



# Enrolment Policy

## Context

St Patrick's College is a Catholic day and boarding school for boys in the Edmund Rice tradition, established in 1893. St Patrick's College is committed to providing a caring, supportive, and safe environment where every student has a place, a voice and their story is known. Edmund Rice Education Australia is committed to providing safe and supportive environments where all children and young people entrusted to our care are affirmed in their dignity and worth as a person.

## Background

Edmund Rice Education Australia – Victorian Schools Limited (EREA-VSL), as St Patrick's College's governing authority, sets the policy framework for all EREA-VSL schools. These policies have been contextualised for St Patrick's College's particular school environment so that our policies reflect the needs of our students\*.

\*Student includes any person enrolled in the College, either as a day pupil or as a boarder.

## Rationale

St Patrick's College (the **College**) is a Catholic day and boarding school for boys in the Edmund Rice tradition.

In keeping with its Catholic heritage, Edmund Rice tradition and history, the Touchstones of Edmund Rice Education Australia (**EREA**), the College is centered on Christ's transforming vision of humanity. In this hope-filled spirit, the College aims to be a welcoming and inclusive community that will provide strong witness to Gospel values.

## Policy Statement

In supporting parents/guardians as the primary educators of their sons, the College provides enrolment opportunities to families who are prepared to commit themselves and their son to respecting the Catholic ethos of the College and its Foundational Statements. The College is committed to:

- The full richness of the Gospel;
- The education of boys, holding their learning and growth at the heart of all that we do;
- An invitation to all to share in the nourishment of joyous, hope-filled and life-long friendships that shape our living College community;
- Assistance for students to achieve their potential academically, culturally, physically, socially and spiritually;
- Creating an inclusive community that extends to all a strong sense of belonging;
- Meeting and celebrating the diversity of boys;
- Boys' attendance and engagement in its liturgies, celebrations and significant events.

Based on advice and collected information, the Principal must be satisfied that the applicant and his family are ready to accept and embrace these commitments. All enrolments remain at the Principal's discretion.

In accordance with these commitments, the College through its Principal and staff welcomes young men and their family into the College as students and members of the College community.

The College welcomes all applications for enrolment. It needs to be noted that even though all criteria for enrolment may be met, that there may be more applicants than places available in a particular year. Inevitably, there will be applicants to whom the College will be unable to offer a place. Please note that not all applicants will receive an interview and not all families interviewed will necessarily receive an offer of enrolment at the College.

### **All Enrolments remain at the Principal's Discretion**

Preference for enrolment at St Patrick's College is generally offered to Catholic students however the College welcomes enrolments from boys from all religious denominations and non-religious families.

Preference at the College is at the discretion of the Principal.

Full disclosure of current or previous matters which may impact on the applicant's ability to engage fully and safely in the life of the College, or in the College being able to safely provide education to the student, will be sought. This will include but not be limited to the following:

- Identified disabilities, as described in the NCCD categories of disability, or related concerns;
- Special learning needs;
- Behavioural issues;
- History of substance abuse and/or addiction;
- Distinct behavioural addiction (e.g. gaming);
- Other family concerns that may impact upon the student's engagement in the College.

Incomplete or misleading statements made in the enrolment process will result in a review of any accepted enrolment and may lead to the termination of enrolment with the College.

**The Principal has the right to accept or refuse any applicant whether the applicant is eligible under this policy without giving reason for the decision.**

### **Enrolment Process**

The Principal is responsible for the enrolment of students and will be assisted by the Registrar and other senior staff who will perform the enrolment process according to College policy and under the direction of the Principal.

Parents/guardians will make an initial application by completing an online enrolment application and agreeing to the conditions within. The non-refundable application fee of \$100 must accompany the application.

Applications for intake into Year 7 proceed on the following indicative timeline:

| Step | Details                          | Timing                                               |
|------|----------------------------------|------------------------------------------------------|
| 1    | Online application lodged        | First Friday in December when your son is in Year 5  |
| 2    | Interviews offered and conducted | Term 1 when your son is in Year 6                    |
| 3    | Letter of Offer for a place      | End of Term 1 when your son is in Year 6             |
| 4    | Second round offers for a place  | End of Term 2 subject to availability                |
| 5    | Year 7 Testing conducted         | The month of October when your son is in Year 6      |
| 6    | Orientation Day                  | First Tuesday in December when your son is in Year 6 |

Offered places are confirmed with the payment of the \$500 confirmation fee made up as follows:

- Pre-payment towards first year tuition fees \$250
- Life Membership of the Old Collegians Association \$250

The fee will be requested in the Letter of Offer, which will also contain the College's binding Terms of Enrolment. Upon acceptance of an offer of enrolment, the Terms and Conditions will apply with contractual force.

Unsuccessful applicants will be notified in writing. Unsuccessful applicants may be considered for any supplementary enrolment offers. Unsuccessful applicants may appeal in writing to the Principal. The final decision rests with the Principal.

Applications for all other year levels can be accepted at any time and will be offered subject to interview and availability. Interview processes are conducted in late Term 2 or Term 4.

The parents/guardians are to provide to the Registrar the following documents in the initial online application:

1. A copy of the student's Birth Certificate or extract of Birth Certificate;
2. A copy of the student's VISA and if applicable citizenship status;
3. Proof of a student's Catholic Baptism and evidence of any other sacraments received.

The parents/guardians are to further provide to the Registrar the following documents prior to an enrolment interview:

4. NAPLAN results;
5. The two most recent academic reports;
6. Any other materials which the family or College believes may assist in considering a boy for a position e.g. formal testing results, letters of support from a Priest, Pastoral associate or Catholic School Principal;
7. Any other information as requested by the [Registrar](#).

Should you have any queries about the administration of this process, please direct these to the Registrar via [enrolments@stpats.vic.edu.au](mailto:enrolments@stpats.vic.edu.au).

### **Scholarships**

The College may offer academic, sporting, leadership, art and performing arts scholarships based on testing or audition to eligible students. The scholarships offered will provide fee subsidies to various levels and to various aspects of College life. The provision of such scholarships shall be at the absolute discretion of the College Executive for an initial period of up to 3 years (subject to regular and ongoing semesterly review). Application for up to a further 3 years will be considered subject to the boy's success in meeting the requirement of the scholarship, his academic progress, behaviour and contribution to the life of the College.

Should you have any queries about the offerings available or the process please direct these to the Director of Community Development via [development@stpats.vic.edu.au](mailto:development@stpats.vic.edu.au).

### **Fee Concessions**

Parent(s)/guardian(s) who believe that they may be unable to pay the fees in full have an obligation to discuss this with the Business Manager when applying for enrolment if it is known at that time, and at any other time after enrolment if such a situation arises. The College is ever mindful to provide excellent learning opportunities and facilities for its students, whilst also making every effort to maintain the affordability for our community of an Edmund Rice Education. To achieve these outcomes, fees must be charged, however, some level of fee alleviation may be available to all genuine cases at the College's discretion.

Should you wish to confidentially discuss your needs in this regard please direct your enquiries to the College via [FinanceReception@stpats.vic.edu.au](mailto:FinanceReception@stpats.vic.edu.au).

### **Boarding**

The College has a long and celebrated tradition of providing residential accommodation (Boarding), with Boarding students having made a rich contribution to the life of the College. Boarding also provides the College with an invaluable 'point of difference' from other local and regional Catholic secondary schools.

Boarding applications will be considered throughout the year, however, completion by August aids subject selection.

St Patrick's College offers a Boarding experience to students in Years 7 – 12, from regional and remote communities, overseas or locally, who wish to access a Catholic education. Our Boarding program facilitates the means to access the myriad of opportunities that the College can offer, within the classroom, the music rooms, on the sports fields, during the College day and before or after the standard day.

Should you wish to discuss our offerings in this area please direct your enquiries to the Director of Boarding via [boarding@stpats.vic.edu.au](mailto:boarding@stpats.vic.edu.au).

### **Discontinuation of Enrolment**

Every person in the school community has a right to feel safe, to be happy and to learn, therefore the College aims:

- To promote the values of honesty, fairness and respect for others;
- To acknowledge the worth of all members of the community and their right to work and learn in a positive environment;
- To maintain good order and harmony;
- To affirm cooperation as well as responsible independence in learning; and
- To foster self-discipline and to develop responsibility for one's own behaviour.

Unacceptable behaviour by a student that, in the College's view, is damaging to the partnership between said student and the College, may result in suspension or termination of the student's enrolment.

The College reserves the right, which may be exercised at any time, to refuse to allow the Student to continue their education at the College, and to terminate the Student's enrolment, while any Fees and Charges remain unpaid. Only in exceptional circumstances, at the sole discretion of the College, will the Student be allowed to enter a new term if any Fees and Charges are unpaid.

### **Parent/Guardian Expectations**

Parents/guardians are expected through attitude and action to:

- Respect the Catholic ethos of the College;
- Cooperate fully in all that promotes the complete education of a student.

Unacceptable behaviour by a parent/guardian that, in the College's view, is damaging to the partnership between said student and the College, may result in suspension or termination of the student's enrolment.

### **Parent Code of Conduct**

This policy should be read in conjunction with the College Parent Code of Conduct. Terms and Conditions therein, will have contractual force under the Terms of Enrolment.

### **Overseas Students**

This policy will apply to overseas student enrolments in addition to the obligations and guidelines contained within the *Education Services and Overseas Students Act 2000* (Cth) and the *National Code of Practice for Providers of Education and Training to Overseas Students 2018*, as amended from time to time. The minimum age for the commencement of any overseas student is 13 years of age. In the event of any inconsistency, applicable legislation will prevail.

### **Privacy**

The collection, use, storage and disclosure of information about individuals by the College is in accordance with the College's Privacy Policy and its obligations under the *Privacy Act 1988* (Cth).

### Disclosure

Failure to disclose all relevant information at the point of enrolment may lead to the withdrawal of an offer of enrolment or the termination of an enrolment at the College.

### Status of Policy

This policy has been downloaded from CompliSpace, is endorsed by EREA-VSL and is reviewed annually.

|                     |                                 |
|---------------------|---------------------------------|
| Policy owner        | St Patrick's College - Ballarat |
| Approving authority | Principal                       |
| Approval date       | September 2025                  |
| Risk rating         | <b>HIGH</b>                     |
| Date of next review | January 2027                    |
| Publication details | School website                  |

| POLICY DATABASE INFORMATION   |                                                                                                                                                            |
|-------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Assigned TERE Board Framework | Child Safety                                                                                                                                               |
| Related policies              | Enrolment Terms<br>Parent Code of Conduct<br>Student Code of Conduct<br>Student Behaviour Management Policy<br>Student Attendance Policy<br>Uniform Policy |