



# ST PIUS X COLLEGE

## CHATSWOOD

### ENROLMENT POLICY

#### Introduction and Purpose

#### Enrolment Priorities

All children of parents who are prepared to support the religious principles and ideals of this College are considered eligible for enrolment. The following group of applicants will however have a priority over others in admissions:

The College Enrolment Policy gives priority in the following order:

1.
  - Catholic enrolments from Feeder Schools – Our Lady of Dolours, Chatswood; St Thomas', Willoughby; St Philip Neri, Northbridge; Our Lady of Good Counsel, Forestville; St Martin de Porres, Davidson; Holy Family, Lindfield; Corpus Christi St Ives; Our Lady Help of Christians, Epping. \*Please see over for full details.
  - From **2017, Year 7 (only)** enrolments from Our Lady of Perpetual Succour, West Pymble. This is by special arrangement with the Catholic Schools Office, Broken Bay, beginning with the Year 7, 2019 enrolment intake. \*\*Please see over for full details.
  - From **2018, Year 7 (only)** enrolments from Sacred Heart Pymble. This is by special arrangement with the Catholic Schools Office, Broken Bay, beginning with the Year 7, 2020 enrolment intake. \*\*Please see over for full details.
  - Siblings of enrolled or attending students.
2. Catholic enrolments from non-feeder Catholic primary schools.
3. Catholic boys enrolments attending non-Catholic schools and who are members of a Catholic community.
4. Non-Catholics enrolments from Catholic Schools.
5. Non-Catholic enrolments from non-Catholic schools.

Sons of ex-students of the College are also given consideration.

The College offers Edmund Rice Scholarships to eligible students who may not otherwise be able to attend the College because of financial hardship. They are primarily offered to students applying for entry into Years 5, 6 or 7 and are determined by the College Scholarship Committee.

Applications for students to attend the College for Years 5 & 6 only are **NOT** accepted. All offers of enrolment are offered on the expectation that the enrolment will cover the period from commencement to the completion of Year 12.

#### BASIS OF DISCRETION

**The application of these priorities and considerations may be varied at the discretion of the Principal.**

## Enrolment Numbers

Year 5 is the largest intake i.e. 96 students – 3 classes of 32. The College admits another class of 32 students into Year 6 and 32 students for Year 7. Acceptance into Years 8 to 11 is subject to availability.

## Procedures

### Expression of Interest – Mailing List

To ensure receipt of the Application for Enrolment form at the correct time please complete the Expression of Interest form available online at [www.spx.nsw.edu.au](http://www.spx.nsw.edu.au) under the Enrolment Information heading. You can submit it electronically to the College. There is no fee to lodge the Expression of Interest form. Completion of this form ensures that you are placed on the **mailing** list to receive the Enrolment Application form at the correct time, which is during March two years prior to the student's commencement. Completion of the Expression of Interest form does not constitute an enrolment nor a place on a waiting list.

### Open Day




Every year the College holds an Open Day. All prospective parents are urged to take advantage of this opportunity to meet the Principal, members of the Leadership Team, teachers and students and to inspect the facilities and resources of the College.

### Application for Enrolment for Years 5, 6 & 7

Enrolment applications are accepted two years prior to the student's commencement. Application for Enrolment forms are released during March, two years prior to commencement.

Application forms are **not** available on the website. Application forms are released only from the Registrar's office.

When to fill out an Application for Enrolment form:

Applying for a <b>Year 5</b> position 	When your son has just commenced <b>Year 3</b>
Applying for a <b>Year 6</b> position 	When your son has just commenced <b>Year 4</b>
Applying for a <b>Year 7</b> position 	When your son has just commenced <b>Year 5</b>

The application for enrolment fee is \$110.00 and is non-refundable. Parents are asked to supply a brief personal summary of church and school involvement, copies of birth and sacramental certificates, latest school report and NAPLAN test results (where applicable). A small passport size photo of the applicant is also necessary. Applications for Years 5, 6 & 7 close at the end of April each year. Applications for Years 5, 6 & 7 received after this date are accepted without penalty however only waiting list positions will be available.

### Enrolment Interviews and Confirmation Fee

Every applicant for which a position is established is invited to attend an interview. Following interviews, successful applicants are asked to confirm their position with a \$2,110.00 confirmation fee. **The confirmation fee is non-refundable and non-transferable should you wish to cancel or defer the enrolment.** However, \$2,000 is deducted from tuition fees in Term 2 when your son is in Year 7. All successful applicants and their parents are asked to sign a commitment form.

### **\*Broken Bay Diocese special arrangement**

In regard to the Broken Bay diocese arrangement Year 3 parents will be given the opportunity of applying to the Principal of St Pius X College for their son to commence at the College in either Year 5 or Year 7.

1. Parents of boys in Year 3 must contact the Registrar at St Pius X College for an enrolment application form and lodge it within the specified time limit.
2. After satisfying the usual enrolment criteria of St Pius X College parents will receive formal advice from the Principal of the College of acceptance, or otherwise, for either enrolment in Year 5 or Year 7.
3. All offers of enrolment must be confirmed with the payment of the confirmation fee by the payment date which is within 6 weeks from the time of notification of acceptance. Failure to pay the confirmation fee by the due date will render the offer of enrolment void.

### **\*\*Broken Bay Diocese special arrangement with Our Lady of Perpetual Succour, West Pymble and Sacred Heart Pymble.**

Commencing in **2017 for the 2019** enrolment intake students from OLPS West Pymble and commencing **2018 for the 2020** enrolment intake students from Sacred Heart Pymble will be given feeder school priority for Year **7 only**. Applications for Years 5 & 6 will be accepted, however, the feeder school arrangement will not apply to these intake years. Applications for Years 5, 6 or 7 must be lodged two years prior to commencement.

### **Waiting List Information**

Applicants who do not make the first round of offers are placed on a waiting list. Further offers are made as soon as places become available. Offers can come as late as the beginning of the new school year.

Please note: For the general intake years of 5, 6 & 7, unsuccessful applicants who are on a waiting list from the previous year who wish to be considered for the following year need to make a fresh application. The enrolment application fee will apply and standard selection criteria will stand.

### **Application for Enrolment for Years 8-11**

Enrolment applications for Years 8-11 are accepted after July each year. Interviews for these positions are held towards the end of Term 3 in the year prior to commencement.

Every endeavour is made to place as many applicants as possible. The enrolment process at this College is at all times confidential, exhaustive, fair and honest. Every year the enrolment process is very unpredictable. It is highly recommended to contact the Registrar directly to discuss the facts.

### **Applications from Overseas Student**

The College does not accept overseas students.

### **Policy Review**

**Last Reviewed:** July 2017

**Approved by:** College Board and College Leadership Team

**Renewal Date:** Annually