

## Enrolment

Always read this policy in conjunction with the Related Procedures identified below.

<b>Policy Statement</b>	Mater Dei School is a coeducational setting for students from Kindergarten to Year 12 with an intellectual disability within the mild to moderate range, whose needs can be reasonably catered for within the school resources, expertise and supports.
<b>Purpose</b>	This policy outlines the enrolment and selection process for prospective students and the conditions for acceptance and continuation of enrolment.
<b>Audience</b>	School Staff, Parents/Legal Guardians
<b>Related Procedure</b>	<u>Enrolment - Procedure</u>
<b>Related Documents</b>	<u>Enrolment Package (annual)</u>
<b>Compliance Requirements</b>	<p>Association of Independent Schools NSW (AIS NSW) NSW Government:</p> <ul style="list-style-type: none"> <li>• NSW Education Standards Authority (NESA)</li> <li>• Disability Discrimination Act 1992</li> <li>• Disability Standards for Education 2005</li> <li>• Public Health Act 2010</li> </ul>
<b>Policy Owner</b>	CEO/Principal
<b>Effective Date</b>	September 2021
<b>Review Date</b>	September 2023

## 1 ENROLMENT PROCESS

### Enrolment Application

1. The Annual Enrolment Package is available at <https://www.materdei.org.au/enrolment/>. Packages are also distributed at the Enrolment Open Day (Term 1 each year) or available at request to the Enrolment Officer. All enrolment related enquiries, including assistance to complete the application, should be directed to the Enrolment Officer at [enrolment@materdei.org.au](mailto:enrolment@materdei.org.au). Refer to the Enrolment Package for a timeline of important dates in the enrolment process.
2. The Enrolment Application Form, together with supporting documentation required and application fee should be returned to the Enrolment Officer before the closing date. Applications received after this date will be processed if vacancies exist after placements have been offered.

### Enrolment Interview

3. Where there is a vacancy in a year group, the Enrolment Officer will contact Parent/Guardian(s) to arrange an interview with a member of the Enrolment Committee. The student MUST attend the interview. This interview will allow Parent/Guardian(s) to discuss their child's support needs and other relevant information. Parents/Guardian(s) will have the option of any person/s of support to accompany them. The interview date and time is arranged by the Enrolment Officer.

### Enrolment Observation

4. Following the interview, an observation will be conducted at the child's current educational setting. A member of the Enrolment Committee will make an observation visit and talk with the current educator/s. Parents/Guardian(s) will be notified beforehand of the visit so that, in the event of an absence, Mater Dei can be advised prior to attending.

### Enrolment Offers and Advice Letters

5. Enrolment advice will be communicated via a letter. If a placement is offered, acceptance will be recorded when the completed acceptance form is received by the due date, accompanied by a non-refundable Confirmation of Enrolment Fee. This fee will be wholly deducted from the first term's fee charge when a student commences enrolment. If a family forfeits their place of enrolment before the commencement of the school year, this fee is non-refundable. If payment of this fee may result in financial hardship the family is to contact the CEO/Principal to discuss alternate options.
6. After enrolment acceptances are received, an Enrolment Orientation Package will be distributed outlining details of the annual New Parent Information Session and Student Transition Programs.

### Enrolment Transition

7. Parent/Guardian(s) (without students /siblings) will attend a New Parent Information Session.
8. Student will begin a transition program before beginning enrolment.

*Mater Dei's main intake of students is for Kindergarten, however students do move on and vacancies do become available in other year groups during the school year. If a vacancy does become available in a class year level applied for, Mater Dei will contact the applicant.*

## 2 ENROLMENT CRITERIA

The decision to accept a student for enrolment is a matter for the CEO/Principal. The following is taken into consideration by the CEO/Principal when making a determination to offer enrolment:

- **Receipt of completed application including all requested supporting documentation, including:**

- Diagnostic evidence of intellectual disability within the mild to moderate range

Diagnostic Evidence Requirements

Assessment, conducted within the last two years, by a suitably qualified professional (i.e. Psychologist or Paediatrician), utilising both clinical assessment and individualised, standardised testing of intellectual and adaptive functions. Standardised testing requirements (including scoring and descriptors) are:

a. Intelligence Test

- Wechsler Preschool & Primary Scale of intelligence, Fourth Edition, Australian and New Zealand Standardised Edition (WPPSI-IV A&NZ)

OR (*dependant on age*)

- Wechsler Intelligence Scale for Children, Fifth Edition: Australian and New Zealand Standardised Edition (WISC-V A&NZ)

b. Adaptive Assessment

- Vineland Adaptive Behaviour Scales, Third Edition (Vineland 3) – Parent/Caregiver Administered

AND

- Vineland Adaptive Behaviour Scales, Third Edition (Vineland 3) – Teacher/Educator Administered

- Diagnostic Evidence of any additional diagnosis (*if applicable*)

Diagnostic Evidence Requirements

A report by a suitably qualified professional confirming diagnosis (i.e. a report by a Paediatrician or Psychologist, confirming a diagnosis of Autism Spectrum Disorder, including the level of impairment)

- **Availability of class placement, based on student numbers and level of educational need**

*Applications remain active for a period of two years and are processed when a vacancy becomes available. After the two year period, a new application is required to remain active, however the application fee will be waived.*

- **Information gathered at Enrolment Interview and Enrolment Observation/s**

- **Evidence to demonstrate the educational and intellectual and any exceptional medical and behavioural support needs could be reasonably catered for within the school resources, expertise and levels of supports**

- **Collegial information (e.g. current educators, religious, medical or psychological professionals)**

- **Evidence to demonstrate the student and family would support the Mission of the school and its expectations of students and Parents/Guardians**



### **3 CONDITIONS OF ENROLMENT**

In accepting an offer of enrolment, and during the course of the student's enrolment, Parents/Guardians agree to the following Conditions of Enrolment:

#### **1 Acceptance of Offer of Enrolment**

- 1.1 An offer of enrolment must be accepted by both Parent/Guardian(s) where appropriate unless the School agrees to waive this requirement. Upon acceptance, all signatories to the terms and conditions will be jointly and severally liable in respect of the obligations contained in these terms and conditions.
- 1.2 The acceptance of the offer must be accompanied by the identified non-refundable fee.

#### **2 Fees and Associated Costs**

- 2.1 School fees shall be such as are determined by the Mater Dei School Board and are subject to variation each year. Fees are calculated annually and are invoiced in four equal installments.
- 2.2 All fees and charges must be paid within fourteen days of the due date regardless of whether fees are paid in four installments or by agreed payment plans.
- 2.3 All fees and charges must be paid in full by the end of the first week in December and if not paid, the student's enrolment may be reviewed for the following year.
- 2.4 Additional charges for services provided by the School outside of the fee schedule will be billed throughout the year.
- 2.5 Parents who are experiencing financial difficulties in meeting scheduled fee payments at any time during the year, are asked to contact the CEO/Principal to make suitable arrangements.

#### **3 Assessment of Intellectual Functioning**

- 3.1 An updated assessment of intellectual disability is required for students in Years 1, 4, 7 & 10, as per evidence requirements of the National Consistent Collection of Data for Students with Disabilities (NCCD).
- 3.2 The School Psychologist is available to complete assessments of intellectual disability at a subsidised cost. Alternatively, Parents/Guardian(s) may choose to arrange for an external service to conduct this assessment. Details of the assessment requirements are provided in a letter at the beginning of Year 1, 4, 7 & 10.

#### **4 Attendance**

- 4.1 Students must attend the School during school hours, except in the case of sickness or where leave has been given or an exemption from attendance has been granted.
- 4.2 Parent/Guardian(s) are expected to communicate an absence with the School via Compass, within 7 days of the absence.
- 4.3 Parent/Guardian(s) are expected to provide a medical certificate if student is absent for four or more consecutive days.

#### **5 Uniform**

- 5.1 Parent/Guardian(s) must ensure the student has each item of officially required uniform, clean and in good condition.
- 5.2 Student must wear the School uniform as prescribed including when travelling to and from school and abide by the Grooming Guidelines outlined in the Parent Handbook.



## **6 Religious Inclusion**

- 6.1 Acceptance of a position at Mater Dei implies Parents/Guardian(s) acceptance of the Catholic foundations, values and practices of the School and the importance of regular opportunities to affirm these values and practices in religious education classes, Liturgies and School Masses.
- 6.2 As a Good Samaritan Education School we commit ourselves to a vision of Catholic Education which draws on the strength of the Good Samaritan Benedictine tradition whose ethos is one of peace, prayer, service, hospitality, stewardship and community.
- 6.3 Spirituality days and Senior Retreats are a compulsory part of the School's ethos and a vital element in the spiritual development of students.

## **7 Communication**

Parents/Guardian(s):

- 7.1 are required to support the goals, values and activities of the School,
- 7.2 must communicate with students, Parent/Carer(s), visitors and staff members in a courteous manner, follow the engagement guidelines outlined in the Parent Code of Conduct and generally not interfere in any way with conduct, management and administration of the School,
- 7.3 must view the School's Parent Portal (Compass) on a regular basis,
- 7.4 must advise the school of any change of home, mailing, email address or contact details or any other important information relevant to the student's schooling,
- 7.5 must advise the school in writing and provide documentation/copies of any orders or arrangements that affect the student concerning custody, access, education and welfare. Any changes to these orders or arrangements must also be advised promptly to the school along with relevant documentation.
- 7.6 must engage in Parent/Teacher conferences held biannually to contribute to collaborative planning for the student's Personalised Plan for Students with a Disability (PPSD),
- 7.7 must not use social media to denigrate the staff, students or other members of the School community.

## **8 Health and Safety**

- 8.1 Parent/Guardian(s) must advise the School immediately if they become aware of any additional needs that the student may have/developed including, but not limited to, medical, physical, psychological, or any changes to these needs.
- 8.2 The School requests an approved immunisation certificate as part of the Enrolment Application, that identifies the student's immunisation status. While students can be enrolled if this is not provided, these students will be classified as unimmunised and will be excluded from school if there is an outbreak of a vaccine-preventable disease OR if they come into contact with a person with a vaccine preventable disease, even if there is not an outbreak at the school.
- 8.3 Parent/Guardian(s) will support the decision for student to be collected for medical/health reasons and comply with request in a reasonably appropriate amount of time. Parents/Guardian(s) and emergency contacts must be contactable during school hours.
- 8.4 In the event of a medical incident, First Aid is administered by First Aid trained staff. If urgent medical care is required and the School is unable to contact the Parent/Guardian after making reasonable efforts, the Parent/Guardian authorises Mater Dei to give authority for such treatment. Parents/Guardian(s) indemnify the School, its employees and agents in respect to all costs and expenses arising directly or indirectly out of such treatment.
- 8.5 Medication will only be administered to a student if all the procedures outlined in the Medication Policy have been correctly followed and adhered to.
- 8.6 Parent/Guardians acknowledge the triage and facilitatory support of our Registered Nurse and School Psychologist in no way replaces or substitutes regular or ongoing specialised medical advice.



## **9 Security**

- 9.1 Parent/Guardian(s) must observe School security procedures for the protection of students.
- 9.2 Students are responsible for their personal property and the School does not accept any responsibility for the loss of their belongings
- 9.3 The CEO/Principal or nominee may search a student's bag or other possessions where there are reasonable grounds to do so, in order to maintain a safe environment for all students.

## **10 Programs and Activities**

- 10.1 The School determines the educational and other programs and activities conducted at the School in its absolute discretion.
- 10.2 The School may change its programs and activities and the content of these programs and activities without notice.
- 10.3 Students are required to participate in all compulsory activities including excursions and outdoor education unless the CEO/Principal agrees otherwise. Charges may be required for these activities unless the student is unable to attend due to ill health or reasons where it is impossible for the student to attend.

## **11 Student Code of Behaviour**

- 11.1 Parents/Guardian(s) and students will respect and abide by the School Wide Positive Behaviour Expectations (in Parent Handbook and in Wellbeing policy on website) and directions of school staff.
- 11.2 Where individual students are consistently encountering difficulty in meeting appropriate behaviour outcomes, further meetings, supports and considerations will be required.

## **12 Withdrawal of Enrolment**

- 12.1 Where a student leaves to enrol at another school, the NSW Education Standards Authority (NESA) requires that Parent/Guardian(s) advise in writing of the new school and tgrade the Student will be entering.
- 12.2 If Parent/Guardian(s) wish to withdraw a student, notice given must be not less than one full term's notice to expire at the end of term. Notice must be in writing to the CEO/Principal.
- 12.3 If the required notice of withdrawal of a student is not given the Parent/Guardians(s) must pay a full term's fee.

## **13 Suspension, Termination / Non-Continuation of Enrolment**

The School may suspend or terminate the enrolment of a student, either temporarily or permanently, at the CEO/Principal's discretion, at any time prior to or during enrolment, for reasons which may include, but are not limited to:

- 13.1 A serious breach of the School's rules or Code of Conduct/Behaviour.
- 13.2 Conduct prejudicial to the reputation of the School or the well-being of its students or staff.
- 13.3 Where the CEO/Principal believes that a mutually beneficial relationship of co-operation and trust between the School and the Parent/Guardian(s) has broken down to the extent that it adversely impacts on that relationship.
- 13.4 If the CEO/Principal believes that any or all of the Conditions of Enrolment have not been met by the student and/or Parents/Guardian(s).
- 13.5 If a student no longer meets the enrolment eligibility criteria.
- 13.6 If the CEO/Principal believes that a student's support needs increasingly exceed the School's staffing model of supervision and all individual, environmental and medical/health supports have been exhausted over an extended period of time.



- 13.7 If a student's fees and charges have not been reconciled in full by the specified due date as per the Schedule of Fees and there has been no communication with the CEO/Principal regarding outstanding fees.
- 13.8 *Mater Dei will only discontinue a student's enrolment permanently if it has provided the student and their Parents/Guardian(s) with details of the reason/s that may result in a decision to discontinue the student's enrolment and provide them with a reasonable opportunity to respond and where there has been procedural fairness.*
- 13.9 *The CEO/Principal, or any person deputising for the CEO/Principal, may request and facilitate the transition of the student to an alternate, suitable educational setting in the event of 14.5 & 14.6.*

#### **14 Privacy**

The Parent/Guardian(s) acknowledge that they have read the School's privacy policy.

#### **15 Amendment of Terms and Conditions**

The School may alter the terms and conditions of enrolment at any time by giving not less than two (2) term's notice to the Parent/Guardian(s) in writing which shall apply to both current and future students and Parent/Guardian(s) from the date specified in the notice.

### **4 SCHEDULE OF FEES**

Refer to the Schedule of fees published in the annual Enrolment Package available on the School website.

### **5 BASIS OF DISCRETION**

The CEO/Principal has the right of discretion to make provision for departure from the policy in the event of unforeseen or exceptional circumstances.