Enrolment Policy

Rationale

Xavier College welcomes applications from all families seeking a Catholic education for their child/ren. In realising its mission and vision, Xavier provides a dynamic learning environment and a rich variety of experiences for students. As a Catholic school in the Salesian tradition, Xavier College has a commitment to educate the marginalised that is reflected in the effort to provide access to learning for families from a wide range of financial and social circumstances. Since the establishment of the College, it has always valued working in partnership with parents, guardians and students from varied backgrounds.

Scope

This policy applies to all current and prospective students, parents and guardians and is supported by the staff of Xavier College.

Policy Statement

Xavier College aims to provide clarity around the criteria and procedures involved in the enrolment process. All students who are eligible to attend Xavier College and fall within the enrolment guidelines will be welcome to make an application for enrolment. Completing an Application for Enrolment is a prerequisite for enrolling at Xavier College, however, is not a guarantee of acceptance.

Enrolment Information

The two main entry years into the College are Reception at the Evanston Campus, Reception and Year 7 at the Two Wells Campus, and Year 7 at the Gawler Belt Campus. The following guidelines apply for applications in these specific year levels. To be considered under the guidelines below, applications must be submitted and received by 31 May each year, eighteen months prior to the year of commencement. The date an application is received, and the following guidelines may also come into effect when the number of enrolment applications exceed the number of places available at the College.

Reception and Year 7 Enrolment Guidelines:

- Children baptised in the Catholic faith
- Children with siblings currently enrolled at Xavier College (or recently graduated)
- · Children from other Catholic schools
- · Children of old scholars
- · Children from other Christian feeder schools
- Families seeking a Catholic education for their children
- Date of receipt of application; (after cut-off date)
- Outcome of Enrolment Interview

Principal's Discretion for Enrolments

Offers for applications from families seeking enrolment in other Year Levels, as well as applications lodged after the application closing date above, will be made according to the requirements of the College and at the discretion of the Principal, if and when places become available.

A place will be offered based on the information provided at the time of application. This offer remains valid for a limited time only, (14 days from the date the offer is issued) as indicated in the Letter of Offer. Failure to advise changes to information on the Application for Enrolment could affect the enrolment.

Prior to a child's commencement at Xavier College, parents/guardians and students will be invited to attend a personal or group interview with a member of the College Leadership Team.

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Upon the parent(s)/guardian(s) signing the Enrolment Acceptance documentation, the parent(s)/guardian(s) agree to a place at the nominated campus and acknowledges that the College cannot facilitate a transfer between campuses. If extenuating circumstances arise, a formal request may be made to the Principal, via the College Registrar. Any change to a student's nominated campus will be at the discretion of the College Principal.

Suspension/Termination of Enrolment

The College may suspend or terminate enrolment at its discretion for failure to comply with the conditions set out in the Application for Enrolment or other serious breaches of the College's rules and regulations including adherence to those contained in the Parent Handbook.

Cancellation of an Enrolment Application

Cancellation of an enrolment application prior to commencement or during the child's enrolment at Xavier College must be made in writing to the Registrar at registrar@xavier.catholic.edu.au. Exit fees may apply.

Reception Enrolment

Children who turn five before 1 May will be permitted to start on the first day of Term One in that year.

Children who turn five before 31 October will be eligible to commence Reception on the first day of Term Three of that year and must complete six terms of Reception.

Responsibilities

Parents and Guardians will:

- Agree and adhere to the terms and conditions as set out in the Application for Enrolment
- Enter into partnership with the College
- Submit a child's application by 31 May at least eighteen months prior to the year of commencement
- Make a payment of the application fee and provide the following documentation to support the Application for Enrolment:
 - o completed Application Form signed by all legal guardian/s
 - o copy of the student's birth certificate
 - o copy of most recent school/kindergarten/childcare report
 - o copy of most recent NAPLAN report

Plus where applicable:

- $_{\circ}$ if born overseas, a copy of the student's Passport and Immigration Visa Subclass number or Australian Citizenship Certificate
- copy of Sacramental Certificates
- o copy of any custody orders/parenting plan or related information regarding custody of the child
- copies of documents relating to additional special learning needs (specialist reports, diagnosis, action plans etc)
- Make a payment of the Enrolment Acceptance fee and provide the following documents within 14 days from
 offer. Failure to make contact with the College will result in the child/ren's position being offered to another
 family:
 - o Enrolment Acceptance form signed by all legal guardian/s
 - o medication consent forms (if applicable)
 - o signed Student Transfer Advice (not required if transferring from an Interstate school)

- Respond to correspondence from the College regarding applications and offer of enrolment interview within 5 business days of receiving offer. Failure to make contact with the College will result in the offer of interview being retracted and the application being placed on a waitlist.
- Failure to respond to follow-up contact from the College within 5 business days will result in the application being withdrawn from the waitlist.

The College Registrar and Enrolment Officers will:

- o Provide written notification of contact deadlines to families in communication from the College, giving families 5 business days to complete required actions regarding their child's enrolment at the College.
- Make two contact attempts via phone and email regarding the child/ren's application, before removing the application of enrolment from all waitlists.

The Executive Leadership Team will:

- Recognise and support parents and guardians as the primary educators of their children, particularly in the area of faith education;
- Be committed to the inclusion of Aboriginal and Torres Strait Islander children, children with special needs, and students of all sexual orientation and gender identification.
- Ensure enrolments for interstate transfers from other Salesian Colleges are expedited.

Related Documents and References

Xavier College Enrolment 2022 Process & Procedures

Application for Enrolment

Enrolment Acceptance

College Fee Policy

Disability Discrimination and Other Human Rights Legislation Amendment Act 2009

Disability Standards for Education 2005

Equal Opportunity Act (SA) 1984

Revision Record

Document title:	Enrolment Policy
Document type:	Policy
Document date:	July 2022
Policy owner:	Principal
Approval Authority:	College Board
Review Date:	March 2026
Revision History:	2016, 2018, 2022, 2024