



ST AUGUSTINE'S COLLEGE – SYDNEY

A Catholic school for boys in Years 5 to 12, teaching the Augustinian values of
'Truth, Love & Community'

DOMESTIC STUDENT ENROLMENT POLICY AND PROCEDURES

Status	CURRENT
Classification	Board Developed
Established	2010
Last Review	2024
Next Review	2026
Responsibility	College Board Policy Committee / Deputy Principal / College Registrar

CONTEXT

St Augustine's College – Sydney is a Year 5 to Year 12 Catholic Congregational comprehensive school for boys teaching the Augustinian values of Truth, Love and Community.

The College seeks to promote the formation of the whole person; an individual who is well rounded and lives by the Gospel mission of justice, forgiveness, compassion and generosity.

Key to an Augustinian education is friendship, a commitment to learning and the opportunity to achieve academic and personal excellence within a faith community.

KEY PRINCIPLES

The following key principles underpin enrolment at St Augustine's College – Sydney:

- i. A process that enables the integrity of each enrolment to be judged on its own merits, in accordance with the priority criteria outlined in this policy
- ii. A willingness for parents to accept and support:
 - a. The mission, identity and values of the College and the Catholic Augustinian principles in which it is grounded
 - b. Partnered responsibility for the formation and development of their son
 - c. The conditions of enrolment and supporting policies which govern the educational program
 - d. The position of the College in relation to co-curricular participation
 - e. The position of the College in relation to the adherence of policies in relation to the provision of a safe and supportive environment.

CRITERIA FOR ENROLMENT

Year 5 Enrolment

Offers of enrolment are prioritised, with preferential consideration given to:

Category A

- Baptised Catholic boys from Catholic schools*

Category B

- Baptised Catholic boys from non – Catholic schools*

Category C

- Baptised boys (other than Catholic) from Catholic schools*
- Baptised boys (other than Catholic) from non – Catholic schools*

Category D

- Non - baptised boys from Catholic or non – Catholic schools*

***Siblings and sons of Old Boys will be given enrolment priority within the category to which they belong.**

Example 1: *A sibling who is a Catholic boy from a Catholic school (Category A) is given enrolment priority over a Catholic boy from a Catholic school (Category A).*

Example 2: *A son of an Old Boy who is a Catholic boy from a non-Catholic school (Category B), would not receive enrolment priority over a Catholic boy from a Catholic school (Category A).*

A Catholic student from a local Catholic school offered a position in Year 5 may be given the option to defer acceptance to a Year 7 position. The option to defer is valid for five working days. The option to defer to Year 7 is final. Once the option to defer to Year 7 is confirmed, the student's application cannot be returned to the waiting list for Year 5 at a later date.

Year 7 Enrolment

Offers of enrolment are prioritised, with preferential consideration given to:

Category A

- Baptised Catholic boys from Catholic schools*

Category B

- Baptised Catholic boys from non – Catholic schools*

Category C

- Baptised boys (other than Catholic) from Catholic schools*
- Baptised boys (other than Catholic) from non – Catholic schools*

Category D

- Non - baptised boys from Catholic or non – Catholic schools*

***Siblings and sons of Old Boys will be given enrolment priority within the category to which they belong.**

Example 1: A sibling who is a Catholic boy from a Catholic school (Category A) is given enrolment priority over a Catholic boy from a Catholic school (Category A).

Example 2: A son of an Old Boy who is a Catholic boy from a non-Catholic school (Category B), would not receive enrolment priority over a Catholic boy from a Catholic school (Category A).

Enrolment other than Years 5 and 7

Applications for Enrolment in non-intake years may be submitted at any time throughout the year. Should a vacancy be available in the requested academic year, an applicant may be selected at the Principal's discretion for an enrolment interview as the next step in the enrolment process.

BASIS OF DISCRETION

Enrolment decisions are made at the Principal's discretion and the College will not enter negotiations in this regard. The College reserves the right to change the Enrolment Policy and Procedures. The application of this criteria may be varied at the discretion of the Principal.

WAITLISTS

Following first round offers, applicants who are unsuccessful in securing a position for the nominated year of enrolment will be placed on a waitlist. Further enrolment offers will be made at the Principal's discretion and may be as late as the commencement of the school year.

EQUITY AND ACCESSIBILITY

The Catholic and Augustinian purpose and identity promotes social justice, fairness, equity and accessibility to the student enrolment process. Students who are in need or disadvantaged (including financial hardship) must apply for financial assistance under the College Bursary Program (Year 7 and above) at the time of application for enrolment. Applications are means-tested and acceptance by the College is dependent upon the financial capacity of the College to support the Bursary Program. In assessing a bursary application, consideration will be given to a child's potential to achieve at the College. Student progress will be monitored, and the bursary will be reviewed annually.

CITIZENSHIP AND VISA REQUIREMENTS

Applicants will be considered for the domestic student enrolment program if they are Australian citizens or have a visa that entitles the College to receive government funding for them. However, if a student has been studying outside of Australia prior to application, the application for enrolment may be forwarded to the Executive Officer - International Student Program for assessment.

RESERVED RIGHTS

The Principal reserves the right not to offer, defer an offer, or withdraw an offer of a position at the College at his/her discretion, particularly when full disclosure of a student's educational needs is withheld, or parents decline to disclose those needs.

PRIOR TO APPLICATION

Open Day

The College hosts an annual Open Day. The date is published on the College website. All prospective parents are invited to attend to meet the College Principal, staff and students to inspect the facilities and resources of the College.

Tours

Tours of the College are conducted periodically. Parents are invited to complete the tour expression of interest form on the College website. Parents who have expressed their interest in a tour will be notified when bookings open for the next tour.

ENROLMENT PROCESS

1. Application for Enrolment

The Application for Enrolment form is to be completed and submitted using the online application form, together with supporting documentation by the application closing date.

Upon submission, an email acknowledging receipt of the application and payment of the application fee, is forwarded to applicants. An application for enrolment will not be considered as lodged until all supporting documentation is submitted and the application fee paid.

Supporting documentation includes:

- Copy of birth certificate
- Copy of Baptism and other sacramental certificates
- Copies of most recent academic reports and all NAPLAN tests
- Reports regarding special educational needs
- Copy of any relevant Family Court Orders (if applicable)
- Completed Reference from Parish Priest (optional)
- Any other documents or certificates relevant to support the application
- Citizenship and visa documentation (if applicable)

Parents / guardians are required to provide true and complete information to the College at the time of application. They are also obligated to inform the College if their son's medical and educational information, family court orders, family circumstances or contact details change after the application is submitted. Providing false or misleading statements, or failing to inform the College of changes or new relevant information, may lead to the termination of enrolment.

The current year College fee schedule is available to parents on the College website and is subject to change from year to year.

Application for Enrolment fee: \$300.00. This fee is non-refundable and non-transferable and must be paid when the application is lodged.

2. Enrolment interview

An enrolment interview is offered based on the availability of places, enrolment criteria and the information provided in the Application for Enrolment and supporting documentation. The interview establishes congruence between what the parents wish for their son and what the College can offer. Interviews will generally commence in Term 2, approximately 18 months prior to commencement.

An offer of an interview does not guarantee an enrolment offer will be made.

3. Offer of Enrolment

At the conclusion of the enrolment process, offers will be made to successful applicants. To confirm acceptance of a position, the Enrolment Contract must be signed, and the Enrolment Acceptance Fee paid, prior to the due date.

Upon acceptance of an enrolment offer, the College believes that it is appropriate for families to be transparent with their son's current school due to the implications of withdrawals on planning. We encourage parents to notify their son's school of the intention to withdraw by the end of Term 3 in which the enrolment offer is accepted.

Enrolment Acceptance Fee Payable

Families new to the College: \$2,200

Siblings of current students: \$1,500

The Enrolment Acceptance Fee confirms and secures enrolment at the College, is non-refundable and non-transferable, and is not a deposit against any future fees.

Enrolment offers must be accepted by the specified due date.

4. New Parents Information Evening

Parents of students commencing in Year 5 and 7 are invited to attend a New Parents Information Evening in Term 3 in the year prior to commencement. Parents are provided with access to the onboarding portal following this event, which includes checklist of steps to be completed to prepare for their son's commencement.

5. New Student Assessment

Students who have accepted enrolment for Years 5 and 7 are required to attend a New Student Placement Test during Term 4 of the year prior to commencement. Students who have accepted enrolment for Year 5, will complete their assessment on the morning of their Orientation Day. Students who have accepted enrolment for Year 7, will complete their assessment during the Year 7 Placement Test and Activity Day. The purpose of the New Student Placement Test is to obtain data on student performance to ensure students are placed in the most appropriate classes.

6. Years 5 and 7 Orientation Days – Term 4

Students who have accepted enrolment for Years 5 and 7 will be required to attend an Orientation Day during Term 4 of the year prior to commencement. The purpose of the Orientation Day is to welcome students to the College and to facilitate a smooth transition on their first day of school. At the Orientation Day, students are introduced to key staff, participate in enjoyable activities and meet other students in a comfortable environment.

APPEALS

Appeals for enrolment may be made to the Principal, however, due to the demand for places, the College may be unable to offer a position.

POLICY REVIEW

This policy will be reviewed by the College Board every two years and as required by the Principal's Office.