



## ENROLMENT GUIDELINES

### Preamble

Rosebank College is a Catholic, independent, co-education school, catering for young men and women Years 7 – 12. Co-education has been available in the Senior years (Years 11- 12) for over 20 years and in 2009 this was extended commencing with Year 7. This initiative, along with others including a new uniform, new building program, e-learning program and new student leadership structure, have been met with overwhelming support by the College and wider community. The following guidelines and procedures have been developed in order to provide a fair and equitable Enrolment process.

Conditions of Enrolment include:

- Parents/guardians and students must support the Good Samaritan and Benedictine values of the College and its Mission, which are articulated in the College Mission Statement;
- Students are expected to maintain a high standard of behaviour and to treat others with courtesy and respect;
- Parents/guardians are expected to reinforce these expectations and to ensure that students wear the prescribed uniform according to the College's uniform guidelines;
- Students who are in serious breach of the College rules may be asked to leave the College temporarily or permanently at the discretion of the Principal;
- Parents/guardians authorise the College to publish their child's photo in the College Yearbook, College Newsletter, College Website and other publications and media outlets for promotional purposes. Parents/guardians who do not consent to this must indicate this to the Principal in a separate letter at the time of Enrolment;
- Parents/guardians accept the responsibility to read all communication from the College including the weekly College Newsletter;
- Parents/guardians will attend all Learning Progress Meetings (Parent Teacher meetings);
- Parents/guardians agree to inform the College in writing immediately of any changes of address, contact details and other family information stated in the Enrolment Form;
- Parents/guardians agree to pay in full and on time, all fees as set out in the College fee statements issued three times per year;
- Parents/guardians agree to be bound by any alteration to conditions of enrolment issued by the College Board.

The Conditions of Enrolment are enclosed with the Enrolment application, which must be signed as per the Enrolment agreement.

### Guidelines

1. At Rosebank College, there are three stages in the Enrolment process:

1. **Application for student enrolment:** The prospective family submits an application form and \$220 non-refundable application fee. Application must include copies of Birth Certificate/Passport/Visa/Certificate of Citizenship, latest full school report and latest NAPLAN results (if appropriate). Applications are accepted on the condition that student behaviour, attendance and commitment to school work are of a high standard and all required documentation is supplied. The College reserves the right not to accept an application.

*Submission of an Enrolment form does not constitute that an Enrolment contract has been entered into.*

- II. **Pre-interview Approval:** If the prospective student is a sibling of a current student, the prospective student may receive a pre-interview acceptance once the application has been processed.
  - III. **Principal's Interview and Confirmation of Enrolment:** All eligible applicants are placed on a waiting list in priority order (see below), to be interviewed by a member of the Enrolment Team, once Year 5 NAPLAN results and their Semester One Year 5 report are received by the College. If the interview is successful, families receive an enrolment offer in writing. A Student Learning contract is signed during the interview. Families return the acceptance slip to the College and pay the \$475.00 Enrolment fee. The student is then enrolled at Rosebank College and is included in the Orientation and Induction Program.
2. **Priority Order:** Enrolment applications are accepted from birth. Placement on the waiting list occurs in the following priority order:
- I. Current Families
  - II. Children of Ex-students
  - III. Catholic families enrolled in Catholic Schools
  - IV. Catholic families enrolled in Public and other Primary Schools
  - V. Other families

The College will also endeavour to maintain a balance in gender composition.

It is important to note that priority positions cannot be held indefinitely. Therefore, priority order can only be maintained for students up to Year 5 (30 June). *After this time, applications will be added to the waiting list and allocated according to that list.*

3. **Entry Points:** The main entry years are Year 7 and Year 11. Students will be enrolled in other years if a vacancy becomes available.
4. **Inclusive Community:** Rosebank College is a Catholic school in the Good Samaritan tradition. While Catholic families are given preference, students from other Christian and non-Christian backgrounds will be accepted pending an agreement that the student and family supports the Catholic and Benedictine ethos of the school and that the student will participate in Religious Education classes, prayer and all liturgies.
5. **Number of places:** The number of places available in each year group is limited. This number may vary according to availability of accommodation and at the discretion of the College Principal.
6. **Payment of fees:** All school fees are payable on or before the payment due date.

If a family does not pay school fees and no arrangements have been agreed to and complied with, a sibling of that family can not be enrolled at the College until the matter is finalised.

Failure to make a payment of fees or abide by a financial arrangement made with the College may result in placing the account with a Debt Collector. Failure to pay fees by parents/guardians may result in the student being asked to leave the College

The signatories of the enrolment contract are jointly and separately responsible for payment of that student's fees. This is a contractual obligation.

7. **Withdrawal of Applications:** The College withdrawal policy is applicable once the enrolment fee has been paid and enrolment has been secured.

If the student withdraws from the College prior to commencement of school the entire application and enrolment fee are forfeited.

Once students are enrolled, significant commitments of resources and staffing are made. If circumstances change for a family and a decision is made to withdraw a student, notification will need to be made in writing to the Principal, advising of the student's withdrawal and giving 10 calendar weeks notice preceding their departure. If notice is not received, a further 25% of the annual tuition fee will be charged.

8. **Scholarships:** Rosebank College offers academic scholarships for students entering Year 7 and Year 11. Scholarships are awarded on the basis of the Australian Council for Educational Research (ACER) examination and an interview. The College uses the ACER Cooperative Scholarship Testing Program, an Australian wide annual program of academic ability tests, used by independent schools.
9. **International Students:** Although a small proportion of the College population, Rosebank College welcomes international students for short-term stays and long-term study programs.

Non-Permanent Resident students who hold a temporary visa of any class must, either personally or through their parent/guardian, ensure that the College Principal is always in possession of a copy of each student's current visa. The student and/or their parent/guardian must advise the Principal immediately if their visa status changes and/ or if the student is granted a Bridging visa at any time during the student's enrolment. The holding of a Bridging visa may alter the student's enrolment resulting in, amongst other consequences, a significant change in school fees payable.

Please see the enrolment protocols for international students. All international students will be assessed on their English writing and reading competence.

Students who do not meet a minimum level of competence in English are initially enrolled in a school preparation program taught at the Intensive Language Centre. Students may be required to attend the centre for either 10, 20 or 30 weeks depending on their language proficiency. On exiting the centre, students will be allocated to their appropriate age level thus not missing any substantial schooling while at the centre.

International students enrolled at Rosebank College are required to stay with relatives or with a family approved by the school (Home stay).

10. **These Guidelines:** The Principal may vary from these guidelines in special circumstances. These may include:
  - I. Time of enrolment
  - II. Transfers from interstate and overseas and from other Good Samaritan schools
  - III. Compassionate or other grounds

#### **Procedures:**

- I. **Placement on the waiting list:** Placement on the waiting list is secured once applicants:
  - I. Provide a completed enrolment form
  - II. Submit all relevant documentation including NAPLAN results and full school reports
  - III. Pay the \$220 non-refundable application fee
  - IV. Application is accepted by the Principal

Unsuccessful applicants will be informed as soon as possible.

*Provision of the above documents and the payment of the application fee do not bind the College to enter a contract for enrolment. A place on the waiting list does not guarantee enrolment.*

## **2. Securing an Enrolment place**

Two years prior to beginning in Year 7, all applicants receive a letter reminding them to supply the College with their Year 5 NAPLAN Results and latest school report.

Shortlisted and pre-approved applicants are invited for an interview with a member of the Enrolment Team. Successful applicants are offered an enrolment place in writing soon after the interview. Successful applicants have two weeks to accept their enrolment offer and secure it with a \$475.00 enrolment fee.

## **3. Induction and Orientation:**

In August of the year prior to commencement in Year 7, Year 6 students and parents are invited to the first of the Orientation/Induction experiences. The second Orientation experience is held in November. It is a full day experience conducted for students only. Students enrolling in other years are also invited to attend on this day.

In July of the year prior to commencement in Yrs 11, Yr 10 or Yr 9, successful newly enrolling students and parents are invited to attend a Subject Information Evening to indicate their subject choices. The subject selection process, followed by all current Rosebank students, is used for new families unless enrolment occurs later in the year, in which case an abridged process is followed for individual families.