St Columba's College

ENROLMENT POLICY

Introduction

St Columba's College is a Mary Aikenhead Ministries' College in the tradition of the Sisters of Charity. We are called to develop in each member of our community a contemporary understanding and application of the charism of Venerable Mary Aikenhead and the spirituality of the Sisters of Charity, and the Mary Aikenhead Ministries' mission, vision and values of justice, love, compassion and hope.

Policy

St Columba's is a Catholic College for girls operating within the Mission and Vision of Mary Aikenhead Ministries. This Philosophy recognises the dignity of the individual and the importance of family. The enrolment process at St Columba's College is informed by the framework of the Archdiocesan Enrolment Committee.

By enrolling their child in a Catholic school, parents/carers enter a partnership with the College to promote and support their child's education, in particular their education in faith. It is the responsibility of parents/carers to support the College in furthering the spiritual and academic life of their child.

Priority in Enrolment

Year 7 Applications

In processing applications for entry at Year 7, the priority for entry will be:

1. Sisters of students currently enrolled in the College, or of former students who have completed their secondary education at the College
2. Catholic students who are daughters of former students and who are attending a Catholic primary school
3. Catholic students of Aboriginal or Torres Strait Islander ancestry
4. Applications in Category 4 are prioritised in the following order:
   4.1 Catholic students living in one of the following priority parishes, and attending the Catholic parish primary school:

Airport West	St Christopher's PS, Airport West St Augustine's PS, Keilor
Ascot Vale	St Mary's PS, Ascot Vale St Margaret's PS, Maribyrnong
Avondale Heights	St Martin de Porres PS, Avondale Heights
Essendon	St Therese's PS, Essendon
Essendon West	Our Lady of the Nativity PS, Essendon West
Keilor East	St Peter's PS, Keilor East
Moonee Ponds	St Monica's PS, Moonee Ponds

Niddrie	St John Bosco PS, Niddrie
Oak Park	St Francis de Sales PS, Oak Park
Strathmore	St Vincent de Paul PS, Strathmore

4.2 Catholic students living in a priority parish and attending a government, other non-government, or a Catholic school outside the priority parishes

4.3 Orthodox students living in a priority parish and attending a priority parish school

4.4 Orthodox students living in a priority parish and attending a government school or other non-government school in the priority parishes

5. Applications in Category 5 are prioritised in the following order:

5.1 Catholic students living in a non-priority parish and attending a priority parish school

5.2 Catholic students living in a non-priority parish and attending a government, other non-government or a Catholic school outside the priority parishes

5.3 Christian students living in a priority parish and attending a priority parish school, government school or other non-government school in the priority parishes

6. All other applicants.

In line with the Archdiocesan Enrolment Committee framework, enrolment offers for Year 7 are made in October of the student's Year 5.

Year 8-12 Applications

Applications for enrolment in Years 8–12 are welcome. Following the submission of all required enrolment documentation, applications will be reviewed by the Principal or the Principal's Delegate. Based on availability and enrolment considerations, eligible applicants will be invited to attend an enrolment interview. Attendance at an interview does not guarantee an offer of enrolment. Any offer of enrolment is at the discretion of the Principal.

General Information

An application for enrolment may be made after the child has commenced Foundation.

A non-refundable Application Fee is payable and the application must be accompanied by a copy of the applicant's Birth Certificate and Baptismal Certificate (if applicable).

When applying for enrolment at St Columba's College parents/carers should complete the College's Application for Enrolment form. This does not guarantee enrolment in the College, which is finalised following the signing of the Acceptance Agreement as formal acceptance of the offer of enrolment.

Any offer of enrolment is at the discretion of the Principal and each case will be considered individually and on its merits in light of enrolment priorities and the College Vision and Mission Statement, taking into account any special circumstances.

Overseas Students

When considering the enrolment of students on visas, the Principal will consider the application with reference to legislative requirements. The Principal will determine a student's eligibility for government funding and where not eligible, fees will include College charges and the amount the College would have received for the student through government grants.

Parental Responsibilities

At the time of enrolment, parents/carers will acknowledge their responsibility to provide ongoing support for their child's Catholic education. Parent/carers must read the full Enrolment Terms and Conditions before signing enrolment documentation. In particular, parents/carers are asked to make an explicit commitment to the following responsibilities:

- Be prepared to support the College in the Catholic education of their child and involve themselves as much as possible, as well as committing to adhering to the expected standards of parental behaviour as outlined in the College's Parent/Carer Code of Conduct (Code of Conduct)
- Acknowledge and commit to meeting the financial responsibilities arising from the ongoing enrolment of their child. 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, or any changes to such order/s, and provide a copy of the court order/s and any subsequent changes for the child's school file
- Provide the school with an immunisation history statement from the Australian Immunisation Register
- Provide evidence of visa status from the Department of Home Affairs as soon as notified, where applicable.

Termination of Enrolment

In certain limited circumstances, a termination of enrolment may occur where the relationship between the College and a family has irretrievably broken down as a result of significant and/or repeated breaches by a parent/carer of the College's Code of Conduct, the Acceptance Agreement, and relevant College policies. Parents/Carers are, as a condition of enrolment, expected to read and comply with the Code of Conduct, Enrolment Terms and Conditions and abide by relevant College policies.

Parents/Carers who breach the Code of Conduct, Acceptance Agreement, and/or College policies will be contacted by the Principal. Appropriate action, which may include limiting or reducing access to the College grounds, attending College functions or College-based activities or, setting mandatory parameters around methods and timing of communication, or imposing an Immediate or Ongoing College Community Safety Order, is at the discretion of the Principal and other authorised persons.

A termination of enrolment on the basis of parental/carer conduct must be approved by the Principal, in consultation with the Board Chair, and such approval would only be provided in the following circumstances:

- a breach of the Code of Conduct on the part of a parent/carer has previously occurred
- the parent/carer has, because of that previous breach, been warned that any subsequent breach of the Code of Conduct by them (or the family) may result in a termination of enrolment
- a further breach of the Code of Conduct by the parent/carer, or by another family member in appropriate circumstances (including where the Principal is satisfied on reasonable grounds that the 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 any parent/carer has engaged in conduct on a single occasion which constitutes a serious breach of the Code of Conduct (involving for example, 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 may also occur as a result of significant and/or repeated breaches of the College's expectations and policies by a student. A decision to withdraw or terminate the enrolment of a student may only be made by the Principal, in consultation with the Board Chair, upon consideration of the following:

- the view of the Principal of the College
- an objective assessment of all presenting circumstances, including the nature and gravity of the conduct and whether any previous warnings have been provided to the parent/carer
- the principles of procedural fairness are followed in the decision-making process, including an opportunity for the student and their parents/carers to be heard, all relevant information considered.

Before any final decision as to termination of enrolment is made, the student's family will be provided with an opportunity to comment on and/or provide any relevant information for consideration in this regard.

Students are also, as a condition of enrolment, expected to read and comply with the College's student expectations.

In cases of serious and/or persistent breaches of the College's student expectations, the Student Management Guidelines (the Guidelines) outline the consequences for student misbehaviour. The Guidelines also outline the processes and procedures for management of suspensions, negotiated transfer and expulsion of students. The College's Complaints Policy is available for parents who wish to appeal decisions made by the College.

In accordance with applicable legislation and the College's Child Safe Policy and Student Wellbeing Policy, the police, 'Families and Children's Services' within the Department of Families, Fairness and Housing (DFFH), Commission for Children and Young People (CCYP), and/or any other relevant bodies will be informed of any unlawful breaches of these codes.

Complaints Regarding Enrolment

St Columba's College maintains a fair, effective and efficient complaints handling process so that complaints about enrolment and other matters at the College can be addressed.

If a parent/carer of the student would like to make an appeal on the enrolment process, or termination of enrolment, parents/carers can raise the concerns to the Principal or Board Chair in writing or by making an appointment. Please ensure the relevant person/s is given a reasonable amount of time to take the steps required to resolve or address the concerns. Please refer to the College's Complaints Policy for further information.

If the matter cannot be resolved at the College level, or if the complaint is about the Principal of the College, complainants are advised to contact the Board Chair (stcchair@columba.vic.edu.au).

Information to be Collected

At enrolment, schools are required to collect particular information about parents/carers and their child. All information is managed as per the College's Privacy Policy. Parents/carers are required to provide particular information about their child during the enrolment process in order for St Columba's to meet the duty of care obligations and to satisfy government requirements. Schools are required to confirm that a student agrees to identify as Aboriginal and/or Torres Strait Islander to be counted in the Government census.

Lodging an application does not guarantee enrolment at the College.

POLICY HISTORY AND SCHEDULE

Approval Date:	September 2026
Approval Authority:	College Board
Delegated Contact Person:	Head of Admissions in conjunction with the Principal
Next Review Date:	September 2027