



ENROLMENT POLICY

PREAMBLE

St Patrick's College is an all girls' secondary college in the Macarthur region. The College is governed under the auspices of Good Samaritan Education and through a Board of Directors.

Students are accepted from a wide variety of cultural and religious backgrounds. The College prides itself on being a truly integrated and inclusive community.

ENROLMENT CRITERIA

St Patrick's College is a non-systemic, congregational Catholic college and as such is not restricted to geographic boundaries when accepting enrolment applications.

The Board of the College delegates to the Principal the right to exercise discernment in the acceptance of individual students in the enrolment process.

In processing applications for entry to the College, the priority for entry will be:

- Sisters of students currently enrolled in the College or of former students of the College.
- Daughters of past students of the College.
- Catholic students attending a Catholic parish primary school.
- Catholic students attending a government or other non-government primary school.
- Non Catholic students attending a Catholic parish primary school.
- Non Catholic students attending a government or other non-government school.

Enrolment of a student is conditional upon parents/carers undertaking the financial requirements of the College.

ENROLMENT INTERVIEWS

Every student applying for enrolment will be interviewed. Parents seeking enrolment for their child/ren from other high schools will sign a consent form to allow information to be obtained by the College from their current school.

PLACEMENT OFFER

An offer of placement in the College is secured upon payment of the advance fee. This fee is non-refundable.

CONTINUING ENROLMENT

A student's enrolment at the College is conditional upon the student demonstrating commitment to the College ethos and adherence to the Student Conduct Policy, as well as parents satisfactorily meeting the requirements of the School Fee Policy.



CONDITIONS OF ENROLMENT (NEW ENROLMENTS AND SENIOR SCHOOL RE-ENROLMENTS)

Religious Education

Acceptance of a position at St Patrick's College implies both parents/carers' acceptance of the Catholic foundations, values and practices of the College and the importance of regular opportunities to affirm these values and practices in religious education classes, liturgies and College masses.

Retreats and reflection days are a compulsory part of the College's ethos and a vital element in the spiritual development of students. Continuing enrolment is contingent upon commitment to all of the above requirements.

Fees

College fees are determined by the St Patrick's College Board and subject to variation from year to year. Fees are billed annually in advance and fee accounts are payable in fortnightly, monthly or term instalments. Additional charges for services provided by the College outside the fee schedule will be billed throughout the year.

All fees and charges must be paid within 14 days of the due dates regardless of whether fees are paid in three instalments or 10 monthly payments. All fees and charges must be paid in full by 1 November and if not paid, the student may be refused continuing enrolment at the College in the following year.

Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year must contact the College to make suitable arrangements.

If a student leaves the College during the school year, a term's notice in writing must be given to the Principal before the removal of a student or a full term's fees will be payable.

Standards of Dress and Behaviour

At all times a high standard of behaviour is expected of students inside and outside the College. Parents/carers are expected to reinforce the need to treat others with courtesy and respect and to make responsible decisions which show consideration of others.

All students are required to be neatly dressed and to wear the prescribed College uniform (refer to the student handbook/student diary).

A student may be asked to leave the College temporarily or permanently at the discretion of the Principal, in accordance with the College's religious education, pastoral care and student conduct policies.

Illegal Substances

Possession or use of drugs (including alcohol) will result in immediate suspension and review of enrolment. Students who supply drugs may face immediate expulsion and Police will be notified.



Communication

The College publishes a fortnightly newsletter, *Inside Out*, which contains information of importance to parents/carers and is distributed electronically to parents.

The College website, www.saintpatricks.nsw.edu.au, is another media for accessing important information. For urgent or pressing issues, an SMS and/or email may be sent to parents.

Medical

In the event of injury or illness to the student necessitating hospital or medical treatment including injections, blood transfusions and the like and where the parent/carer cannot be contacted to authorise such treatment, a responsible member of St Patrick's College staff is automatically empowered to give the necessary authority for such treatment without the College or such person incurring any legal liability whatsoever. Parents/carers are responsible for all associated costs.

Attendance

Students are expected to be in attendance at the College for the duration of each school term. Only in extreme circumstances will permission be given for a student to return late or leave early for term vacations, or to be absent during term. Please refer to the College's Attendance Policy for further information.

In the case of illness, a written explanation from the parent/carer is required for every absence on the next day of attendance at the College. Doctor's certificates are required if assessment tasks are missed due to illness in Years 10-12.

Photographs/Videos

Throughout the year, many photographs and occasionally videos are taken of students and staff taking part in functions, productions, sporting carnivals, liturgies and other events. These photographs are used in advertisements for the College, in College publications, on the website, on Facebook or are displayed on special occasions such as Open Day.

All parents will complete a not-for-publication form which does/does not give consent for photographs to be used.

SCHOLARSHIPS (YEARS 7-10)

A number of scholarships are awarded in Year 7 each year

Continuation of the scholarship through to Year 10 is dependent on the student meeting the conditions listed below:

- Maintain a high level of achievement in their designated area.
- Contribute to and participate in College events specific to their designated area.
- Represent the College where appropriate.
- Ensure attendance and behaviour is exemplary.



- Wear the specified College uniform appropriately and with pride.
- Maintain a consistently high degree of effort and a dedicated approach to her studies.
- Meet annually with the Principal to discuss the successful fulfilment of the expectations listed above.

Unfortunately, failure to meet these requirements may result in the termination of the scholarship.

SCHOLARSHIPS (YEARS 11 AND 12)

The College offers two senior academic scholarships. One is for an internal candidate and another for a student not enrolled at St Patrick's College.

The Alumni Association also finances a senior scholarship every second year.

All senior scholarships are available to Year 10 students.

Meeting the conditions as outlined for Years 7-10 scholarships is an expectation of the senior scholarships.

Please refer to the College's Scholarship Policy for further information.