



Enrolment Policy

Preamble

Mount St Benedict College is a Catholic, girls school in the Good Samaritan tradition. In accepting students for enrolment, the College endeavours to offer them a holistic Catholic education, which promotes the Benedictine values of Pax, Hospitality and Stewardship.

The College is committed to the development of the whole person, recognising the unique dignity of each. It recognises the need to support parents in their role as the first educators of their children.

Principles

- Mount St. Benedict College seeks to serve the Catholic community in fulfilment of its ministry in the Catholic Church.
- Mount St. Benedict strives to nurture the spiritual, intellectual, physical and emotional growth of its students.
- The College community encourages the development of students' personal Christian values and lays a firm foundation for continuing education. It develops in the students a sense of responsibility to their community.
- The College is committed to the principles of social justice.

Criteria

Priority for enrolment will be given to:

- Prior connection to the College e.g. siblings;
- Daughters of ex-students;
- Students who are committed to the Catholic faith.

The following further criteria will be considered holistically:

- Acceptance of the College Mission and Vision Statement;
- Date of application;
- Commitment to enrolment for six years of education;
- Special consideration may be given for students who are transferring interstate, or from other countries;
- Special pastoral considerations;
- Capacity of the College to meet or make reasonable adjustments to meet a student's individual needs.

The Board delegates to the Principal the right to exercise discretion in the acceptance of individual students in the enrolment process.

Continuation of enrolment is reliant on compliance with the terms of the Parent/Guardian Agreement.

July 2016

Ratified by the College Board

July 2019

Date for Review

ENROLMENT PROCEDURE

1. Third Term of each year

- Letter sent to parishes in Broken Bay and Parramatta Dioceses (including Baulkham Hills, Kenthurst, North Rocks), requesting an entry in Parish Newsletters:

“Reminder: Enrolment enquiries for Mount St Benedict College for Year 7 commences two years prior to commencement. Enquiries should be made to the College Registrar on 9980 0406 and all Registrations for Waiting List should be forwarded to the College no later than the end Year 4. However, as places are limited, early application is always highly encouraged.”

2. Enquiries for Information

Package sent will include:

- Letter detailing process at present (including the College priorities) and clearly states that the enrolment process will take place two years prior to the student entering High School and that the parents will be contacted early in Year 5 of the student’s education to attend an Information Evening. It will also state that where the numbers of Applications for Enrolment exceed the places available in Year 7, the Principal will determine the acceptance of students for the places available and surplus will automatically be placed on the Waiting List.
- Details of the Application Fee of \$110 that will be charged to cover administration costs related to the keeping of records and is non-refundable. It shall accompany the Registration for Waiting List.
- Details on the Information Evening
- Web site information
- Details on the College Open Day (scheduled for the same weekend each year where possible)

Attachments:

- Generalised fee schedule backed by fee policy as applicable to parents
- Registration for Waiting List Form
- College Prospectus
- Privacy Policy

3. Return of completed Registration for Waiting List form

- Stamped with date stamp when received
- Entered into database in chronological order
- Forwarded for fee receipting
- Form returned to Registrar for filing

Acknowledgement of application:

- Letter acknowledging receipt of Registration for Waiting List form and Application Fee is sent to parents and will confirm the Year 7 enrolment request.
- If Applications are lodged less than two years prior to the year of enrolment, the letter sent to parents acknowledging receipt, will advise that they have been placed on a waiting list pending a vacancy becoming available.
- Non-Catholic families will be considered.

4. Information Evening (Usually the beginning of March)

An invitation to attend the Information Evening shall be sent to all families who have lodged a Registration for Waiting List form two years prior to the year of enrolment.

The package that is provided for parents at the Information Evening will include:

- Cover Sheet Enrolment Information
- College Prospectus:
 - A Day in the life of Y7 (Up-date this for relevance for any new Enrolments other than Y7)
 - The Religious Dimension
 - Pastoral Care
 - Curriculum
 - Curriculum Outline
- Application for Enrolment Form
- Mission Statement
- Enrolment Handbook:
 - Privacy Statement
 - Current Year Fee Schedule
 - Current Uniform Costs

- Strategic Plan
- "Bennies Buzz" Newsletter

5. Date for return of Applications for Enrolment

Parents will be advised at the Information Evening of the date that the A/E and accompanying supporting documents should be returned (usually 3 weeks from Information Night).

6. Applications considered

- Any confidential letters should be brought to the attention of the Principal. Letters to be kept in student's file after assessing the advisability of this. All student files should be filed in a locked filing cabinet in alphabetical order. A note as to the date and whereabouts of letter should be included in student's file for further reference if needed.
- Ex-students and sibling's applications shall be so noted and will be given special consideration, but will not be guaranteed a place.

7. Enrolment Interviews

- Enrolment interviews will be conducted by the Principal and the Registrar and will address the enrolment criteria as outlined in the Policy. Interviews are required and arranged at the discretion of the Principal.
- Ensure NAPLAN Tests, School Reports & Sacramental Programme Certificates are attached. Registrar will attach stickers where applicable.
- All applicants will be advised when offers are to be made and when acceptances must be received.

8. Offers/Waitlist letters

- Offer letter requests deposit of \$1200 (\$200 Administration costs, the balance credited to final account in Year 12 and Year 12 only).
- Enrolment Offer Form which forms the contract with the College.
- Due date for Enrolment Acceptance Fee to be paid or Declining Officer to be advised.
- If not paid, reminder sent noting Offer will be withdrawn if not paid within 14 days.
- Surplus advised they have been placed on Waitlist

9. Fourth Term of Year 5

- Invitation to be forwarded to all enrolled students to apply for a scholarship through the ACER exams for Year 7. Information is also to be disseminated to the current Year 10 to advise them to apply for a scholarship for Years 11-12.
- Daughters of ex-students invited to apply for the Year 7-12 scholarship funded by the Ex-students Association.

10. Second Term the year before commencing

- All appointments for uniform fittings must be finalised

11. Third Term the year before commencing

- Letter sent advising of Allwell Testing process
- Information for Parents Information Morning
- Both Orientation Days

12. Fourth Term the year before commencing

- Letter sent detailing Book List and Order Form, dates of uniform pick-up, date of return to school.

ENROLMENT FOR STUDENTS INTO YEARS 8-12

Interested applicants can also apply to enrol into Years 8 to 12. Availability of places in these Years groups determines how many students can be considered for enrolment.

Once an enquiry is made to the College, a package containing the Registration for Waiting List form and all contents of the Information folder normally issued during the Information Evening are sent out. Applications for years other than Year 7 will always be accepted. If a vacancy exists, an interview will be arranged. If the year group is full, the family may be offered a position on the waiting list. The application fee of \$110 applies in both cases.