
St Paul's International College

B7.1 ENROLMENT POLICY

1. Purpose

This Enrolment Policy outlines the criteria, processes and conditions under which domestic students are enrolled at the College.

It ensures compliance with the **Education Act 1990 (NSW)** and the requirements of **NESA for school registration and, where relevant, accreditation**.

2. Policy Statement

The College is open to enrolling students who meet the College's enrolment criteria, subject to availability of places, capacity to meet the student's learning needs, and the College's commitment to providing a safe and supportive environment for all students.

The College does not unlawfully discriminate on the basis of race, gender, disability, age, sexuality, marital status, religion, political belief, or other protected attributes.

3. Scope

This policy applies to all prospective students seeking enrolment and their parents/legal guardians.

4. Enrolment Criteria

Enrolment consideration is based on:

1. **Availability of places** in the relevant year level.
2. **Completion of the College's enrolment application** and provision of required documentation.
3. **Student's age**, consistent with NSW legislation regarding school entry.
4. **Capacity of the College to meet the educational and wellbeing needs** of the student.

5. **Willingness of the family and student to support the College's values, policies and expectations.**
 6. **Order of application** (date received), noting that the College may also consider:
 - siblings of current or past students
 - children of alumni
 - continuity of schooling
 - interview outcomes
 - academic, behavioural or pastoral history
 - specific program suitability (e.g., ESL support, enrichment, boarding).
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5. Enrolment Process

5.1 Application

Families submit a completed **Enrolment Application Form** with:

- birth certificate or passport
- proof of address (unless overseas student enrolment)
- immunisation history statement
- previous College reports and NAPLAN results (where applicable)
- relevant medical, behavioural or disability support documentation
- visa documents (if applicable).

An **Application Fee** will be charged and is non-refundable.

5.2 Interview

Applicants (and parents/guardians) may be invited to attend an interview with College leadership to discuss:

- the student's learning profile
 - co-curricular interests
 - expectations of the College
 - any identified learning or wellbeing adjustments.
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5.3 Offer of Enrolment

If successful, the College issues a **Letter of Offer of Enrolment** and the **Written Agreement**, including:

- Conditions of Enrolment
- Fees Schedule
- Refund policy
- Policies applicable to students (e.g., behaviour, attendance, uniform, technology use).

A **non-refundable Acceptance Fee** or deposit is required to secure the place.

5.4 Acceptance

Enrolment is confirmed once the family:

- signs the **Letter of Offer** and **Written Agreement**
- provides all required information
- pays the enrolment fee or deposit
- agrees to abide by the College's policies.

The College may withdraw an offer if false or incomplete information is provided.

6. Enrolment of Students with Disability

Consistent with the *Disability Discrimination Act 1992* and *Disability Standards for Education 2005*, the College considers all applications.

The College:

1. Consults with the family about the student's needs.
2. Assesses whether **reasonable adjustments** can be made.
3. Determines whether the College has the **resources, expertise and facilities** to support the student safely and effectively.

Where **reasonable adjustments are not possible**, the College may decline enrolment.

7. Continuing Enrolment

Continued enrolment is dependent on:

- satisfactory course progress
 - adherence to College policies and expectations
 - payment of fees
 - regular attendance
 - supportive partnership between home and College
 - the College's capacity to continue meeting the student's needs
 - any suspension, withdrawal or termination of enrolment follows the College's relevant policies.
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8. Confidentiality and Record Keeping

All personal information collected is handled in accordance with the College's **Privacy Policy** and relevant legislation.

9. Enrolment Register

The College maintains an **Enrolment Register** containing:

- student's full name
- date of birth
- gender
- date of enrolment
- previous College
- date of leaving and destination (including last known address of parent/guardian)
- the grade or year level enrolled
- student identification number (if used).

The Register is retained **for a minimum of 5 years**, and an extract is retained indefinitely as required by NESAs.

10. NESA Reporting Requirements

The College ensures compliance with the NESA:

- Registration and Accreditation Manual
 - record-keeping obligations
 - mandatory policies
 - annual reporting obligations
 - curriculum and attendance requirements.
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11. Review of Policy

This policy is reviewed at least **every three years** or sooner if required by legislative or NESA updates.

Last update 07/12/2025