



ENROLMENT POLICY

CONTEXT

Sacred Heart College Senior supports the mission of the Church in providing a Catholic education to young men and women who subscribe to the values and expectations of the school. Sacred Heart College Senior aims to establish and nurture a faith community in the tradition of St Marcellin Champagnat, in which students can develop their faith, scholastic abilities and personal talents, mature, learn and contribute to the well being of the school and the wider community.

PRINCIPLES

Key principles underpin enrolment at Sacred Heart College Senior. These include:

- i An open and inclusive process that enables the integrity of each enrolment to be judged upon its own merits, in accord with the criteria outlined below;
- ii A willingness for parents and students to accept and support:
 - the Catholic principles and values in which the school is grounded, and, a willingness to participate in the Religious Education programme;
 - the stance of the School in relation to computer use, illicit drugs, co-curricular participation and other established policies and practices;
- iii withdrawal of any student enrolment will be the province of the Principal, and, will be subject to a clear violation of established expectations and procedures of the School.

CRITERIA

- a) The following criteria are used as guidelines and priorities in sequential order for accepting students to Sacred Heart College Senior:
 1. Existing enrolments at Sacred Heart College Middle School and Marymount College.
 2. Catholic children whose families have a demonstrated commitment to parish and Christian education in the Catholic tradition:
 - 2.1 sons and daughters of Old Scholars
 - 2.2 practising Catholics from other Catholic schools
 - 2.3 practising Catholics from non-Catholic schools.
 3. Non-Catholic children with siblings already at Sacred Heart College Senior.
 4. Children of other Christian denominations who have a commitment to their faith tradition and a desire for a Catholic education.

5. Non-Catholic children whose families indicate a demonstrated commitment to their own faith and openness to the religious development of their children:
 - 5.1 non-Catholic children from Catholic schools
 - 5.2 non-Catholic children from other schools.
 6. Non-Catholic children whose families indicate openness to the religious development of their children.
- b) The following criteria are used as guidelines and priorities for accepting students to Boarding House:
1. **Catholic Students** in this order:
 - 1.1 Isolated SA students (as defined by distance from the nearest school)
 - 1.2 Isolated NT or Western NSW students (as defined by distance from the nearest school)
 - 1.3 Students from SA, NT or Western NSW rural centres where there is no Catholic Secondary school.
 - 1.4 Students from SA, NT or Western NSW rural centres where Catholic Secondary Schooling is available.
 - 1.5 Special cases.
 2. **Non-Catholic students:**
 - 2.1 Isolated students.
 - 2.2 Special cases.

All applications will be assessed against this priority order, so it is important for parents to think about the degree of priority their application might receive. A more detailed explanation of the criteria for enrolment is located on the website (www.shcs.sa.edu.au → About → Policies). Note: The selection process begins anew each year.

All other things being equal, special consideration will be given to students who have brothers or sisters as present boarders. Consideration will also be shown to students whose parents or siblings are old scholars of Sacred Heart College.

It is the responsibility of the Principal and delegated senior administrators to enrol students into the school and apply these guidelines. In certain circumstances discretion may need to be used in making the final decision.

Date of application may come into effect in conjunction with the above criteria when numbers become critical. Successful applicants are notified 14 months prior to the date the enrolment is activated, and whilst applications are accepted after this date, priority is given to those applications lodged early.

Catering for a wide enrolment of abilities, Sacred Heart College Senior has a Learning Enrichment Centre that caters for special needs. As the resources of this unit are finite, assessment of the full needs of any year level in context of the special needs of a student must be given. Notwithstanding this, all students have equal access to the education opportunities provided by the School.

STUDENTS WITH DISABILITIES

A SPECIAL NEEDS (FUNDED STUDENTS)

1. The Registrar is required to forward information regarding special education needs to the Learning Enrichment Coordinator.
2. The Learning Enrichment Coordinator is to contact parents to discuss the nature of the disability and arrange a Transition interview,

3. If an action plan is required, the Principal will invite support from Special Education Consultants. Parents are asked to provide further information regarding the student's development, medical and academic history. An interview would take place with parents, Principal or nominee, Special Education Consultant and Learning Enrichment Coordinator.
4. A decision is then made by the Principal as to whether the school can support the student's specific needs.
5. If enrolment is accepted, the parents are involved in setting up a school action plan. This process involves Special Education Consultant, Learning Enrichment Coordinator and other staff as required.

B NON-FUNDED STUDENTS

Proceed with Steps 1-3 above.

If there is still some doubt about the learning difficulties, the Learning Enrichment Coordinator is to obtain the parents' permission to contact the previous school.

This process allows for forward planning of curriculum for all children with learning difficulties.

PROCESS

Students who do not attend Sacred Heart College Middle School and Marymount College are required to attend an enrolment interview with their parent(s) or guardian(s) and requested to provide the necessary documentation with the Enrolment Form. These include:

- A copy of the birth certificate or extract from it
- Latest school reports and/or reference from previous schools
- Baptismal certificate
- Any court order or related information regarding custody of child (if applicable)
- Documentation relating to special needs (any reports, action plans, assessment, etc.)
- Letter of support/reference from your Parish Priest/Minister of Religion

INTERNATIONAL STUDENTS

With the globalisation of education, Sacred Heart College Senior has actively promoted enrolment to overseas students from 2008. Overseas students will augment the enrolment profile and will conform to the rigorous enrolment requirements as detailed by the Department of Immigration and Citizenship (DIAC) and the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS). Overseas students will conform to the same enrolment priorities as detailed earlier in this document.

Approved on **November 2011**

Review Date **November 2014**