



POLICY TITLE: ENROLMENT POLICY

DEVELOPED / REVIEWED BY

Principal: Elizabeth Hanney
Director of Development and Community Relations: Tracey Grobbelaar
Director of Business Services: Tony Grant

REVIEW SUMMARY

The 2021 Policy was reviewed, and amendments made in line with current advice and regulations. The addition of an appeals process was considered. Failure to implement this policy would mean the College was not meeting its legal obligations, regarding the VRQA requirements for registration.

DOCUMENT DEVELOPMENT PROCESS

March 2023: 2021 Policy amended by the Policy Committee.
Due to upcoming VRQA School Review and legal advice received, the Enrolment Policy was reviewed and updated by the Principal, Director of Development and Community Relations and the Director of Business Services.

RATIONALE

Siena College was established in 1940 as an independent, Dominican Catholic school for girls in Years 7 to 12. Siena College is a learning community. We are committed to providing a challenging, enriching and supportive education in which all students are encouraged and supported to maximise their potential and develop into confident and articulate young women.

As a Catholic school in the Dominican tradition, our College draws on a rich heritage of 800 years of fidelity to the Church and service to the community. Our motto, 'VERITAS' leads us ultimately to the person of Jesus Christ who is Truth Himself (John 14:6). Our quest for Truth places our students and staff in dialogue with all world views, bringing to that dialogue the message of incarnation, salvation and redemption.

We serve the needs of those families seeking a single sex education for their daughters. We do not have a designated priority parish catchment zone, and therefore can draw widely from all parts of Melbourne. Enrolments are accepted at all year levels if vacancies exist.

Priority is given to families seeking a Catholic and Dominican education for their daughter.

Our parent/guardians and students are expected to support the Catholic and Dominican ethos of the College.

This policy has been developed to ensure Siena College abides by a fair and equitable enrolment process for all those who seek our form of education. This policy takes into account the relevant legislative requirements within the state of Victoria.

This Policy applies to domestic student applications for enrolment only, and not international students.

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DEFINITIONS

Catholic	A member of the Catholic Church established by a certification of Baptism.
Parish	For the purpose of enrolment the parish is the local parish as defined by its geographical boundaries. Parish refers to the student's residential address, not the primary school attended.
Catholic School	A school where the foundational education is based on the principles of Catholic teaching and identity.
Parent/Guardian	A parent or a person who has the legal right and responsibility of taking care of the student

PRINCIPLES / GUIDING PRINCIPLES

Sienna College does not have a designated priority parish catchment zone, and therefore can draw widely from all parts of Melbourne.

The College will give enrolment priority in the following order:

1. siblings of current students
2. Catholic baptised students who are attending a catholic school
3. Catholic baptised students
4. family members of College alumna
5. students from non-Catholic Eastern churches
6. other students

Applications for enrolment will be accepted by the College in order of the date on which the Application for Enrolment Form was received by the College and payment of a **non-refundable application fee of \$220** (inclusive of GST). Within each of the categories above preference is assigned based on enrolment date, that is the earlier the enrolment date the higher the preference. Please note that lodgement of an Application for Enrolment Form and payment of the non-refundable application fee does not guarantee an offer of enrolment from the College.

Any applications or enrolments that are deferred by the parents/guardians do not automatically retain their priority for subsequent years' enrolment.

The policy is underpinned by support for Catholic Education.

The Principal shall exercise discretionary power within this policy where specific consideration for a particular applicant is appropriate.

PROCEDURES

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Entry levels

Year 7 intake

The enrolment process for the Year 7 intake commences in the Grade 5 year of prospective students. Applications are accepted at any time via the official online enrolment application form available on the College website.

Offers of enrolment are made in Term 3 of a prospective student's Grade 5 year.

To meet the College and Government requirements a completed Application for Enrolment Form and provision of all supporting documents as requested in the Form must be submitted to the College.

Year 8 to 12 intake

Applications are accepted for entry to the College at all other year levels and an offer of enrolment will depend on the availability of places in the relevant year.

The Enrolment Process

The enrolment process comprises the following steps:

Step	Process
Application	<p>Parents/guardians submit an online Application for Enrolment Form via the College website and pay a non-refundable Application Fee of \$220 (inclusive of GST).</p> <p>The following documents are required to be provided to the College to complete an Application for Enrolment:</p> <ul style="list-style-type: none"> <input type="checkbox"/> student's birth certificate <input type="checkbox"/> Baptism, Confirmation and Communion Certificates (if applicable) <input type="checkbox"/> Recent school report <input type="checkbox"/> Any other relevant educational assessment material eg. NAPLAN test results or equivalent <input type="checkbox"/> Medical Action Management Plan (if applicable) <input type="checkbox"/> Medical/Allied Health Professional Reports (if applicable) <input type="checkbox"/> Immunisation Certificate/s <input type="checkbox"/> Court orders or Parental Agreements (if applicable). <p>If seeking enrolment at the College from overseas, the following also needs to be provided:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Copy of Passport, Australian Residency Visa details or Australian Citizenship Certificate



Year 7 entry	The parent/guardians will be contacted by the College in Term 3 of their daughter's Year 5 year to confirm they wish to proceed with their application.
Year 8 – 12 entry	The parent/guardians will be contacted for an interview once the application has been received and processed.
Offer of enrolment	<p>If the College has an available place for the student, an Offer of Enrolment will be made in writing.</p> <p>For the Offer to be accepted the by the parent/guardians the following must be done within the time specified in the offer letter:</p> <ul style="list-style-type: none"> <input type="checkbox"/> signing and returning the Siena College Enrolment Agreement <input type="checkbox"/> paying a non-refundable Registration Fee of \$1,000 per student. <p>Please note that the non-refundable Registration Fee is in addition to the annual school fees.</p> <p>If the Offer is not accepted within the specified time, it will lapse and may not be able to be repeated by the College.</p>

Please advise the Head of Admissions in writing of any subsequent change of address or contact details or any other information on the Application for Enrolment Form, otherwise the College may be unable to make contact with your regarding your Application.

Deferral

If the parent/guardians wish to defer or change a student's initial year of entry, and the College agrees, it will result in a new date of application and placement on the Application list without a guarantee of an offer of enrolment in a later year.

Where an offer of enrolment has been made and accepted by the parent/guardians, any request for deferral of enrolment must be received prior to the commencement of Term 4 in the year prior to the initial year of entry. If the request is not received within that time, and the student does not commence at the College in the initial year of entry, the College may still render fees for the next Term as if the student had been withdrawn from the College.

A deferred enrolment will be at the sole discretion of the Principal and will only be considered confirmed when a place is available in the requested deferred year level.

Fees

The *Fee Schedule* for each school year will be available on the College website.

School fees comprise General Tuition Fees per student and Capital Fees per family. The Capital Fees is a charge used to offset all Capital related expenditure of the College each year and is not tax deductible. Only donations to the College Building Fund or College Scholarship Fund are tax deductible.

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Diversity and inclusion

As a member College of Dominican Education Australia (DEA), Sienna College supports and upholds the commitment to diversity and inclusion as stated:

DEA is committed to embedding a child safe culture in all Ministries where children and young people are respected, their voices are heard, and they are safe and feel safe. Particular attention is given to the needs of vulnerable children and young people, including Aboriginal and Torres Strait Islander children and young people, children and young people with a disability, children and young people from culturally and/or linguistically diverse backgrounds, those who might experience mental health issues or who are unable to live at home, and those who identify as lesbian, gay, bisexual, transgender or intersex.

<https://dominicandeducationaustralia.com/wp-content/uploads/2022/12/DEA-Statement-of-Commitment-to-Child-Safety-November-2022-Web.pdf>

Special needs and disability

Parent/guardians are required to disclose any disability or specific learning or behavioural needs that their child may have and that would impact on how they can access and participate in their education at the College on the same basis as other students. The College needs to understand any impact and to be properly informed to determine whether any adjustments or changes are needed to assist the student. The College will not discriminate against a student when applying for enrolment on the basis of disability or impairment. The College will seek to consult with the parent/guardians and the student (if appropriate) prior to commencing at the College to arrive at a mutual agreement on the support and any reasonable adjustments the student may require.

Privacy

The College collects personal information about prospective students and their parents/guardians through the enrolment application process in accordance with the Australian Privacy Principles (APPs). The College Privacy Policy can be found on our website.

RESPONSIBILITY

- Principal
- Director of Development and Community Relations
- Head of Admissions

RELATED LEGISLATION

Education and Training Reform Regulations 2017 (Vic)
Disability Discrimination Act 1992 (Cth)
Privacy Amendment (Private Sectors) Act 2000 (Cth)
Privacy Act 1988 (Cth)
Australian Privacy Principles (APP) from Schedule 1 in the Privacy Amendment (Enhancing Privacy Protection) Act 2012 (Cth)
Equal opportunity Act 2010

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RELATED SIENA COLLEGE POLICIES

Child Safety and Wellbeing Policy 2022
Privacy Policy 2022
Fee Policy 2021

RELATED DOCUMENTS

Siena College Strategic Plan 2019 -2023
Siena College Parent Agreement
Siena College Enrolment Agreement
Siena College Fee Schedule and Information
MACS Procedures for Development and Dissemination of Local School Enrolment Policies: Secondary Schools (Revised 2009)
MACS Procedures to assist schools to achieve a high level of Catholic Enrolment (Revised 2009)
MACS Processes and Procedures in schools (Revised 2017)
Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne (MACS)

RISK

In the Committee's deliberations it is important to consider the College's main strategic processes and the identification of associated risks. Some sample questions are included for referral.
Answers are to be documented as part of the policy.

1. **Faith and Catholic Identity.** Identify any risks to Catholic Identity or Dominican charism of the school. How will this policy harm or enhance either?
2. **Reputation.** Identify if there are any reputational risks to the College. How will this policy impact Siena and wider communities?
3. **Financial.** Identify any financial risks to the College. How will this policy impact the financial stability of the College?
4. **Contemporary Learning and Teaching.** Identify any risks to learning and teaching. How will this policy impact the academic performance of the College?
5. **Wellbeing.** Identify any risks to safety and wellbeing. How will this policy impact the mental and physical wellbeing of the College community?
6. **Community Engagement.** Identify any risks to building community engagement. How will this policy impact community relationships?
7. **Governance and Leadership.** Identify any risks to governance and leadership in the College. How will this policy affect the strategic direction of the College?

Do any risks identified above warrant changes to the proposed policy? If so the policy should be referred back to the developer/s.

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NEXT REVIEW

March 2026

POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/cms/file/114176?returnUrl=L2hvbWVwYWdlLzM0NTI%3D>

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