Montgrove College

Enrolment Policy

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Purpose

This policy outlines the enrolment requirements, criteria, and process for Montgrove College ("the School").

College Philosophy

The Schools of the Pared Foundation are Independent Catholic Schools founded on the inspiration of St Josemaria Escriva's educational vision that genuine education means the development of the 'whole person'. This integrates the pursuit of academic excellence, learning of diverse skills, building of character and the development of the Catholic faith.

Our Schools encourage each student to strive to do ordinary things, extraordinarily well for the love of God and in the service of others. This aligns with St Josemaria's core teaching that all individuals are called to holiness, which can be pursued through our everyday lives and work.

Enrolment Eligibility

a. Applications for enrolment may be made at any time by the parent/carer(s) of prospective students. However, applications will be held on a waitlist before progressing through to the interview process:
    - When there is no availability within the desired cohort
    - For applications greater than 2 years from commencement for Kindergarten, and Year 7
    - For applications greater than 1 year for all other cohorts

b. Cut off Dates for Students enrolling:
    - in Kindergarten must be five years of age on or before 31 March

*** Students transferring from other schools at any year level, with cut-off dates later than 31 March, may be required to repeat a grade to maintain the high standards of numeracy and literacy academic benchmarks at our school.**

c. Applicants must be permanent residents, or families who have a current Australian working visa, to be eligible to apply as the School is not CRICOS-registered to provide education to overseas students.

Selection Criteria

The Principal, in consultation with the School Committee, reserves the right to offer a place to any student, irrespective of the date of application.

The School has absolute discretion in determining the weight of each of the factors it considers in determining whether to offer a place for the student.

Applications are processed in order of receipt; however, enrolment priority is given to:

- The Family Relationship with the School
  - Siblings of current Pared families (siblings already enrolled at a Pared School),
  - Children of Alumni from a Pared School,
  - Children of Staff Members.

- The Student's
  - Academic ability (previous school reports are assessed),
  - Character feedback on the Student from the Teachers of the previous school (if applicable).

- The School's
  - Ability to support the special needs or abilities of the student

- The Family's alignment with the School Values
  - Students from families practicing the Catholic faith,
  - Character feedback on the Family from the Referees,
  - Parents seeking a collaborative approach between home and school in the education of their children,
  - Parents who are committed to regular attendance at meetings with their child/children's mentor, the Key Parent Functions, and any other events requiring attendance of parents.

While consideration is given to students who share the Catholic faith and/or have previous or current association with the School, this does not guarantee a place.

Application and enrolment decisions are at the discretion of the Principal. The School will not enter negotiations with respect to admission. The School reserves the right to alter the Enrolment Policy and procedures at its discretion and without notice.

Any disrespectful or abusive behaviour towards any members of staff throughout the enrolment journey will not be tolerated and will result in a termination of applications and/or withdrawal of any offers made.

Key Entry Points

The School accepts applications from students in all grades, however, the key entry points are:

- Kindergarten
- Year 2
- Year 7

Summary of Enrolment Procedures

1. Enquiry

- Interested parents register via the online school enquiry form.
- They are required to attend the next Open Day or School Tour before they are invited to complete an application form.

2. Application

- Complete the Application Form with all required documentation attached, and non-refundable application fee paid to commence the admission process.
- Formal application is a pre-requisite but is not a guarantee of admission.

3. Interview and Evaluation

- Parents attend an interview with the School Executive. Both parents and child are interviewed for Year 2-12 applications. This applies for both new prospective parents and current Pared families.
- Students transferring to Wollemi from the Montgrove Infants campus are not interviewed again before they transition into Wollemi. They'll be guided through an orientation process as they transition from Year 1 to Year 2.
- Following the interview, the reference check is conducted before the interview report is submitted to the Principal/Enrolments Committee for final review.

4. Enrolment Offer & Acceptance

- Parents will be notified of their application result (either Letter of Offer or notification of unsuccessful application).
- To accept the enrolment, both parents are required to sign the Letter of Offer (online) and the non-refundable acceptance fee paid. The School is not obliged to hold places until the acceptance fee has been paid.
- Alongside the acceptance forms, parents are required to complete several school forms including the 'Confidential Collection of Student Data Form' and Privacy Policy. If a parent or guardian withholds information relevant to the application/enrolment process, then the Principal reserves the right to refuse or terminate enrolment on that ground.
- A final confirmation is sent to the parents once all requirements have been met for the enrolment.

- Upholding the conditions of the enrolment contract and conditions set out in the Letter of Offer are requirements for continuing enrolment at the School.

5. Orientation

- Information on uniforms, books, stationery, sports house, and handbooks are communicated prior to the students' first day of school.
- For students commencing at the beginning of an academic year, an orientation session may be held in Term 4 of the prior year.

School Readiness for Kindergarten

While applications will be taken and processed for Kindergarten up to 2 years prior to commencement, students will be issued a 'Conditional Offer' until the student passes the school readiness assessment which will be held in early Term 4 of the year prior to entry.

As some prospective students are only 2 years of age at the time of the interview and application, having the school readiness assessment as close as possible to the starting year gives each student the best opportunity to be assessed based on their needs closer to starting school.

After the school readiness assessment, students who are ready to commence will be issued a final Letter of Offer to confirm that they're ready to commence the following year.

Students who need some more time will be advised and a place held for the following year. For this reason, we recommend that alternative childcare/pre-school arrangements are not cancelled until the final Offer is received.

Before starting Kindergarten, all prospective students must be:

- Fully toilet-trained
- Able to open their own lunch boxes
- No longer require a nap during the day

Academic Criterion (Years 2-12)

While the School is not a "Selective School" which accepts students solely on their academic merit, scholastic aptitude is one of the selection criteria as prospective students must fit in comfortably into the academic system of teaching for the benefit of each prospective student, the teachers, and the other students in each cohort.

Accepting Students from Other Faith Backgrounds

The School may accept students from other faith backgrounds when:

a. There is alignment of values between the School and prospective family

b. The parents are in agreement that the student will participate in Religious education classes, and faith-based activities of the School

Enrolment Process for Prospective Students with a Disability

The same enrolment process and criteria is applied for students with a disability. Additionally, the School needs to gather information to help identify the student's individual needs and consult health professionals and parents/carers to fully understand any adjustments needed to support those needs. This stage ensures that parents, carers, health professionals and the School are all on the same page, understanding the needs of the student and how to reach the best outcome for them.

While the School supports the enrolment of students with disabilities, enrolments may not be offered where the required adjustments to enable a student with a disability to access education would impose unjustifiable hardship on the school. Additionally, the enrolment of students with special needs should not adversely affect the school staff or other students.

Decisions regarding admission, enrolment or participation will be based on the understanding that reasonable adjustments will be implemented, as necessary and within the school's capacity, to ensure equitable treatment for students with disabilities, aligning their experience with that of students without disabilities.

Should all relevant information not be disclosed at the point of enrolment, and it is identified the student has specific needs once enrolled, the school may reiterate the requirement for a collaborative partnership between the school and family. This partnership is essential in order for the school to best meet the needs of the student. The School reserves the discretion to decline an application or defer an enrolment when the parents, having been aware of their child's specific needs, fail to declare those needs or withhold relevant information pertaining to their child. This includes the submission of official documents relating to a diagnosis, any previous work with specialists or previous schools, and any other documentation required to make an assessment about whether or not the School are able to support the student's needs. When a student with a disability is offered enrolment, parents are required to engage in ongoing consultation and collaboration with the school to provide updated reports about the condition and progress of their child annually.

Matters of Family Law

The School is unable to participate in matters of family law. For all families, including those who are divorced or separated, the School operates under the assumption that, before reaching out to the School, both parents have mutually consented to the application and potential enrolment of their child. Unless specified otherwise in Family Court Orders, both parents, along with the individual responsible for fee payment, must sign the Enrolment Application Form. In the event of an offered placement, both parents are obligated to sign the Enrolment Agreement, encompassing any supplementary Conditions of Enrolment.

Enrolling a Student on a Visa

The School of The Pared Foundation are not CRICOS-registered schools nor are they a "Registered Exchange" with DE International.

- CRICOS refers to the Commonwealth Register of Institutions and Courses for Overseas Students.
- DE International is the international unit of the NSW Department of Education.

As the School(s) are not members of these registers, students cannot move to Sydney with the primary purpose to attend the School or to study. This does not include students whose parents have a current Australian working visa.

International students can only be accepted as an "Informal Exchange" under the following conditions:

- Applications are open only for students attending Pared affiliate schools internationally
- Approved Visa: 600 subclass Tourist Visa for a maximum of 3 months
- The school's enrolment process must be followed in full
- Fees Payable:
  - Application Fee (Non-refundable)
  - Enrolment Fee (Non-refundable but will be deducted from the total tuition amount)
  - Fees are paid pro-rata on the Tuition Fees and Curriculum and Technology Levy (CTL)
- An offer of enrolment is subject to availability within the cohort as well as the Principal's approval upon reviewing the application
- Students must be staying with a host family within the school community
- Any adults 18+ residing with the host family must have a valid Working With Children Check (WWCC).

For more information on enrolling a student on a visa, refer to our International Student Exchange Policy.

Conditions for Continued Enrolment

Continued enrolment at the School is dependent upon:

a. The student making satisfactory academic progress
b. The student attending school consistently and approvals sought to justify any inconsistent attendance as per government regulations in *Sections 22, 24 and 25 of the Education Act 1990*.
c. The student and the parent/carer(s) observing all behavioural codes of conduct and other requirements of the School which are applicable from time to time.
d. Payment of fees
e. The parents support the academic and behavioural recommendations by the school (e.g. recommendation for external assessment and therapies)

Deferred Start Dates

Offers are sent taking into account the start term and year a prospective family has applied for. Therefore, any families who have been offered a place but choose to defer their start date may forfeit their place if they do not accept based on the original application date.

In rare instances, a deferred start date may be accepted if there is no present waiting list for that cohort and there is no likelihood of filling all available places before the start of the next term/school year.

Fees

Throughout the Enrolment process and during a student's enrolment there are certain fees to be paid. The fees are outlined below:

a. *Application Fee*: a processing fee and a sign of commitment from the family.
b. *Enrolment Fee*: a "holding fee" and indicates a family's commitment to the school that they intend to follow through with enrolment, and they want to reserve their child's place, meaning the School forgoes another enrolment.
c. *Tuition Fees*: ongoing annual fees for a student's education are paid each term.
d. *Levies*: such as the "Annual Family Building Levy" and the "Annual Curriculum and Technology Levy (CTL)".
e. *Extra-curricular Activities*: for additional activities such as music, sport, excursions etc.

Returning Families

Any families which have left the school and are returning are required to pay the application and enrolment fees in full as they are re-applying for entry and for a place to be held for the term and year of entry. They will also need to be interviewed again.

Withdrawing an Enrolment

As stated in the Letter of Offer upon enrolment, as well as within the terms and conditions in the annual Fees Letter, any student who wishes to withdraw from the School(s) must have given a term's notice to the School Principal. If a parent withdraws their child with insufficient notice, they will be charged one term's fees. The date that contact is made with the Principal regarding their students' withdrawal is regarded as the official date of notice.

Parent Conduct

In our commitment to fostering a safe, respectful, and nurturing educational environment for all, we emphasise the importance of treating our staff with kindness, courtesy, and respect. We firmly believe that the success of our educational community is built on these principles.

Disrespectful behaviour of any kind towards our staff members will not be tolerated at any point of the enrolment journey. We believe in open communication and addressing concerns, but this must be done in a respectful and constructive manner.

For prospective students and their families, any applications pending enrolment will be immediately withheld if abusive behaviour, disrespectful language, or mistreatment of our staff is observed during the application process.

For current school families, a final warning will be issued when in breach of our Parent Code of Conduct.