The NSW Registration Manual (3.8) requires all schools to keep a register of enrolments of all children at the College. Red Bend Catholic College keeps a register of enrolments of all children at the College in both print and electronic form.

The register of enrolment records the following information for each student:

- name, age and address;
- the name and contact telephone number of parents/guardians;
- date of enrolment;
- the date of leaving the College and the student's destination, where appropriate;
- for students older than six years of age, previous school or pre-enrolment situation; and
- where the destination of a student below seventeen years of age is unknown, evidence that a Department of Education officer with home school liaison responsibilities has been notified of:
  - the student's full name;
  - the student's date of birth;
  - the student's last known address;
  - the student's last date of attendance;
  - parents/guardians' names and contact details;
  - an indication of possible destination;
  - any other information that may assist officers to locate the student; and
  - any known work health and safety risks associated with contacting the parents or student.

ENROLMENT PROCEDURES - METHOD OF APPLICATION

Enrolment applications are considered at any time. There are three steps for parents to follow for securing a place at Red Bend Catholic College:

a) Submitting an APPLICATION FOR ENROLMENT form and paying the enrolment processing fee of $200. Enrolment packages are available by contacting the Enrolment Officer at the College by telephone, fax, letter, email or on the web site. The Principal will decide if the enrolment can proceed.

b) Attending an INTERVIEW with the Principal of the College or delegated staff and other members as required by the Principal.

c) Returning the ACCEPTANCE OF ENROLMENT form if an offer of enrolment is made by the Principal. This needs to be received by the due date which will be indicated on the acceptance letter.

Enquiries and visits are always welcome and can be arranged through the College.

SCHEDULE FOR CONSIDERATION OF APPLICATIONS

A decision to commence a student's enrolment is a matter for the Principal of the College. In making a determination to offer an enrolment the Principal will:

1. Gather relevant information. Seek appropriate collegial advice. Act consistently with the guidelines below.

2. APPROPRIATE COLLEGIATE ADVICE MAY INCLUDE:

2.1 Advice from the Director of Curriculum, the Learning Support Coordinator and/or specialist teaching staff that the student can be accommodated in the College's academic program.

2.2 Advice from the Director of Curriculum that there is room to accept the student.

2.3 Advice from the student's current Principal or other staff regarding the applicant's suitability for Red Bend Catholic College.

2.4 Other advice from educational, religious, medical or psychological professionals relevant to the application.

3. IN CONSIDERING APPLICATIONS, THE PRINCIPAL WILL FOLLOW THESE GUIDELINES:

3.1 On the basis of the information and advice at hand, the Principal 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 College.

3.2 Completed enrolment packages received prior to the end of Term 1 of the year preceding that for which enrolment is being sought will be processed in order of receipt of the completed package. Completed applications received after this date will be processed according to the order outlined in 3.3 below.

3.3 Priority of access to Red Bend Catholic College shall be given to:

a) Students who already have siblings at the College.

b) All Catholic students attending local Parish Primary Schools (from the Diocese of Wilcannia-Forbes and St Joseph’s Eugowra).

c) Students of other faiths attending local Parish Primary Schools (from the Diocese of Wilcannia-Forbes and St Joseph’s Eugowra).

d) Catholic students who are attending other Primary Schools.

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

3.5 A student who has previously concluded their enrolment at the College because of dissatisfaction on the part of the student, parents or the College, will not normally be considered for re-enrolment.

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

3.7 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.
Student Enrolment Policy

3.8 Overseas students who are not Australian citizens will only be accepted once all Australian government requirements have been satisfied, and the full year’s fees have been received by the College. Students who leave the College before the conclusion of their course of study will have their fees refunded on a pro-rata basis (at least one terms fees is payable in all circumstances).

3.9 Accepted enrolments are for a period inclusive of year 12 or until such time as the enrolment of the student has to be withdrawn as deemed by the Principal.

BOARDING ENROLMENTS

The boarding program at Red Bend Catholic College is offered to both male and female students. In discerning whether to accept a student as a boarder, the Principal of Red Bend Catholic College will additionally use these guidelines.

1.1 The Principal (and/or Boarding Coordinator) will need to be satisfied, on the basis of advice, collected information, and the Principal's own judgement, that there is a reasonable expectation that an applicant is emotionally, psychologically, and socially ready to benefit from the structures and lifestyle of the boarding program at Red Bend Catholic College.

1.2 The Principal (and/or Boarding Coordinator) 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 or daughter in it.

1.3 Priority will be given to those students who cannot attend Red Bend Catholic College unless they board over those who can attend as day students.

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

METHOD OF NOTIFICATION OF SUCCESS OF APPLICATION

YEAR 7 APPLICATIONS:

• All students are interviewed by the Principal or a delegated staff member.

• All successful applicants are notified of their approval for an interview at the beginning of Term 3.

• Confirmation of Acceptance documentation is posted by the end of Term 3 and is to be completed and returned to the Enrolment Officer as soon as possible.

YEAR 8-12 APPLICATIONS:

• Applications for day students for Years 8-12 may be made at any time. Application packages are available by contacting the Enrolment Officer at the College.

• If you are considering applying for Year 11 it is advisable to apply as early as possible so as to maximise your child’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.

A FINAL CONSIDERATION

The College has a duty of care towards the students and parents/guardians are required to fully disclose all information concerning the physical, mental and emotional health of the child seeking enrolment necessary to enable the College to fully exercise this duty of care.

Failure to have done so, at the absolute discretion of the Principal, may result in the contract of enrolment being terminated.

EXIT PROCEDURE

1. All students exiting Red Bend Catholic College prior to the completion of Year 12 are to complete an Exit Form.

2. The destination of all students exiting Red Bend Catholic College prior to the completion of Year 12 is to be entered into the student register.

3. Any student under the age of 17 who exits Red Bend Catholic College and for whom we have no destination is to be reported to the Department of Education Officer on attendance@det.nsw.edu.au.

Records of the Register of Enrolments

The register is retained for a period of seven years after the last entry was made, and copies of information in the register are stored on-site at regular intervals.

Implementation

Red Bend Catholic College has set up a series of compliance tasks in CompliSpace Assurance, to ensure that key obligations under the NSW Registration Manual are managed effectively.

Related Policies

Exemption from Attending School Policy