



Enrolment Policy

Rationale

Xavier College welcomes applications from all families seeking a Catholic education for their children. To deliver its mission and vision, Xavier College 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 poor and marginalised. This 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 enrolment criteria and procedures involved in the enrolment process. All students who are eligible to attend Xavier College are welcome to submit an Application for Enrolment. Completing an Application for Enrolment is a prerequisite for enrolling at Xavier College, however, it does not guarantee acceptance.

Definitions

Enrolment Agreement

The agreement formed between Xavier College and Enrolling Parents/Guardians upon execution of the Application for Enrolment and Enrolment Acceptance documentation, including any subsequently approved variations, governing the student's enrolment at the College. The Enrolment Agreement is with Xavier College, with the student to attend the campus nominated within the enrolment documentation.

Legal Guardian

An individual recognised as having legal responsibility for a child, as evidenced by the child's birth certificate, or relevant legal documentation.

Enrolling Parent/Guardian

A Legal Guardian who has executed the Enrolment Agreement on behalf of the child.

An Enrolling Parent/Guardian enters into the Enrolment Agreement with Xavier College and holds legal and financial responsibility for the child's enrolment. Financial obligations associated with enrolment are governed by the Xavier College Fee Policy.

The Enrolling Parent/Guardian is authorised to:

- Access student and financial information
- Update enrolment and contact information
- Provide consent for excursions, camps, activities, and other educational experiences. Where more than one Enrolling Parent/Guardian is listed, consent forms will be issued to the Enrolling Parent/Guardian recorded as Parent/Guardian 1 within the Enrolment Agreement.
- Provide consent for the student to access counselling services
- Access and receive notifications through the College's Learning Management System
- Authorise Xavier College to provide or withdraw Non-Enrolling Legal Guardians and Nominated Carer's access to the College's Learning Management System to view student information and receive notifications.

Where more than one Enrolling Parent/Guardian is listed, responsibilities and authorities apply jointly, except where otherwise specified above.

Non-Enrolling Legal Guardian

A Legal Guardian who has not executed the Enrolment Agreement.

A Non-Enrolling Legal Guardian is not party to the Enrolment Agreement with Xavier College and does not hold legal or financial responsibility for the child's enrolment.

