

Saint Mary MacKillop College Albury

Enrolment Policy

Updated March 2025



INTRODUCTION

Saint Mary MacKillop College Albury is an independent school with a Catholic ethos and an evangelising mission, which aims to provide a choice of schooling to all those seeking an authentic Catholic education for their children. In this way, SMMC exists to assist parents in their duty to instil the Catholic faith in their children and can most effectively achieve this goal when all members of the school community share this vision.

Those who choose the College for their children do so on the understanding that they respect and agree to support the Catholic identity of the school and acknowledge the importance of religious education for their children. Saint Mary MacKillop College Albury is open to all who are willing to commit to support the philosophy, values and aims of Catholic schooling.

RESPONSIBILITY

The Principal is responsible for enrolments. The Principal may consult the school board, parish priest and senior school leaders when considering a new enrolment. The Principal may also contact the referees given by parents on the Application for Admission form to discern a possible new enrolment. Enrolment enquiries may be made through the College website and by contacting the school office by phone, however, only the Principal may issue an Application for Admission form for prospective new enrolments.

ENROLMENT REGISTER

The College maintains its register of enrolments on its school administration system, Compass. All details of students including name, date of birth, address, parent names and contact details, enrolment date, leaving date and destination are all recorded on the system as well as in the student's hard copy file. For all students older than six years of age at the time of their enrolment, pre-enrolment situation details or previous school details are also recorded on the Compass system and kept in their student file. The enrolment register is retained for at least five years after the last entry is made before archiving.

NEW ENROLMENTS

At initial enrolment, parents must give a firm undertaking that they accept and support the ethos and expectations of the College, including the appropriate participation of their children in the approved religious education programs, and their own participation in key parent events. Upon submitting an Application for Admission, parents agree to and sign off on the following conditions of enrolment:

1. Attend Sunday Mass each week with their children and participate in the Sacramental life of the Catholic Church.

2. Support SMMC in its efforts to offer formation in faith, which includes students' full participation in devotional and liturgical events, such as Mass, Adoration of the Blessed Sacrament and daily classroom prayer.
3. Participate in the opportunities given by the school for parental education and involvement, such as Mother/Daughter and Father/Son Camps, parent nights and parent teacher interviews.
4. Support the Christian ethos and philosophy of SMMC and uphold the principles, practices and policies of the College.
5. In the event of illness or injury to their child/children at school that requires medical or hospital treatment, where the parent or emergency contact is not readily available, give authorisation to the Principal or principal's delegate to arrange appropriate medical attention.
6. Undertake to provide their child/children with the correct uniform as approved by the College and are prepared to support the College uniform policy.
7. Undertake to provide their child/children with all necessary equipment that may be needed to enable full participation in SMMC's educational program and to give positive encouragement to help the child/children to complete assigned tasks.
8. Support Saint Mary MacKillop College's expectation that students will behave in a manner which does not undermine the reputation of the school. Conduct that brings dishonour to SMMC may jeopardise the student's enrolment.
9. Provide a term's notice in writing if they wish to withdraw enrolment. If insufficient notice is provided, a term's fee charges will apply as a cancellation fee.
10. Ensure all fee payments are finalised by the completion of term 4, unless special arrangements have been made with the Principal or Business Manager.

All copies of supporting documents including birth certificate, baptismal certificate and latest school report (if relevant) should be returned with the Application for Admission, with the Immunisation History Statement being optional. The Application for Admission form should be filled out in its entirety, including signatures of both parents (if relevant) and the name and contact number of two referees, including their parish priest. The child's parent/guardian must advise the Principal of any court order(s) that may exist in relation to the child and must provide a certified copy of any such order(s) when submitting their Application for Admission form.

If an Application for Admission is approved by the Principal, a Letter of Acceptance in the form of an email is issued to the parents/guardians. Parents/guardians will be notified in the event of an unsuccessful application. No child is denied enrolment because of an inability (as opposed to the unwillingness) of a parent/guardian to meet financial requirements.

CANCELLATION OF ENROLMENTS

The Principal retains the right to cancel an enrolment if any of the conditions of enrolment are not met, or for any other reason that is deemed to be of a sufficiently serious nature. A student's enrolment may also be cancelled if the following student expectations are not met on an ongoing basis:

1. Faithfully participate in devotional and liturgical events, such as Mass, Adoration of the Blessed Sacrament and daily classroom prayer.
2. Endeavour to do your best at all times.
3. Show respect to teachers and follow the direction of staff.

4. Speak to and treat other students with consideration and kindness, and behave in a way that makes it possible for all students to achieve their best.
5. Behave in a way that is mindful of their safety and the safety of others.
6. Comply with the College's uniform policy, wearing the appropriate items correctly and neatly.
7. Uphold the standards of the school in all they say and do and, at all times behave in a way that brings credit to Saint Mary MacKillop College.

LEAVERS

Parents should provide a term's notice to the Principal if they wish to withdraw their child/ren's enrolment. If insufficient notice is provided, a term's fee charges will apply as a cancellation fee (this only applies to enrolments that began from 2025, from which it was introduced as a condition of enrolment).

Upon notification of intention to withdraw enrolment, the school will supply a Student Leaver's Form to the parents/guardians to be completed and returned before the student leaves the college. The form requires parents to provide the student's details, proposed date of leaving, the student's new address (if applicable), destination school details or home schooling or other destination details and proposed start date. This form is to be signed and completed by the parent/guardian. Upon return of the form, the date that it is received is recorded by administration staff at the bottom of the form. This is the official date of notification of withdrawal of enrolment which must also be recorded on Compass.

DESTINATION UNKNOWN

Where the destination of a student below seventeen years of age is unknown to the College or if the student is intended to begin homeschooling, the College is obliged to notify the Department of Education with the student's full name, date of birth, last known address, last date of attendance, possible destination, parents' names and contact details, any safety risks associated with contacting the parents/guardians and other relevant information that may help locate the student. This is done using a Destination Unknown form that is located on the school's drive, which is then emailed to the department's Attendance Policy Team: attendance@det.nsw.edu.au

ENROLMENT CATEGORIES

Kindergarten Enrolments

It is generally desirable for students to have turned five years old before they commence Kindergarten at the College. By law in NSW all children must be enrolled in a school by the time they turn 6 years old and they may start kindergarten at the beginning of the school year if they turn 5 years old on or before 31 of July that year. Providing students meet any other criteria in relation to referees and agree to comply with the conditions of enrolment a

child would be accepted for Kindergarten providing the parents think their child is ready for school.

Students with Disabilities

When considering an application for enrolment of a student with disabilities, the Principal must consider the ability for the College to cater effectively for the student's educational, physical and emotional needs. The Principal may consult the AISNSW to make a determination as to whether an application can be accepted. The Principal may also refer to the Disability Discrimination Act 1992 when considering the enrolment of a student with disabilities. <https://www.legislation.gov.au/C2004A04426/2018-04-12/text>

Students on Visas

When considering the enrolment of a student on a visa, the Principal must check the nature, conditions and currency of the visa before deciding on whether to accept an enrolment. The College maintains a record of information used to determine the citizenship or visa status of a student at time of enrolment and throughout the period of their enrolment. With the parent's permission, the Principal will view and print a record of the student's or parent's visa sub-class and entitlements through the Department of Home Affairs' database Visa Entitlement Verification Online (VEVO). These records may be sought by the Commonwealth as evidence for validation of census and must be kept for seven years. While most students on a visa are able to be enrolled, there are some exceptions. Students holding their own 500 sub-class visa are not able to be considered, unless registered for an exchange program, as the College is not a CRICOS-registered school. Students holding a 600 sub-class tourist or visitor visa may only be enrolled for a period of up to three months.

ENROLMENT REPORTING

The School Board monitors enrolment information supplied by the Principal at Board meetings to ensure that the principles of the College Enrolment Policy are applied.