

ENROLMENT POLICY

1. In selecting students for enrolment, primary consideration will be given to congruence with Catholic values and the ethos of the School. Priority will therefore be given to families who profess to be Catholic, although the Principal has some discretionary power in this matter.
2. Families need to provide evidence of involvement in the broad mission of the Church. This will take the form of a guided reference from a person in an appropriate position, e.g. a Parish priest or Minister, Principal of a Catholic school.
3. Other factors which may be taken into account in selecting students include: previous connection with the School or other Loreto schools, length of time on the waiting list, siblings already in the School, vacancies in the boarding school (if applicable). Special consideration may be given to degree of isolation in the case of applicants for boarding places and to families transferring from interstate or overseas.
4. The percentage of families who do not profess to be Catholic will not normally exceed 5% of the total enrolment of the School.
5. Loreto Normanhurst recognises the uniqueness of each student. The whole school community benefits when the diversity of strengths and needs of individuals is acknowledged and catered for. Therefore, the School is not academically selective.
At the same time, the School must be able to provide for the specific needs, educational and other, of a student seeking enrolment. Parent(s)/ guardian(s) may be asked to provide expert opinion from independent specialists so that a decision is based on sound educational data.
6. Loreto schools fulfill their mission in partnership with parents, who are the first educators of their children. Hence Loreto schools expect that parents of students will be actively involved in their children's education. This involvement may take a variety of forms. This expectation is a criterion for enrolment in a Loreto school.
7. Acceptance of an application form will not guarantee an enrolment interview or an offer of enrolment.
8. The Loreto Normanhurst enrolment policy will be publicly available. It will make clear the enrolment priority and criteria.
9. The following information will also be publicly available:
 - a. procedure for application
 - b. details of Application and Enrolment Fees and when these are payable
 - c. details of information sessions, Open Days, orientation days, interviews
 - d. details of the interview process
 - e. details of the school's schedule of fees and

payment policy

- f. timeline for processing applications
 - g. outline of enrolment conditions and the requirement of formal acceptance of these
 - h. parental obligations and expectations of parents by the School
- 10.** Parent(s) or guardian(s) will be required to declare that to the best of their knowledge they have:
- disclosed any special needs of the prospective student;
 - disclosed any particular medical or psychological condition and/or health care requirements of the prospective student;
 - provided a copy of any Parenting or Restraint Order that applies to the prospective student and /or parent/s; and
 - fully completed the application and enrolment forms.

If a parent or guardian withholds information relevant to the application/enrolment process then the Principal reserves the right to refuse, or terminate enrolment on that ground.

- 11.** Both parents and guardians will be required, jointly and severally, formally to accept responsibility for the payment of all school fees.
- 12.** When accepting a place at Loreto Normanhurst parents are deemed to have accepted the School's values and expectations and to continue to endorse and support them.
- 13.** The decision on whether the student is to be enrolled will ideally be made in partnership with the parent(s)/guardian(s) based on the school's ability to cater for the student's needs. The final decision in matters of enrolment rests with the Principal.
- 14.** All Loreto Normanhurst policies are subject to regular and systematic review.

**Endorsed by the Loreto Normanhurst School Council 29 January
2001**