Xavier College

Enrolment Policy

1. PURPOSE

Xavier College aspires to form enquiring, courageous and resilient graduates by fostering intellectual curiosity in the Jesuit tradition.

This policy sets out the principles and framework governing the basis on which students are admitted to the College. It is designed to be read and understood by parents / carers. This document therefore is to be included in information provided to parents / carers to inform their decision regarding enrolment.

The purpose of the Enrolment Policy (the 'Policy') is to:

- Ensure all prospective parents are welcome to seek information about the nature and ethos of the College and its programs
- Ensure the College enrols students who demonstrate the potential to benefit from and contribute to the life of the College
- Ensure admission to the College is fair, transparent, and non-discriminatory
- Specify the information that parents must have when entering an enrolment agreement or contract; and
- Comply with the requirements of Education and Training Reform Act 2006 (Vic) and other relevant legislation and the requirements of Australian Consumer Law.

2. CONTEXT

The College is a boys Catholic Day (K – 12) and Boarding School (Year 9 -12) in Kew within the spiritual and educational tradition of the Society of Jesus (the 'Jesuits'). The development of each student is grounded in a sense of *cura personalis* - the personal care and concern for the individual. An underlying principle of this Policy is to ensure that the needs of an individual student will be best met by enrolment at the College.

Our students are at the heart of all we do. Through their Xavier journey, we strive to form exceptional Xavier graduates, who are:

- Authentic by their integrity, inquiry, reflection, and conscience
- Spiritual through faith, hope and love
- Positive in their action, their diverse intelligence and competence, their leadership and accomplishment by their integrity, inquiry, reflection, and conscience
- Inspiring, courageous, and committed in making a difference in the world
- Resilient, embracing vulnerability and diversity and thriving on challenge and

adversity; and

- Empathetic, compassionate, with generous hearts, who value community and act for and with others.

3. SCOPE

This policy applies to the enrolment of students into Xavier College, from the earliest entry point of three and four-year-old Kindergarten, through into Prep and the years beyond. It also acknowledges the significant entry points for students in Prep, Year 5 and Year 7, as well as into the Boarding House.

4. POLICY STATEMENT

4.1 Roles and Responsibilities

4.1.1 Board

The College's Board is ultimately responsible for approving this Policy and any subsequent changes.

The College Board is also responsible for approving the criteria for admission and the terms and conditions contained within the enrolment agreement.

4.1.2 College Principal

The College Principal is responsible for ensuring:

- The implementation of this Policy is fair, transparent, and non-discriminatory
- This Policy is implemented in accordance with Commonwealth and State privacy laws and other legislative requirements.
- Procedures are implemented so that parents / Carers are guided through the enrolment process from enquiry to commencement
- Procedures are in place to record the basis on which a child does or does not fulfil the admissions criteria together with the College's decision to offer a place or not
- Procedures are in place for the management, storage, and retrieval of enrolment data, including:
    - Proof of the child's identity, specifically date of birth and enrolment name (both legal and preferred)
    - Immunisation status;
    - Visa status.
- The College reports data relating to the characteristics of the student population at the College to the College community at least once a year.[1]

4.1.3 Head of Admissions

The Head of Admissions is responsible for ensuring:

- The Terms & Conditions of Enrolment are publicly available and that they are administered and recorded accurately

- That accurate and complete information is provided to prospective families (inclusive of parents, Carers and students) that reflects the operation of the College and the intended experience of the prospective student

- That enquiries and contact from parties outside the College are responded to in a timely and professional manner that reflects the Values and Intent of the College

- An enrolment register and waiting lists are accurately maintained.

4.1.4 Parent Responsibility

It is the responsibility of each person with parental responsibility for a prospective student to, both individually and in consultation with another person with responsibility for the prospective student to:

- Read and comply with this policy.
- When seeking enrolment of a prospective student, complete the application for enrolment form as contained in the College's enrolment documentation (available on the College's website.)
- When seeking admission to boarding for a current student, complete the application for enrolment boarding form.
- Transparently disclose their child's needs (including those which are diagnosed, undiagnosed and suspected), and disclose any information which may otherwise be relevant to the College providing a safe and inclusive education and boarding experience (if applicable) to the child, care for the child's welfare, and/or provide for the education and welfare of other students and safety and welfare of staff or other people in the College community.

Once a student is offered a place, and the Enrolment Agreement is signed, it is a partnership agreement which includes obligations to support the aims and ethos of the school, and which imposes standards of behaviour on students and parents

COLLEGE RESERVED RIGHTS

- The College reserves the right not to offer any student a place at the College or to defer the offer of a place in its discretion, particularly when the parents, having been aware of their son's specific educational needs, decline to declare those needs or to withhold information pertinent to their application.
- The College also reserves the right to terminate an enrolment where there are not sufficient resources to adequately deal with a boy's needs (including to respond to any safety or wellbeing impacts on others as a result of a boy's needs)and /or where the parents have withheld knowledge or information pertinent to these needs.

4.2 Key Principles

The College is committed to ensuring that students are enrolled in the College in a manner that is fair and transparent. In achieving this standard, the College will ensure comprehensive and accurate information is provided to parents/Carers as they enter into an enrolment agreement or contract with the College.

This policy sets out the principles and framework governing the basis on which students are admitted to the College.

The following principles underpin the College's enrolment procedures and practices:

- Communication between the College administration and prospective parents is characterised by openness, honesty, and trust
- The College will provide comprehensive and accurate information about the enrolment process including information about the College and the College's expectations of parental/guardian and student behaviour, so that parents/Carers are in a position to make informed choices when entering into an enrolment agreement or contract
- Accurate and up-to-date information is given to parents/Carers about the educational programs offered by the College
- Clear and consistent criteria for enrolment at the various entry levels are used in the selection process and are included in Appendix A of this policy
- A formal offer and acceptance of a placement at the College is an agreement between the College and parents/Carers
- Final enrolment will be determined by the College Principal, in conjunction with the College Rector, and delegated through the Directors of Campus
- The College seeks to foster and maintain good relationships with Catholic parishes and their Primary Schools. College enrolment policies reflect this priority to work collaboratively with parish sector colleagues and evidence that families are involved in a parish is taken into account
- The College's Policy aims to support, where possible, Catholic families in the provision for their children of a Catholic education in the Jesuit tradition in wider Melbourne
- The College will ensure that it complies strictly with obligations under equal opportunity, anti-discrimination legislation.
- The College keeps and retains accurate records of enrolments that comply with its Commonwealth and State legal and regulatory requirements.

4.3 Criteria for Enrolment

The criteria used are multi-dimensional. Other than spiritual development, no criterion is taken in isolation. The College considers the 'whole person' and attempts to choose applicants who will be best suited to the holistic schooling offered at the College.

The following priorities guide the College's offers of enrolment:

- Boys who have been baptised into the Catholic faith
- Brothers of current or past students of the College
- Sons of Old Xavierians
- Families engaged in active membership of a parish community
- Boys who are already enrolled in Jesuit schools interstate or overseas and whose families are transferring, subject to availability.
- Boys of families with a Christian faith background
- Boys of families with a faith background
- Families whose values are congruent with those of the College
- An Australian citizen;
- Entitled to stay in Australia, or enter and stay in Australia without limitation; or
- Deemed eligible and approved for enrolment by the Principal.

The above considerations for enrolment apply equally to girls seeking enrolment in the College's 3 year old and 4 year old co-educational kindergarten programs.

4.4 Additional Care

Applicants must be able to demonstrate an ability to engage in expectations of the productive learning behaviour with respect to the learning environment of other students and staff and otherwise demonstrate an ability to meet the College values and expectations in our Student Code of Conduct.

The College is guided by Ignatian values and is an inclusive College committed to educating all students. Prior to entry, and to enable the College to assist parents in the best possible way with their child's development, parents are asked to provide any and all details about their child's learning, health, medical or social-emotional needs (See 5.7).

The Diverse Learning Department of the College is specifically designed to assist boys with additional needs, and make reasonable adjustments to enable students with disabilities to participate in their education on the same basis as their peers. The resources of the unit and the College however are finite and a formal assessment of each student's application is made in the context of school capacity.

Notwithstanding this, all students have equal access to the education opportunities provided by the College.

4.5 Boarding students

The College gives priority to applicants to its Boarding House (residential program), especially those from country (regional) areas. The College will do all it can to accommodate Victorian families currently domiciled interstate and Australian families domiciled internationally whose son(s) will remain in the Boarding House until the end of Year 12. It is noted that the College is not registered to accept full fee-paying international students.

4.6 Termination of Enrolment

Withdrawal of a student enrolment will reside with the Principal and be in response to a clear violation of the established expectations and values of the school.

4.7 Key procedures

The College's key procedures for enrolment include:

- Typically the College interviews families for enrolment approximately 18-24 months before the date of commencement. Interviews can be conducted closer to the commencement date where places may still be available

- Parents must be willing to make a commitment to the values, nature and ethos of the College, to respect its policies, processes and Codes, especially with regard to child safety and the wellbeing of students, and to uphold the Terms and Conditions

- Parents must demonstrate a willingness and an ability to meet the financial commitments that accompany enrolment in the College

- Parents of male students enrolled in Kindergarten are guaranteed entry into Prep based on meeting the associated conditions and of their acceptance of a place in accord with the timeline and procedures of the Admissions Office

4.8 Interview

As part of the enrolment process, if priority enrolment criteria are met students and their family may be invited to attend an interview at the College with either the Principal, Director of School or with a member of the respective campus Leadership Team or their delegate. However, not all applicants will be invited for an interview.

All applicants who are not Catholic will have their applications reviewed by the College Rector.

Please note that an interview does not guarantee that a place will be offered.

4.9 Request for school reports and ordinary school communications

The College will request from Parents/Carers a student's school reports and, as appropriate, other communications and documentation provided by an existing education service provider during the enrolment process.

Parents/Carers and informal carers are generally entitled to school reports and other communications ordinarily provided to parents/Carers unless a court order restricts this right.

The College expects full and open disclosure from parents/Carers on a student's educational achievements, levels and records, as well as all other information, testing or records that have relevance to the student's educational/learning levels, health or social-emotional state, past educational provisions and/or assessments, and such information as relevant to the College's ability to properly understand the student's needs and its ability to adequately cater for these needs. An offer of enrolment is contingent upon the full and accurate disclosure of information by the parents/Carers.

Parents/Carers must supply to the College, in a timely manner, any court orders or legal documentation relevant to designation of parental responsibility in respect of their children's living arrangements and access provisions, communications about

education or other such matters of the educational provisions being afforded by the College to their child/ren.

4.10 Financial implications

Parents/Carers must be aware of the following financial implications upon enrolment at the College:

- Parents must be able to meet the financial commitments to the College. Continued enrolment is dependent upon the payment of fees and levies
- The College requires the payment of a non-refundable and non-transferable Enrolment Fee ($1,500 girls, $3,500 boys), for each student to confirm acceptance of an admission offer
- Annual tuition and compulsory levies are shown on the Term 1 invoice issued in December prior to the commencement of the academic year
- All other subject and/or elective levies and charges will be shown on invoices/statements issued at the end of each term in April, July, and October
- Parents are encouraged to respond openly and generously either to the Xavier College Foundation or in fundraising matters generally as the College seeks to maintain and improve its facilities through various fundraising activities which may occur.
- A student's continuation to the next year level is contingent upon the student (family) account being up to date or, in the event that this is not the case, where a formal arrangement has been entered in to and agreed by both the College and the parent / guardian for a payment schedule and a commitment to the full payment of fees owed to the College.
- One full term's notice is required, in writing, to the respective Director of School for applications for deferment, for periods of absence or for withdrawal from the College. A term's tuition fee will be charged against the family's account for student absences of more than one term, or if one full term's notice of withdrawal is not provided. The notice must also advise the Director of Senior School if the student is to be withdrawn from the Boarding House and/or Music School program.

5. COMMUNICATING THIS POLICY

This Policy along with the admissions criteria is published on the College website and is available by application to the Admissions office.

The College publishes the Terms of Agreement on its website.

6. RELATED LEGISLATION, POLICES, PROCEDURES AND DOCUMENTS

7.1 Related Standard

- Education and Training Reform Act 2006 (Vic)
- Education and Training Reform Regulations 2017 (Vic)

- Victorian Registration and Qualifications Authority (VRQA) Minimum Standards
- Equal Opportunity Act (Vic) 2010
- Disability Discrimination Act 1992 (Cth)
- Disability Standards for Education 2005 (Cth)
- Australian Education Act 2013 (Cth)
- Australian Education Regulation 2013 (Cth)

7.2 Related Policies, Procedures and Documents

This Policy should be read in conjunction with the following College policies:

- Privacy Policy
- Enrolment Criteria (Appendix A)
- Enrolment Form (including Terms and Conditions)
- Complaints Policy; and
- Records Management Policy.

7. BREACHES OF THIS POLICY

If you believe that the School has not acted consistently with its enrolment obligations, please contact the Principal by writing or telephone. The College will investigate your notification and will inform you of the outcome as soon as is practicable after a decision has been made.

The School can be contacted on:
- Telephone: (03) 9854 5411
- In writing: The Principal, Xavier College, 135 Barkers Road KEW VIC 3101
- Email: principal@xavier.vic.edu.au

8. FURTHER INFORMATION

If you would like further information about the manner in which the College manages enrolments, please contact the office of the Principal at principal@xavier.vic.ed.au.

POLICY RATIFICATION AND REVIEW

Xavier College policies are ratified by the Xavier College Board and are generally reviewed on a three - year basis or earlier if required.

Please note: This Policy may be varied by the College from time-to-time at its discretion and the College may, at its discretion, depart from this Policy in circumstances where it deems it appropriate to do so.

APPENDIX A: COLLEGE ENROLMENT CRITERIA

A.1 Key Criteria for Enrolment

The College strives to seek a degree of balance and flexibility when assessing the applications of children of Old Xaverians, siblings of current families and families new to Xavier. Priority is given to children who are:

- Baptised Catholics and who are the sons/daughters of parents actively involved in a parish community
- Siblings of students currently attending the College, provided that normal enrolment procedures have been followed and that there is evidence of both active support of the College's ethos and an acceptable report from the sibling's previous school
- Sons and/or daughters of Old Xaverians, and by extension, those with close familial connections with the College
- Applicants or siblings currently attending other Jesuit schools and other Catholic schools.

In conjunction with all the above criteria, the College Principal will have discretion in offering places to ensure an academic excellence and educational balance is maintained across the whole College.

A.2 Other Criteria for Enrolment

Other factors to be considered by the College include:

- Applicants should have an understanding of, and openness towards, the faith life of the College as a Catholic school in the Jesuit tradition, with an ability to demonstrate this faith life through practice.
- Applicants must be able to demonstrate an ability to engage in expectations of the productive learning behaviour with respects to the learning environment of other students and staff and otherwise demonstrate an ability to meet the College values and expectations in our Student Code.
- The date of application may be considered when determining entry
- Children should be 3 years of age before 1 February to commence at 3-year-old level
- It is expected that children will be toilet trained prior to entry into the Kindergarten programs (or higher year levels)
- The number of children moving from the 4-year-old Kindergarten group into Prep will determine any availability of new places available at this year level.
- Boys moving from Year 4 to Year 5 will be required to undertake the Year 4 Assessment Process along with all new students for the following year.

- Applicants must meet the academic requirements established for each entry level
- Parents must be willing to support the nature and ethos of the College and to accept its policies and rules.

Financials

- The fees charged by the College are structured such that annual Tuition, Fee and Compulsory Levy amounts are invoiced to family accounts in late November each year, prior to the commencement of the following academic year.
- The College will provide an invoice/statement to parents/carers following the annual invoicing process in late November each year and further statements quarterly in April, July, and October.

Please note that the College is not registered to accept full fee-paying international students.