

# Xavier College Enrolment Policy and Procedures

## Early Years (Kindergarten and Primary to Year 4)



### Rationale

The vision of Xavier College aspires to set hearts on fire by an educational commitment to a faith that does justice. It seeks to do this within the spiritual and educational tradition of the Society of Jesus (the Jesuits).

The inspiration for all that we do at Xavier College flows from the example of Jesus Christ who is the model of a fulfilled human life.

In the words of our Mission Statement, our aim “is excellence in education and the formation of reflective, compassionate and articulate men and women of Christian faith, hope and love who will provide outstanding service and leadership in our world”. This is informed by our six guiding principles:

1. Protecting, Educating and Developing the Whole Person;
2. Formation of Men and Women of Faith to work for justice in the world;
3. Pursuit of excellence in humanity;
4. Discernment and wisdom;
5. Critical engagement with the world; and
6. Striving for the *Magis*.

Xavier College is a Catholic Jesuit school for boys to Year 12 and for girls and boys from 3-year-old to Year 4.

The Characteristics of Jesuit Education emphasise the pursuit of excellence in all fields of endeavour in the formation of the whole person. A balance is sought between intellectual formation as well as the spiritual, moral, aesthetic, physical, social and emotional development of each student.

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 the College enrolment policy is a concern to ensure that the needs of an individual student will be best met by enrolment at Xavier College.

### Principles

The following principles underpin the College’s enrolment procedures and practices.

1. Communication between the College administration and prospective parents is characterised by openness and trust.
2. Accurate and up-to-date information is given to parents about the educational programs offered by the College.
3. Clear and consistent criteria for enrolment at the various entry levels are used in the selection process.
4. A formal offer and acceptance of a placement at the College is an agreement between the Principal and parents.\*
5. Final enrolment will be determined by the Principal, delegated through the Directors of Campus.
6. The College seeks to foster and maintain good relationships with the parish sector. College enrolment policies reflect our concern to work collaboratively with our parish sector colleagues and evidence of parish involvement is taken into account.
7. Xavier College’s enrolment policy aims to support Catholic families in the provision for their children of a Catholic Education in the Jesuit tradition in wider Melbourne.

\* The Australian family takes many forms. Most children are cared for by one or both parents whilst others are in the care of extended family members, guardians, foster parents or step-parents. In this policy the use of the term ‘parents’ is intended to be inclusive of all those people who are the primary care givers responsible for the welfare of individual students.

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## Objectives

The purpose of the enrolment policy is to enable the College to put in place procedures which ensure that:

- all prospective parents are welcome to seek information about the nature and ethos of the College and its programs
- all prospective parents and students are treated fairly
- the College enrolls students who demonstrate the potential to benefit from and contribute to the life of the school.

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## Special Needs

Xavier College is an inclusive school committed to educating all students. Prior to entry, to enable the College to assist parents in the best possible way with their child's development, parents are asked to provide any details about their child's special needs, so that the College can prepare in advance, how best to meet the specific needs of their child.

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## Criteria for selection

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
- are siblings of students currently attending the College, provided that normal enrolment procedures have been followed (see below) and that there is evidence of active support of the school's ethos
- are sons and/or daughters of Old Xaverians, and girls who have close familial connections with Xavier College.

As well, the College will do all it can to accommodate:

- children whose parents have indicated that their child will remain at Xavier until Year 4 (girls) or beyond (boys)
- applicants or siblings currently attending other Jesuit schools.

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## Other criteria for selection

1. The date of application will be taken into account when determining entry.
2. Children should be 3 years of age before 1 February to commence at 3-year-old level.
3. Once a student is accepted into Early Years at either Burke Hall or Kostka Hall, loyalty to that campus is required. Siblings subsequently enrolled are expected to attend the campus the current sibling is attending.
4. The number of children moving from the 4-year-old group into Foundation will determine any availability of new places available at Foundation level.
5. 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.
6. Applicants must meet the academic requirements established for each entry level by the Principal and endorsed by the College Council.
7. Parents must be willing to support the nature and ethos of the College and to accept its policies and rules established for the well-being of the children.

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

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## Procedures

1. The College interviews families for enrolment approximately 18 months before the date of commencement.
2. Parents must be willing to make a commitment to the nature and ethos of the College and to respect its policies and rules established for the well-being of the students.
3. Parents must demonstrate a willingness and an ability to meet the financial commitments that accompany enrolment in the College.
4. Parents of girls are reminded that it is very important to make arrangements with the girls' school of their choice for their education after they leave Xavier.

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## Interview

As part of the enrolment process students and their family are invited to attend an interview at the College with either the Principal, Director of Campus or with a member of the Educational Leadership Team. However, not all applicants will be invited for an interview.

Please note that an interview does not guarantee that a place will be offered and the College may not offer a reason for not offering a place.

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## Financial implications

1. Continued enrolment is dependent upon the payment of fees and levies.
2. The College requires the payment of a non-refundable and non-transferable Enrolment Fee (\$1500 girls, \$3500 boys), for each student to confirm acceptance of an admission offer.
3. Annual tuition and compulsory levies are shown on the Term 1 invoice issued in December prior to the commencement of the academic year.
4. 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.
5. 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.

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## Evaluation

A review of the enrolment policy is planned on a three-year cycle, a report made to the Principal and a recommendation put to the College Council.

*Last Updated 25 January 2017*