



# Sacré Cœur

## Enrolment Policy

### Document Control

#### Document Details

Document Name	Enrolment Policy
Document created by	Director of Risk and Compliance/Child Safety Officer
Document Approval	Leadership Team

#### Document Management

Relevant to	Parents/Caregivers, Prospective Families, Students and Staff
Related documents include (but not limited to):	<ul style="list-style-type: none"> <li>• Enrolment Contract (2023)</li> <li>• Enrolment Application (2023)</li> <li>• Enrolment Offer (2023)</li> <li>• Change of Financial Responsibility Form (2023)</li> <li>• Fees Schedule (2023)</li> <li>• Sacré Cœur Prospectus (2022)</li> <li>• Privacy Policy (2019)</li> <li>• PROTECT Identifying and Responding to Abuse - Reporting Obligations Policy (2022)</li> <li>• Child Safety and Wellbeing Policy (2022)</li> <li>• Reportable Conduct Policy (2022)</li> <li>• Child Safe Code of Conduct (2022)</li> <li>• Engaging Families in Child Safety Policy (2022)</li> <li>• Diversity Policy (2023)</li> <li>• Anaphylaxis and Allergic Reaction Policy (2021)</li> <li>• Parent/Caregiver Code of Conduct (2019)</li> <li>• Student Code of Conduct (2019)</li> <li>• Staff Code of Conduct (2021)</li> </ul>
Related Legislation/Guidelines includes (but not limited to):	<ul style="list-style-type: none"> <li>• Ministerial Order 1359 (Vic)</li> <li>• Education and Training Reform Regulations (2017) (Vic)</li> <li>• Equal Opportunity Act (2010) (Vic)</li> <li>• Disability Discrimination Act (1992) (Cth)</li> <li>• Disability Standards for Education (2005) (Cth)</li> <li>• Charter of Human Rights and Responsibilities Act (2006) (Vic)</li> <li>• Privacy Act (1988) (Cth)</li> </ul>
Review	Every 3 years, or as required

#### Change History

Author	Date	Change Description	Version
W Ross	September 2016	New policy written, endorsed by Leadership and published on School Website and on Firefly.	V1
N Visic	February 2023	Policy reviewed and updated	V2
N Visic	February 2023	Updated Policy reviewed and endorsed by the Leadership Team and Admissions Manager	V2
N Visic	February 2023	Policy published on Firefly/School Website and communicated to all staff and prospective families	V2



# Sacré Cœur

## Enrolment Policy

### Introduction

Sacré Cœur is a Catholic independent girls' school, from Preparatory to Year 12. Sacré Cœur is a non-selective school and we welcome applications from families of all religious faiths. Our dedication to building confident students with a commitment to academic endeavour and social justice stems from our Sacred Heart tradition, and foundress of the RSCJ, St. Madeleine Sophie Barat.

We are privileged to belong to an international Sacred Heart family of over 150 schools across 41 countries. Our extended international family helps to grow our sense of community as we learn together through diverse opportunities, and engage in programs that support social justice initiatives locally and across the globe.

A Sacré Cœur education offers a transformative experience and is linked to a nurturing, supportive community in which Christian values are authentically embedded, lived and shared by all in the School. The experience is inclusive of all dimensions of a whole person – the spiritual, academic, social-emotional, physical, psychological, aesthetic, and ethical.

We give expression to our commitment and excellence in the spirit of Cor Unum through living out our five Sacred Heart Goals, which are:

1. *A personal and active faith in God* → **IDENTITY** → “Find Your Hope”
2. *A deep respect for intellectual values* → **LEARNING** → “Educate Your Mind”
3. *A social awareness that impels to action* → **SERVICE** → “Give Your Heart”
4. *The building of community as a Christian value* → **BELONGING** → “Create Your Connection”
5. *Personal growth in an atmosphere of wise freedom* → **DISCERNMENT** → “Fulfil Your Purpose”

Our graduating students move forward, connected to, identifying with, and belonging to something infinitely bigger than themselves. Sacré Cœur students and alumnae have, and will continue to have, a discernible impact on our world. They seek to be people of integrity and positive influence.

### 1. Purpose

The purpose of this policy, and accompanying enrolment documents is to set out the School's enrolment, selection and acceptance process for all families of prospective students, to ensure consistency in the way that all applicants are treated.

### 2. Scope

This policy is relevant to prospective students and their families, existing students and their families and school staff.

### 3. Definitions

#### Catholic Student

For the purpose of enrolment in a Catholic school, a student is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism, or there is evidence of the student's intention to be baptised.

#### Orthodox Student

Orthodox refers to non-Catholic Eastern churches which includes Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

## **Catholic School**

A Catholic school is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of the Catholic doctrine.

## **Parish**

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

## **Student Code of Conduct**

Student Code of Conduct provides clear guidelines to all students regarding the conduct expected of them whilst at School, and whilst engaging in School related activities or representing the School. Additionally, it also includes behaviour outside of School and/or School related activities that may compromise Sacré Cœur's reputation.

## **Parent/Caregiver Code of Conduct**

Parent/Caregiver Code of Conduct outlines the type of practice the School requires our school community to follow and it assists in ensuring the safety and wellbeing of children, families and staff. The Code of Conduct provides guidelines to promote desirable and appropriate behaviour to ensure that all interactions that parents/caregivers have with staff or students are respectful, honest, courteous, sensitive and considerate.

## **4. Equal Access to Education**

Sacré Cœur is an inclusive school that is committed to complying with its responsibilities under state and federal disability discrimination laws, including the *Disability Standards for Education 2005*. Sacré Cœur will take reasonable steps to ensure that:

1. Prospective students with disabilities may apply for enrolment at the School on the same basis as those without disabilities, and without experiencing discrimination; and
2. Students with disabilities are provided with opportunities to realise their individual potential through their participation in education and training on the same basis as students without disabilities, and that they are not subject to discrimination.

However, Sacré Cœur is not necessarily able to cater to every prospective student's needs. The School also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour.

### **4.1 Equal Access to Education and Application Process**

Prior to an offer of enrolment being made, parents/caregivers must inform Sacré Cœur of any prospective student's disabilities and/or needs that may be relevant to the students' education or welfare (or which may impact upon the education or welfare of others).

The School will meet with parents/caregivers to gain a clear understanding of the student's disability and/or needs. The School will assess whether any particular adjustments are required and will make reasonable adjustments in line with its legal duties, so as to enable students with disabilities to participate in education on the same basis as students without disabilities.

## **5. Eligibility Criteria**

To be eligible for enrolment as a domestic student, the prospective student must be either:

1. An Australian citizen; or
2. The holder of an Australian visa that entitles the student to enter and stay in Australia without limitation.

## **6. Intake Years**

Sacré Cœur's intake years are at Preparatory, Year 5 and Year 7. Entry at other year levels is possible when casual vacancies arise. Enrolments at intake years are usually facilitated up to three years in advance. To be eligible for admission in the Preparatory year, children must be five years of age on or before 30 April in the year they begin schooling and, in Sacré Cœur's reasonable

opinion, school-ready. In determining the school readiness of a child, the following are examples of factors that will be considered:

1. **Separation:** Is the child ready to separate from the parents/caregivers?
2. **Physical independence:** Can the child manage toileting and their own clothes and belongings independently?
3. **Social maturity:** Is the child ready to be part of a large group with approximately 20-25 children and one teacher and one learning assistant in a Preparatory class? Can the child interact with other children and adults? Does the child interact positively with others from different backgrounds?
4. **Language:** Is the child able to communicate with (and be understood by) other children and adults in English?
5. **Confidence:** Is the child able to ask for help and assistance when required?

## 7. Application and Enrolment Process

### 7.1 Application

Parents/caregivers may apply for enrolment by completing the [Enrolment Application](#) via the School website and paying the non-refundable enrolment application fee, to cover the School's administrative costs in managing the enrolment process.

The Enrolment Application must be accompanied by the required documentation mentioned in the form (including the child's birth certificate or passport, current immunisation certificate from Medicare and if applicable, NAPLAN results, school reports, Kindergarten Transition Statements and visa grant notices). Submitting the Enrolment Application and paying the enrolment application fee does not guarantee a place at Sacré Cœur.

The application process enables Sacré Cœur to receive information from a range of sources – including the prospective student and the student's parents/caregivers, current school and former school(s) – which is used to assist the School in:

1. Considering whether it can meet the child's behavioural, educational and welfare needs; and
2. Deciding whether to offer a place of enrolment.

Each completed Enrolment Application and accompanying documents will be considered by the School on a case-by-case basis.

### 7.2 Waiting lists and priority of enrolment

Sacré Cœur ultimately has discretion whether to place a prospective student on the School's waiting list, offer a pre-enrolment interview, or offer a place of enrolment.

In exercising its discretion, the School considers a range of criteria, including (but not limited to) the following:

1. The date a fully completed application for enrolment is received (noting incomplete applications will not be processed)
2. The information disclosed in the application for enrolment
3. Whether the child is eligible for a priority offer of enrolment
4. The child's academic record and behavioural history
5. The extent to which the child's family is willing to support the five Sacred Heart Goals, the School's beliefs and faith tradition, and uphold the School's policies and procedures
6. The entry year level of the child and whether this aligns with Sacré Cœur's main intake years
7. The School's capacity, as an inclusive school, to support a prospective student's disability and/or needs

A number of places are kept for scholarship and bursary recipients, and also for enrolments at the Principal's discretion.

### **7.3 Pre-enrolment interview**

If and when appropriate, Sacré Cœur will invite a prospective student and their parents/caregivers to attend a pre-enrolment interview. All students must be prepared to attend an enrolment interview when requested to do so, or to participate via an online interview.

For families seeking entry to the Preparatory year level, this interview will occur up to two years prior to commencement. For families seeking entry to Year 7, this interview will occur up to 3 years prior to commencement.

For families seeking entry to the School at all other year levels, this interview will:

1. Enable the School to understand the prospective student's strengths, weaknesses and special needs (if any), as well as what they and their family can contribute to the life of the School; and
2. Enable the prospective student and the student's family to better understand the School and its approach to learning.

Prior to the interview, families will be asked to provide Sacré Cœur with a number of documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. Attending a pre-enrolment interview does not guarantee a place at Sacré Cœur, and is not an offer of enrolment.

As a result of the pre-enrolment interview, the School, in its discretion, may form the opinion that it would be inappropriate for a child to be enrolled at Sacré Cœur, the School may terminate the enrolment process (or if the student is already enrolled, terminate the enrolment).

### **7.4 Junior School Interviews**

For prospective students seeking entry in Preparatory to Year 6, the Head of Joigny (or delegate) will interview the student together with the student's parents/caregivers.

### **7.5 Senior School Interviews**

For prospective students seeking entry in Years 7 to 12, the School Principal (or delegate) will interview the student together with the student's parents/caregivers.

### **7.6 Offers of Enrolment**

At all times, the Principal has absolute discretion to make the final decision about whether an offer of enrolment should be made to a prospective student. Any offer of enrolment will be made by Sacré Cœur in writing. It is not Sacré Cœur's practice to disclose a prospective student's place on the waiting list, or provide specific feedback regarding the timing of an offer of enrolment (or, where no offer is made, the reasons for this).

An offer of enrolment may be accepted in the form approved by Sacré Cœur from time to time, subject to the following:

1. An offer of enrolment will not be accepted until both parents/caregivers (or where supported by a court order or otherwise agreed at Sacré Cœur's absolute discretion, one parent/caregiver) have agreed to be bound by the School's Terms and Conditions of Enrolment (which are available on the School's website) and any other terms set out in the offer of enrolment (including payment of the enrolment confirmation fee and return of requested documents by the stated deadline).
2. Acceptance of an offer of enrolment must be provided within 30 days unless Sacré Cœur's offer states otherwise.
3. Acceptance of an offer of enrolment must be accompanied by payment of the non-refundable enrolment confirmation fee.
4. A school fee deposit is payable in Term 1 of the year prior to the student's commencement, or at the time of payment of the non-refundable confirmation fee (whichever is later).
5. The school fee deposit is only refundable if the student commences at the School.
6. An offer of enrolment may be withdrawn by Sacré Cœur, regardless of the availability of places where:
  - (a) Information provided to Sacré Cœur is found to be withheld, false or misleading
  - (b) There is a significant change in the circumstances of the student or their family, which impacts Sacré Cœur's capacity to reasonably accommodate the student

- (c) The offer of enrolment is not accepted on the terms provided by Sacré Cœur
- (d) The Principal exercises their reasonable discretion to withdraw the offer

Details about Sacré Cœur's tuition fees and building levies, and other charges, imposed for a school year (collectively, the School Fees), and the terms on which School Fees must be paid, are set out on the school's website.

In the ordinary course, each parent/caregiver must agree to be bound by Sacré Cœur's Terms and Conditions of Enrolment. In the event that only one parent/caregiver agrees to be bound by the Enrolment Contract, or to be liable for the payment of school fees, acceptance of any such arrangement is at Sacré Cœur's absolute discretion and in line with the Change of Financial Responsibility Form.

If parents/caregivers accept an offer of enrolment but the child does not subsequently begin schooling at Sacré Cœur, the parents/caregivers will forfeit the non-refundable enrolment confirmation fee and the school fee deposit. If one full terms notice is not provided, then a late notice fee will also apply (please refer to the Terms and Conditions of Enrolment for further information).

## 8. Criteria for selection

As a Catholic faith School, Sacré Cœur shares the Archdiocesan priority of providing a placement for Catholic students. However, the School also enrolls students from other religions, denominations or other traditions.

The priorities for offering places will be determined in the following order:

1. Sisters of current or past students and daughters of permanent staff members
2. Daughters and granddaughters of alumnae
3. Children who are baptised Catholic
4. Children from non-Catholic Eastern churches (i.e. Greek Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and other Orthodox)
5. Other Christian or Non-Christian children

To be considered in the appropriate priority grouping, applications must be submitted at least:

1. **For entry in Year 7:** three years before commencement of the enrolment; and
2. **For entry at all other year levels:** two years before commencement of the enrolment.

## 9. Deferral, Refusal and Varying Enrolment

Parents/caregivers must notify Sacré Cœur in writing if they wish to defer, refuse or vary an offer of enrolment.

Parents/caregivers who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

1. Notice must be given to Sacré Cœur in writing
2. Sacré Cœur in its absolute discretion may or may not agree to that request
3. If Sacré Cœur agrees to the request, the prospective student will be placed on a waiting list for the preferred year of enrolment and any offer of enrolment already issued will be terminated. The School makes no guarantee that a place will be available for the prospective student on their preferred commencement date
4. Should a place be available for the prospective student to commence enrolment at a later date of entry, parents/caregivers must sign an updated Offer of Enrolment and otherwise comply with the School's enrolment requirements at that time

Parents/caregivers who defer the commencement of enrolment (e.g. from Preparatory to Year 5 or from Year 5 to Year 7) will not gain automatic priority in any subsequent application.

## 10. Information to be Collected

At enrolment, we collect particular information about parents/caregivers and prospective student/s. Parents/caregivers are required to provide particular information about their child during the enrolment process in order for the School to meet the duty of care obligations and to satisfy relevant requirements. For more information, please refer to the School's Privacy Policy.

## 11. Parental Responsibilities

At the time of enrolment, the School ensures that parents/caregivers understand they have a responsibility to provide ongoing support for their child's education. In particular, parents/caregivers should be asked to make an explicit commitment to the following responsibilities:

- When enrolling a child, parents/caregivers must complete the School's Enrolment Application. This does not guarantee enrolment in the school
- Be prepared to support the School, their child's education and commit to adhere to the expected Parent/Caregiver Code of Conduct
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child/ren. Any difficulties in meeting this commitment should be discussed with the Principal
- Advise the Principal of any court order or custodial arrangement/s that may exist in relation to their child/ren, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's/ren's school file
- Provide the school with an immunisation history statement and relevant medical information such as (but not limited to); anaphylaxis, allergy or asthma

## 12. Termination of Enrolment

In certain limited circumstances a termination of enrolment may occur where the relationship between the School and a family has irretrievably broken down as a result of a significant breach and/or repeated breaches by parents/caregivers, including (but not limited to):

- A breach or repeated breaches of the Parent/Caregiver Code of Conduct
- The parents/caregivers have been previously warned due to a previous breach/s and have been advised that it may result in a termination of enrolment
- A further breach of the Parent/Caregiver Code of Conduct by the parents/caregivers, or by another family member in appropriate circumstances (including where the Principal is satisfied on reasonable grounds that that other family member has been warned or is otherwise aware that a warning has previously been given) occurs.

A termination of enrolment may also occur where parents/caregivers have engaged in conduct on a single occasion which constitutes a serious breach of the Parent/Caregiver Code of Conduct (involving for example, (but not limited to); conduct which poses a serious risk to staff or student health and safety.) In these circumstances, it will not be necessary for a warning to be given before consideration is given to termination of enrolment.

A termination of enrolment can also occur for the reasons set out in the Terms and Conditions of Enrolment, including for non-payment of school fees by the due date.

## 13. Short Term Enrolments

Sacré Cœur acknowledges the value of visits by students from other settings, particularly those from interstate or overseas. There are occasions when students are accepted for short term enrolments. To ensure that such visits are of value and to ensure they are in the best interests of the prospective student and Sacré Cœur, short term enrolments will not be accepted for less than one term.

Such enrolments are subject to (but not limited to):

1. A place being available at the appropriate level
2. The student's attendance fitting into the school program
3. The student's parents/caregivers completing required enrolment documents
4. Payment of tuition fees and other costs associated with the period of the visit

5. The student wearing full school uniform

## 14. Scholarships and Bursaries

The School is pleased to offer a range of scholarships across various year levels and study areas. Our scholarships enable the pursuit of excellence and foster access and diversity to a Sacré Cœur education. They are an integral part of our commitment to rewarding excellence and enabling students from all backgrounds to achieve their educational goals.

The School also believes in encouraging an inclusive and diverse student community and living our Sacred Heart values. Therefore, we also offer a limited number of bursaries annually to students whose families may not otherwise be able to afford a Sacré Cœur education.

Bursaries and scholarships are funded in part by the School's Foundation, supported by the generous donations of alumnae, parents/caregivers, past parents/caregivers, staff and community supporters, through special fundraising initiatives.

Applications for Scholarships and Bursaries normally open in November of each year. Information on our [Scholarships and Bursaries](#) can be found on our website. For further information, please contact the School's Admissions Manager.

## 15. Feedback

Sacré Cœur is committed to building a school culture that features positive, respectful relationships that work closely together to provide the best educational opportunities for every student. In building and nurturing this culture, we acknowledge that students, parents/caregivers and members of the school community may sometimes have feedback they wish to provide to the School.

Every member of our school community has a right to have their feedback addressed, and the School will work positively and resolutely to achieve a satisfactory outcome for the person/s involved.

If you have any concerns regarding the enrolment process we encourage you to speak to the Admissions Manager. If your concerns are not fully addressed, please send an email to [feedback@sac.vic.edu.au](mailto:feedback@sac.vic.edu.au) outlining the matter and the reasons for feedback/concern **and** include the preferred method of communication i.e. return email, telephone conference or face-to-face meeting. For further information please refer to the School's [Feedback Policy](#).