

# Enrolment Guidelines (P-12)



**Santa  
Sabina  
College**

## **1.0 Rationale**

- 1.1 Santa Sabina College (the College), a Catholic school in the Dominican tradition, educates students to achieve personal excellence, to act with justice and compassion, and embrace the future with an optimistic global vision.

## **2.0 Context**

- 2.1 The College offers co-education Prep – Year 4 and Girls Year 5 – 12. The College exists to work in partnership with parents/carers and we acknowledge that parents/carers are the primary educators who have duties and rights in respect of the education of their children.

## **3.0 Purpose**

- 3.1 The enrolment guidelines provide clarity of process and procedures for parents/carers seeking to enrol their child into the College.

## **4.0 Entry Points**

- 4.1 The main entry points to the College are Prep, Kindergarten, Year 5 and Year 7.
- 4.2 Enrolments for all other years will be offered subject to the availability of places.
- 4.3 All Prep and Kindergarten applications are assessed one year prior to entry. Applications for Year 5 and Year 7 are assessed for placement approximately two years prior to entry.
- 4.4 Enrolment into the College is made on the assumption that the student will complete their education within the College (i.e. girls to Year 12 and boys to Year 4).
- 4.5 The College enrolls students at different academic stages including entry into the Senior Years (10-12). Whether a student wishes to enrol into either the International Baccalaureate Diploma Programme (IBDP) or the NSW Higher School Certificate (HSC), the same process will apply. Prior school records will be obtained, student interests and capacities will be ascertained and individual counselling with academic staff will follow. If a student has completed the first year of the IBDP at another IB World School, the student may be accepted into the College's IBDP depending on subject alignment and advice from the International Baccalaureate Organisation (IBO). In relation to completed internal assessments the College will source relevant documentation.

## **5.0 Process**

The enrolment process has three stages:

### **5.1 Application for Student Enrolment**

- 5.1.1 Application for student enrolment consists of lodgement of the application for student enrolment accompanied by a copy of the birth certificate and Australian citizenship or visa if relevant, and payment of the non-refundable application fee. This secures the student a place on the waiting list.
- 5.1.2 The application fee is waived for children/grandchildren of ex-students of Santa Sabina College, children from Mary Bailey House and the third sibling onwards in a family to be enrolled at the College.
- 5.1.3 Where application is for entry into Prep, students must turn four (4) years of age by 30 June in the year of entry to be eligible to apply.
- 5.1.4 Where application is for entry into Kindergarten, students must turn five (5) years of age by 30 June in the year of entry to be eligible to apply.

### **5.2 College Enrolment Interview**

- 5.2.1 The College will conduct an enrolment interview and may request further documentation. All documentation must be provided by the parents/carers prior to the College considering making an enrolment offer.

### **5.3 Confirmation of the Enrolment**

- 5.3.1 Enrolment is confirmed when the signed enrolment contract is received by the College and the non-refundable acceptance fee is paid by the due date.
- 5.3.2 The enrolment contract and acceptance fee are also required when a student accepts a scholarship. Enrolment fees are not refundable where a student does not take up or discontinues their enrolment.

## **6.0 Holding of an Enrolment Place**

- 6.1 The College is not obliged to hold a place for a student for a future year until the full acceptance fee is received by the College.

## **7.0 General Guidelines**

- 7.1 Entry into the College will primarily be determined by the date the application is received by the College. Priority may, however, be given in the following circumstances (in order):
  - siblings currently attending the College

- children attending Mary Bailey House will have a priority in respect of the year for which they will commence Prep or Kindergarten
- children of ex-students
- students who are baptised into the Catholic faith
- students from other Dominican schools nationally and internationally
- students from other faith and non faith backgrounds if agreement is received that the student will participate in the Religious Education classes, prayer and worship at the College.

7.2 The College may take into account gender balance when considering applications for enrolment, to ensure there is an appropriate balance of male and female students.

## **8.0 Guidelines for IBDP Students**

- 8.1 Santa Sabina College is committed to providing choice for students in their senior years of study. To support this, the College is an authorised school offering the International Baccalaureate Diploma Programme (IBDP) for students in Years 11-12.
- 8.2 Students have the opportunity to study either the IBDP or the NESA Stage 6 Preliminary/HSC Courses in Years 11-12.
- 8.3 Students that pursue the IBDP will be charged an additional fee by the College to cover IBO examination and registration fees. While Santa Sabina College does not provide specific financial assistance for IBDP students, a range of bursaries are offered by the College as a means of financial assistance.
- 8.4 The College will follow the current personalised process for students intending to study the IBDP. This process comprises the Senior Student profiling instrument, that assesses both aptitudes and learning attributes; three way interviews with external advisor, parents/carers and students; individual interviews between students, their College academic advisors; final choice made by students within the parameters of subject availability. There are no automatic academic restrictions that would prevent entry into the IBDP, but students will be guided to make the best choices for them and supported appropriately.

## **9.0 The Enrolment Contract**

- 9.1 The enrolment contract contains terms and conditions additional to those in these guidelines and is available for inspection on request. Both the enrolment contract and guidelines are liable to alteration at the discretion of the College Principal, at any time without notice.
- 9.2 All enrolments will be at the College Principal's discretion and are not subject to appeal.

## 10.0 Approval and Review

<b>Authorised by:</b> College Board
<b>Authorisation date:</b> May 2023
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<b>Notes:</b>