St Gregory’s College
Campbelltown

ENROLMENT POLICY

2014

Reviewed March 2014
Confirmed March 2014
St Gregory’s College, Campbelltown
Enrolment Policy

POLICY

St Gregory’s College is a Marist School, a coeducational Catholic day and boarding school conducted by Marist Schools Australia which exists to make Jesus Christ known and loved. It puts itself at the service of its families and the Diocese of Ephesus to provide a means of excellence in education and effectiveness in evangelisation.

The College welcomes applications from prospective students whose families are supportive of the aims and methods of the College, and whose spiritual, educational and vocational aspirations the College's existing programmes are reasonably able to meet.

The Headmaster of the College, who is required to follow the guidelines of this Policy, in managing the College enrolments.

1. Enrolment Procedures

1.1 Enrolment applications are considered at any time but are preferred before the end of March in the year before proposed commencement. Outside this timeframe, offers are made on a places-available basis.

Please also refer to Section 3 of this Policy which outlines process.

There are three steps for parents to follow for securing a place at St Gregory’s College:

a. Submitting an Application for Enrolment form and paying the enrolment processing fee of $50. Forms are available for download from the College’s website (www.stgregs.nsw.edu.au/enrolments) or by contacting the College Registrar via email at registrar@stgregs.nsw.edu.au or by telephone 02 4629 4169.

b. Attending an interview with the Headmaster of the College, and/or another member of staff nominated by the Headmaster, during which the both the College and the family can discuss their respective hopes and expectations, and come to a better knowledge of each other.

c. Returning the Acceptance of Enrolment form if an offer of enrolment is made by the Headmaster. This needs to be received by the due date, which will be indicated on the form, and accompanied by payment of a Confirmation Fee of $500, an amount that is not refundable but is deducted from the next term's fees. Before signing the Acceptance form, parents are directed to the School's website so that they can familiarise themselves with all the expectations of the School which they would be agreeing to follow.

1.2 Enquires and visits are always welcome and can be arranged through the Registrar.
1.3 When there is a need to restrict enrolments, the following priorities will be observed:

Enrolment Criteria

Priority will be given to (in order of preference):

1. Brothers of students at the College and children of current staff members
2. Catholic students from Catholic schools
3. Catholic students from other schools
4. Children of Old Boys
5. Further enrolments at the discretion of the Headmaster

2. Considerations and Guidelines

2.1 A decision to accept a student for enrolment is a matter for the Headmaster of the College. In making a determination to offer an enrolment the Headmaster shall:

a. gather relevant information;
b. seek appropriate collegial advice; and
c. act consistently with the guidelines below.

2.2 The relevant information may include:

a. a recent school report, and/or test results which indicate current levels of literacy and numeracy and the student's readiness to enter St Gregory's College at the year level for which application has been made;
b. a reference from a parish priest or someone who is able to comment on the applicant's general character and maturity, religious practice, and/or other matters that would be relevant to consideration of his application;
c. evidence to show that the student and the family would be supportive of the mission of the School and its expectations for its students and parents.

2.3 Appropriate collegial advice may include:

a. advice from the specialist teaching staff of the School that the student can be accommodated in the College's academic programme;
b. advice from the Enrolment Secretary that there is room to accept the student;
c. advice from the student's current Headmaster or other staff regarding the applicant's suitability for St Gregory's College;
d. other advice from educational, religious, medical or psychological professionals relevant to the application.
2.4 In considering applications, the Headmaster shall follow these guidelines:

a. On the basis of the information and advice at hand, the Headmaster will determine that the student is ready to enrol in the College’s programme at the year level for which application has been made, and that the applicant and the applicant’s family understand and support the mission and methods of the School.

b. First consideration will then be given to Catholic students attending Catholic schools, and/or actively involved in the life of the Catholic Church, and/or students who may not be attending Catholic schools and have no ready access to a Catholic secondary school. Second consideration will be given to Orthodox and Anglican students attending Catholic schools and/or actively involved in their respective Churches. Third consideration will be given to other baptised Catholic, Orthodox and Anglican applicants, then to applicants of other Christian denominations, then to other applicants.

c. Preference will be given to applicants for boarding places before those for day enrolments where applicants do not have ready access to Catholic secondary education, and when boarding vacancies exist.

d. Other considerations being equal, applicants who have members of their immediate families as present or past students of the School, or members of staff, or in active affiliation with the Marist Community will be considered ahead of those who have had no prior association with the School and/or the Marist Community.

e. A student who has previously concluded his or her enrolment at the School because of dissatisfaction on the part of the student, parents or the School, would not normally be considered for re-enrolment.

f. A family with unresolved financial matters with another Catholic school or institution would not normally be considered until those matters have been resolved to the satisfaction of that school or institution.

g. Students are normally only accepted as day students if they reside with and are in the direct care of a parent or legally recognised guardian.

h. Overseas students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, prerequisite minimum English language standards have been formally verified, and the full year's fees have been received by the School.

2.5 In discerning whether to accept a student as a boarder, the Headmaster shall additionally use these guidelines.

a. The Headmaster will need to be satisfied, on the basis of advice, collected information, and the Headmaster’s own judgement, that there is a reasonable expectation that an applicant is emotionally, psychologically, and socially ready to
b. The Headmaster will need to be satisfied that the family of the applicant adequately understands the challenges and expectations of residential education and is in a position to support their son.

c. Students from remote area communities and/or places where a modified primary or lower secondary curriculum is followed, would normally be accepted into mainstream programmes no later than Year 7.

d. Students will normally be accepted as weekly boarders only if they are able to be in the direct care of their parents or legal guardians on weekends, not with other relatives or friends of the family.

3. Enrolment Process

3.1 Day students

**Year 7**
Applications for Year 7 Day students take place at the beginning of your son's Year 6 education. Enrolment packages are available following the Information Night, normally held early in Term 1 (when the student is in Year 6). The enrolment application form should be returned to the College Registrar along with a photocopy of the student's latest school report, a brief portfolio of his work (if available), Birth Certificate, Sacrament Certificates, Year 5 NAPLAN test results, together with the application fee, and a current passport size photograph.

For Year 7 there is a closing date for applications for the following year. Applications received after that date are classed as “late”. Students and their parents are required to attend an interview with a member of the College’s senior personnel. On a given date, the first round of acceptances is made and students may be offered a place for Year 7. With the letter of offer will be enrolment forms to be completed by a specific lodgement date. On the return of the completed forms and payment of the Confirmation Enrolment Fee, the students place will be confirmed.

**Years 8 – 12**
Application for Day places may be made at any time for Years 8-12. The College will send out an enrolment package including fees and a prospectus. The enrolment application form should be returned to the College Registrar along with a photocopy of the students latest school report, a brief portfolio of his work (if available), Birth Certificate, Sacrament Certificates, NAPLAN test results (Year 5, 7 or 9 – whichever is relevant), together with the application fee, and a current passport size photograph.

Students and their parents may be required to attend an interview with a member of the College’s senior personnel. For Years 8-12, offers will be made when places are available. With the letter of offer will be enrolment forms to be completed by a specific lodgement date. On the return of the completed forms and payment of the Confirmation Enrolment Fee, the students place will be confirmed.
If you are considering Year 11, it is advisable to apply as early as possible so as to maximise your son’s subject selection options. Please note that subject selections for Year 9 and Year 11 take place early in Term 3 with our current students, and the appropriate information will be sent out at this time.

Boarding Students

Applications are obtained by contacting the College Registrar.

Under normal circumstances, families will be asked to make arrangements to attend the College for an interview with the Headmaster and the Director of Boarding, which will be preceded by a tour of the College and its facilities.

Enrolment Forms

Enrolment forms are obtained from the College Registrar by Telephone – 02 4629 4222 or can be accessed on the College Website – http://www.stregs.nsw.edu.au/prospectus. Or by writing to the College Registrar:

The College Registrar
St Gregory’s College
100 Badgally Road
GREGORY HILLS NSW 2557