



# Student Enrolment Policy

## Preamble

This Student Enrolment Policy has been developed in the light of the Mission and Values Statement of Whitefriars College, in which we seek to live by and teach those values which the Catholic Church upholds and to celebrate our Catholic identity in the Carmelite Tradition. The College seeks staff who will be supportive of our faith community and be involved in the celebration of that community. It promotes a spirit of mutual trust and respects the gifts of others. It honours the contributions which each individual makes to the enrichment of the community. The College also values a diverse community in which the contribution of each individual is encouraged, valued and respected. Whitefriars aims to develop and maintain a staff that is committed to the ethos of the College, professional in its approach to learning and teaching and diverse in the range and scope of the skills and experiences it provides.

## Purpose and Scope

The College is governed by the Carmelite Province of Australia and Timor-Leste.

As a Catholic Secondary School for boys within the Archdiocese of Melbourne, Whitefriars College operates, primarily, to serve families who wish to offer their sons a Catholic secondary education in the Carmelite tradition. It has developed this Student Enrolment Policy in sympathy with Catholic Education Office Melbourne Policy in order to be clear and transparent about how and where it seeks enrolments.

The purpose of this Policy is to help you learn more about the College and whether it is the right school for your son. This policy also outlines the process that used to consider enrolment applications.

While application is a pre-requisite to admission, it is not a guarantee of admission and the College reserves the right to offer or to refuse a place to any boy in accordance with this Policy.

For any enquires in relation to enrolment at the College, contact our Enrolment Office by Phone on (03) 9872 8200.

## Definitions

Applicant	The person/s set out in the Application for Enrolment form being the Parent/s and/or Guardian/s of the child seeking enrolment at the College.
Student	The son of the Applicant identified in the Application for Enrolment form that is seeking enrolment at the College.



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Disability	In relation to a child, disability means: <ul style="list-style-type: none"><li>• total or partial loss of the child’s bodily or mental functions; or</li><li>• total or partial loss of a part of the body; or</li><li>• the presence in the body of organisms causing disease or illness; or</li><li>• the presence in the body of organisms capable of causing disease or illness; or</li><li>• the malfunction, malformation or disfigurement of a part of the child’s body; or</li><li>• a disorder or malfunction that results in the child learning differently from a child without the disorder or malfunction; or</li><li>• a disorder, illness or disease that affects a child’s thought processes, perception of reality, emotions or judgment or that results in disturbed behaviour.</li></ul>
Enrolment Agreement	The Agreement forming part of this Enrolment Policy by which the Applicant agrees to be bound.
Application for Enrolment form	The document which the Applicant is required to complete in order for their son to be eligible to be considered for enrolment at the College.
The Principal	The Principal of the College, or the Principal’s authorised representative.

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### Policy Statement

The Applicant understands by applying for enrolment of their child, that their child will be taught consistent with Christian teachings, which will involve their attendance and participation in Catholic practices including (but not limited to) prayer, liturgy and religious education from Years 7 to 12 inclusive. The College reserves its right to insist that the Applicant agree to a Christian education for their son.

The Applicant is expected to support the College ethos, values, culture and policies. Parents and guardians, as first educators of their children, enter into a partnership with Whitefriars College to promote and support their son’s education. Parents and guardians must assume a responsibility for maintaining this partnership by supporting the school in furthering the spiritual and academic life of their sons.

#### *Position towards enrolment:*

The College acknowledges and accepts that the vast majority of parents and guardians make sacrifices to provide their boys with a Whitefriars education. However, it never has or will be the College’s desire that parents or guardians reach the point of financial distress to meet the cost of sending their boys to the College.

The College wants to be a welcoming place for people from all backgrounds and invites any Applicant to apply for enrolment and encourages them to speak to the College if they are concerned



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about paying the College's fees and charges. A workable solution may be able to be agreed between the parties.

### *The College's discretion*

Notwithstanding the above, the College confirms it has discretion in determining whether to make an offer of enrolment. Enrolment decisions shall be based on a range of information and factors and determined on a case-by-case basis. Each case shall be judged on its merits, taking individual circumstances, finances and practical implications into account as well as:

- the actual numbers of currently enrolled students and practical availability of places;
- the resources available to cater for the educational needs of the College's students; and
- the willingness and capacity of the child and the Applicant to comply with the College's policies and procedures.

The Applicant and child understand that the College has limited places for each year level each year and as such, the College may not be able to offer a place due to class-size limits.

An enrolment offer may be withheld, withdrawn or cancelled by the College at its own discretion in situations where:

- it becomes apparent that the child's enrolment at the College is likely to be detrimental to other students, the staff or the College;
- information is obtained which demonstrates a history of illegal activities or anti-social behaviour by the child;
- the Applicant or the child acts inconsistently with the College's policies and procedures;
- the Applicant or the child is suspected of having a history of adversarial conduct towards the College;
- relevant information is withheld by the Applicant or information provided is found to be inaccurate; or
- there is a significant change in the circumstances of the Applicant and/or the child which cannot be reasonably accommodated by the College.

### **Priority Order of Enrolment**

Whitefriars College seeks to enrol Catholic students according to the Priorities set out below. Essential to this enrolment process is an acceptance by parents of the conditions outlined in the Application for Enrolment form and Terms and Conditions of Enrolment.

Whitefriars College reserves the right to determine the suitability of a student based on their previous school history and in light of the perceived support of his parents/guardians for Whitefriars' policies, procedures and ethos.

Whitefriars College aims to be inclusive in its enrolment policy and processes, particularly in regard to Catholic students applying to enter Year 7. Consequently, every effort will be made to accommodate students with individual learning needs, whether these require a high level of support for a disability or for a gifted and talented student.



In accepting a child's enrolment, Whitefriars commits itself to educating him in a holistic manner in partnership with his parents/guardians.

At the discretion of the College, correctly completed applications will be given preference in the following order of priority:

1. Brothers of current or former students of the College;
2. Sons of past students who attended the College;
3. Catholic boys who reside in a College Priority Parish and are attending a Catholic Primary School. Preference will be given to the following Primary Schools which are located in our Priority Parishes.
  - a. Blackburn: St Thomas the Apostle Primary
  - b. Blackburn North: St Philip's Primary
  - c. Blackburn South: St Luke the Evangelist School
  - d. Box Hill: St Francis Xavier Primary
  - e. Doncaster: St Gregory the Great Primary
  - f. Doncaster East: Ss Peter and Paul's Primary
  - g. Donvale: Our Lady of the pines Primary
  - h. Eltham: Our Lady Help of Christians Primary
  - i. Mitcham: St John's Primary and St James' Primary
  - j. Montmorency: Holy Trinity Primary (Eltham North) and St Francis Xavier Primary
  - k. Park Orchards: St Anne's Primary
  - l. Ringwood North: Holy Spirit Primary
  - m. Templestowe: St Charles Borromeo Primary and St Kevin's Primary (Lower Templestowe)
  - n. Vermont: St Timothy's Primary
4. Catholic boys who reside in the College Priority Parish but are not attending a Catholic Primary School;
5. Catholic boys who reside outside the College Priority Parish area (if places are available);
6. Non-Catholic boys attending a Catholic Primary School (if places are available);
7. Non-Catholic boys in other schools (if places are available).

Once an application has been submitted, if the Applicant decides to change the entry level and/or entry year of the original enrolment application, the date the change is made becomes the new date on the application. The date of the original submission is no longer valid.

Late applications will be processed, where possible, with consideration given to the classifications above and the date of receipt.

Where places are not immediately available on the basis of the application of the priority rules above, the Principal may determine to place the enrolment procedure on hold and a waiting list will be maintained by the College.

The College reserves the right to refuse an application or remove an application from the waiting list if there are reasonable grounds for doing so.



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## **Child Safe Environment**

Catholic school communities have a moral, legal and mission-driven responsibility to create nurturing school environments where children are respected, their voices are heard, and where they are safe and feel safe.

Every person involved in Catholic education, including all parents at our school, has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all children is at the forefront of all they do and every decision they make.

Whitefriars College's child safe policies, codes of conduct and practices set out our commitment to child safety, and the processes for identifying, communicating, reporting and addressing concerning behaviour and allegations of child abuse. These documents establish clear expectations for all staff and volunteers for appropriate behaviour with children in order to safeguard them against abuse. These policies and procedures are readily available and accessible in the College [website](#).

Whitefriars College has established human resources practices where newly recruited staff, existing staff and volunteers in our school understand the importance of child safety, are trained to minimise the risk of child abuse, and are aware of our school's relevant policies and procedures. Our school also provides ongoing training, supervision and monitoring of staff to ensure that they are suitable to work with children as part of our human resources practices.

Whitefriars College has robust, structured risk management processes that help establish and maintain a child safe environment, which involves consideration of possible broad-based risk factors across a wide range of contexts, environments, relationships and activities that children within our school engage in.

Our College, in partnership with families, ensures children and young people are engaged and are active participants in decision-making processes, particularly those that may have an impact on their safety. This means that the views of staff, children, young people and families are taken seriously and their concerns are addressed in a just and timely manner.

## **Fees**

The setting of fee levels and other compulsory charges is the responsibility of the College, considering the allocation of government funds. Whitefriars College offers a number of methods for paying fees to reduce any financial burden and to assist financial planning.

The fees must be paid for a child to enrol and to continue enrolment at the school. In some circumstances the College may exercise discretion in providing Applicants or current enrolled families with a discount on fees and charges in line with the College's Fee Collection Policy.

The students of any families receiving fee assistance, during their time at the College, or having arrears on their school fee account, will not be permitted to participate in any non-compulsory extra-curricular activities which have a separate cost. This also applies if the activity is to be funded by the student himself or any other third party.



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## **Procedure**

The Applicant is required to provide particular information about their son during the enrolment process, both at the application stage and if the school offers the child a place. Lodgement of the Application for Enrolment form does not guarantee enrolment at the College.

The Applicant is required to submit to the Enrolment Office a completed Application for Enrolment form signed by both parents / guardian/s (unless a court order provides otherwise and a copy is given to the College), with relevant paperwork enclosed, and payment of the non-refundable enrolment application fee, to the following address:

Enrolment Office  
Whitefriars College  
156 Park Rd  
DONVALE 3111

At any stage of the enrolment process, the College staff may need to request further information, for example in relation to any parenting orders, medical conditions or additional learning needs that you have noted on the Application for Enrolment form.

The Applicant(s) and the child may then, at the discretion of the College, be invited to attend an interview. The Applicant must truthfully disclose any:

- court order (including any custody information) with respect to the Applicant parents; and
- nationality and/or residential visa status.

Having more than one preferred school will not have impact on the consideration of the application. It helps to ascertain where preferences lie when lists are exchanged with other Catholic schools, and ensure applicants have not listed more than one school as their first preference.

Any intentional misinformation on any matter may result in the College terminating the Applicant's application.

At the discretion of the Principal, a financial interview with the Business Manager or delegate may be required. The aim of the interview is to ascertain an Applicant's financial capacity to meet the fees and charges and inform the Applicant of various financial matters and potential fee-payment arrangements. This interview provides a confidential opportunity for the College and the Applicant to partner together in the best interest of the child to:

- assist the Applicant to avoid accumulating an unpayable debt; and
- assess eligibility for the College's Fee Collection Policy.

Following successful completion of previous steps, the College may make an enrolment offer by way of a Letter of Offer to the Applicant.

To accept an enrolment offer, the Enrolment Form provided with the Letter of Offer and Terms and Conditions of Enrolment must be submitted and signed by both parents / guardian/s (unless a court order provides otherwise and a copy is given to the College), including payment of the deposit within 14 days of acceptance. The College may, at its discretion, offer the enrolment to another student if there is no communication from the Applicant within 14 days.



If a child is enrolled and then withdraws before commencement date or defers to a year where only a waiting list exists, all fees previously paid may be forfeited at the College's discretion.

If a child is enrolled and then withdraws without providing at least ten weeks' notice, all fees for the next term will be due and payable.

Parents are advised to apply for enrolment when their child is in Year 5.

### **Reasonable adjustments**

Whitefriars College welcomes parents/guardians who wish to enrol a son with additional needs and will do everything possible to accommodate the child's needs, provided that an understanding has been reached between the school and parents/guardians prior to enrolment.

Where information obtained by the College indicates that an Applicant's child has a disability, the Principal or their delegate will consult with the Applicant and the child to determine whether the disability would affect the child's ability to participate in or derive substantial benefit from the educational program at the College. Following the consultation, the College will assess whether it is necessary for the College to make an adjustment, and whether that adjustment is reasonable.

The College will take into account relevant circumstances and interests when identifying what is a reasonable adjustment, including the following:

- the nature of the child's disability;
- the information provided by, or on behalf of, the child about how the disability affects the child's ability to participate;
- views of the child, or an associate of the child, about whether a proposed adjustment is reasonable and will enable the child with a disability to access and participate in education and training opportunities on the same basis as children without disabilities;
- information provided by, or on behalf of, the child about his or her preferred adjustments;
- the effect of the proposed adjustment on the child, including the child's ability to participate in courses or programmes and achieve learning outcomes and independence;
- the effect of the proposed adjustment on anyone else affected, including the education provider, staff and other students; and
- the costs and benefits of making the adjustment.

The Principal may require the Applicant to provide medical, psychological or other reports from external specialists, and/or require an independent assessment of the child to enable the Principal to determine what adjustments are necessary and whether they are reasonable (having regard to the criteria above for determining reasonable adjustments).

If reasonable adjustments are necessary to enable a 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:



- the nature of the benefit or detriment likely to accrue or be suffered by any persons concerned (such as other students, staff, the College community, the child and the family of the student). This includes (without limitation):
  - costs resulting from the child’s participation in the learning environment, including any adverse impact on learning and social outcomes for the child, other students and teachers;
  - benefits deriving from the child’s participation in the learning environment, including positive learning and social outcomes for the child, other students and teachers;
  - the effect of the disability of the child;
- the College’s financial circumstances and the estimated amount of expenditure required to make the adjustments - including costs associated with additional staffing and the provision of special resources or modification of the curriculum;
- the impact of the adjustments on the College’s capacity to provide education of high quality to all students while remaining financially viable;
- 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); and
- the nature of the child’s disability, his or her preferred adjustment, any adjustments that have been provided previously and any recommended or alternative adjustments.

The Principal will discuss with the child and the Applicant (as appropriate) the concerns that it has regarding any proposed adjustment that would cause unjustifiable hardship to the College.

If the Principal is satisfied that it has sufficiently consulted the child and the Applicant (as appropriate), and adjustments required are not reasonable or would cause unjustifiable hardship, the College may decline to offer the child a position or may defer the offer.

### **Privacy**

The College collects personal information, including sensitive information regarding parents, guardians and students, during and subsequent to the enrolment process. The primary purpose of collecting such information is to enable the completion of the enrolment process and, during enrolment to provide for the best interests of students. Please refer to the College’s Privacy Policy and Collection Statement for more information.

**Approved by:** Principal Leadership Team

**Date:** 27 October 2020

**Last update:** -

**Next review date:** 27 October 2023