



## 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 2020 Policy was reviewed, and amendments made in line with current advice and regulations. Reference was made to the new Enrolment Agreement and Parent Agreement. Failure to implement this policy would mean the College was not meeting its legal obligations, regarding the VRQA requirements for registration.

## DOCUMENT DEVELOPMENT PROCESS

June 2020: 2018 Policy amended by the Policy Committee.  
RATIONALE July 2021: Due to legal advice received and the implementation of the Enrolment Agreement, Parent Agreement and Schedule of Fees, 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. 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.

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

## DEFINITIONS

<b>Catholic</b>	A member of the Catholic Church established by a certification of Baptism.
<b>Parish</b>	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.

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<b>Catholic School</b>	A school where the foundational education is based on the principles of Catholic teaching and identity.
<b>Parent/Guardian</b>	A parent or a person who has the legal right and responsibility of taking care of the student

**PRINCIPLES / GUIDING PRINCIPLES**

Our 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 are made at the commencement of the Grade 5 year.

The College will commence its intake in the Grade 5 year

Preference is given to students who are baptised Catholics

Priority is given to sisters of current and former students, and those with kinship to alumnae

Students of other religions, denominations or traditions are considered for enrolment if vacancies are available.

Preference is given to students from non-Catholic Eastern Churches

Sienna College provides offers based on:

- the rationale
- according to the procedures outlined below
- subject to parent consent to the Enrolment Agreement, Parent/Guardian Agreement and acceptance of the Fee Schedule and Information.
- The offer of placement is dependent upon the family's acceptance of College policies, its Mission and Values and an understanding that the family is supportive of Catholic ethos and the College community life

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.

The College will not discriminate against a student's enrolment on the basis of disability or impairment, but will arrive at a mutual agreement with parents on the support to be offered prior to commencement.

The College is guided by Policy 2.4 Enrolment for Schools in the Archdiocese of Melbourne (MACS)



## PROCEDURES

Sienna College works closely with Melbourne Archdiocese Catholics Schools (MACS) and follows a priority system for enrolment at Sienna College:

- Siblings of current students
- Catholic students attending catholic primary schools
- Catholic baptised students
- Kinship to an alumna
- Students from non-Catholic Eastern churches (priority given by date of application received)

Enrolment Process Year 7

Enrolment Process: All year levels

Process for Accepting online Enrolments

Sienna College Enrolment Agreement

Sienna College Parent Agreement

## 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

## RELATED SIENA COLLEGE POLICIES

Sienna College ChildSafe Policy 2021

Sienna College Privacy Policy 2019

Sienna College Fee Policy 2021

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## RELATED DOCUMENTS

Sienna College Strategic Plan 2019 -2023  
Sienna College Parent Agreement  
Sienna College Enrolment Agreement  
Sienna 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 Sienna 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.

## NEXT REVIEW

September 2024

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POLICY LOCATION

<https://sienacentral.siena.vic.edu.au/cms/file/114176?returnUrl=L2hvbWVwYWdlLzMONTI%3D>

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