 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 Executive 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 serious breach of the College's rules or code of conduct.
  - Conduct prejudicial to the reputation of the College or the wellbeing of its students or staff.
  - Where the Executive 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.
  - 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 exercise 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.