



St Dominic's Priory College

Enrolment Policy

Commencement date: 1 August 2025

Reviewed on advice from:

Ben Tallboys

Principal

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Last Review Date	Next Review Date
26 March 2026	01 June 2027 (or as required)
Responsible Officer	College Principal



Our Mission

A Catholic College educating girls in the Dominican Tradition.

Our Vision

Inspired by the Gospel of Jesus Christ, we are a girls' College committed to truth and compassion. In the spirit of St Dominic, we contemplate the possibilities and honour the sacred dignity of each person through word and action. We aspire to provide an innovative, rigorous and inclusive education that leads girls and young women to achieve excellence in their studies and confidence in their future.

Our Values

As a Dominican community we value:

- A sense of the sacred; joyful, eucharistic and reflective.
- A love of learning through creative and critical thinking.
- Modelling a eucharistic community as the basis of transformation.
- Teaching the truth, by word and example.

Further information about the College principles and objectives can be found within the College Strategic Plan.

Governance

St Dominic's Priory College is one of the education ministries of Dominican Education Australia (DEA). DEA has oversight of six schools and appoints for each a governing Board of Directors, which is incorporated under the *Corporations Act 2001 (Cwlth)*. The Trustees of DEA and the College Board of Directors assure our Catholicity, fidelity to the Dominican Charism, formation of Board members, excellence in teaching and learning and financial stability. The Principal is the Chief Executive Officer of the College and is accountable to the Board for its internal administration and management.

For more information about DEA visit: <https://dominicaneducationaustralia.com/>

Child Safe

We are a Child Safe employer and are committed to the welfare and protection of children and young people. The College is committed to upholding a diverse and inclusive learning environment, ensuring children and young people are valued and respected. In accordance with the National Catholic Safeguarding Standards, all employees are required to comply with the relevant policies and procedures of the College.

To read the College **Safeguarding Commitment Statement** in full, and access *College Policies, Procedures* and other resources, please visit the College website.

1. Preamble

- 1.1 St Dominic's Priory College (the **College**) is a Reception to Year 12 Catholic girls' day school in the Dominican tradition, educating domestic and international students.

2. Purpose and Scope

- 2.1 The College currently provides a school curriculum for students:
- 2.1.a Little Doms (Reception transition program) to Year 10 based on the ACARA - Australian Curriculum, Assessment and Reporting Authority ("*Australian Curriculum*"), Keeping Safe: Child Protection Curriculum, and Crossways Religious Education Curriculum.
 - 2.1.b Years 11 and 12 based on the South Australian Certificate of Education (SACE).
- 2.2 This policy sets out the principles and requirements for families of prospective students who are seeking to enrol a child at the College (either as a domestic or international student), including specifically the College's approach to inclusivity.

3. Aim and Key Principles

Through this policy, the College aims to:

- 3.1 Promote a Catholic education framework in the Dominican tradition and ethos, and a learning environment where students are educated and nurtured as members of a Catholic community.
- 3.2 Maintain an open and fair procedure for the enrolment of students (both domestic and international) seeking enrolment to the College.
- 3.3 Ensure the procedure for enrolment to the College is fair, transparent and not unlawfully discriminatory.
- 3.4 Explain clearly to prospective parents/guardians (referred to as **parents** for convenience) the College's enrolment process (from enquiry to enrolment).
- 3.5 Ensure that the College can provide for the educational needs of all its students (including domestic and international students) in a manner that reflects the College's duty of care obligations.
- 3.6 Ensure that the College maintains its core values.

- 3.7 Ensure that the College complies with its commitments to supporting students with differing and varying needs, including by making reasonable adjustments where appropriate, and providing a pastoral and learning environment that supports each student's individual needs.
- 3.8 Comply with the requirements of the *Education and Early Childhood Services (Registration and Standards) Act 2011 (SA)*, as amended or replaced from time to time, and other relevant legislation.

4. Roles And Responsibilities

To assist in achieving the above aims, the College has allocated the following responsibilities:

4.1 *Board*

- 4.1.a Ensure the College meets its legal and regulatory responsibilities, including those which relate to inclusivity.
- 4.1.b Review and endorse this policy.
- 4.1.c Review and set the School Fees (as applicable to domestic and international students) on an annual basis and otherwise as required.

4.2 *Principal*

- 4.2.a Establish and implement an enrolment policy and procedure that is open, fair, and complies with all school registration, the College's Constitution, and other applicable legislation.
- 4.2.b Final decision-maker in relation to enrolment decisions.

4.3 *Registrar*

- 4.3.a Ensure compliance with this policy.
- 4.3.b Provide prospective parents with the necessary information about the enrolment processes.

4.4 *Parents*

- 4.4.a Read and comply with this policy.
- 4.4.b When seeking enrolment of a prospective student, complete the Application for Enrolment Form as contained in the College's enrolment documentation (available on the College website).



- 4.4.c Disclose their child's needs (including those which are identified, unidentified and imputed), or information which may otherwise be relevant to the College providing an education to the child, the child's welfare, or the education and welfare of other students.

5 Entry Points

- 5.1 The main enrolment entry points into the College are traditionally:
- 5.1.a Reception.
 - 5.1.b Year 5.
 - 5.1.c Year 7.
- 5.2 Places for enrolment are offered at other levels if vacancies exist.
- 5.3 For the application to be considered in the first round of enrolment application meetings, parents may apply for a place at the College for their child at any time from the child's birth, up until the closing date for the year level intake.
- 5.4 To be eligible for admission to Reception, children must be five years of age on or before 1 May in the year they begin schooling and, in the College's reasonable opinion, school-ready.
- 5.5 In determining the school-readiness of a child, which is assessed against the College's commitment to inclusivity, the following are examples of factors that will be considered:
- 5.5.a **Separation:** Is the child ready to separate from the parent?
 - 5.5.b **Physical independence:** Can the child manage their toileting, and getting dressed and undressed independently?
 - 5.5.c **Education:** Has the child completed an Early Learning program?
 - 5.5.d **Social maturity:** Is the child ready to be part of a classroom group?
 - 5.5.e **Communication:** Is the child able to communicate effectively?
- 5.6 Students enrolled for Reception may be eligible for admission into the Little Doms transition program, which is an 18-month Reception program. This is dependent on the date of birth; the student needs to turn five between 1 May and 31 October of the year of commencement. Little Doms commences in Term 3. Children enrolled in the Little Doms transition program must be fully toilet trained upon commencement.

6 Eligibility Criteria

- 6.1 To be eligible for enrolment, the prospective student must be either:
- 6.1.a an Australian citizen;
 - 6.1.b entitled to stay in Australia, or enter and stay in Australia without limitation; or
 - 6.1.c deemed eligible and approved for enrolment by the Principal as determined at their sole discretion.
- 6.2 All children to be enrolled must be up to date with immunisations recommended under the Australian government's National Immunisation Program Schedule. Prior to commencement of enrolment, the College is required to obtain a copy of a child's Immunisation Statement as evidence that the child is up to date with their immunisations. More information about the legislation can be found online.

7 Open Entry Policy

The College has an open entry policy and invites applications from all families seeking a Catholic education for their daughter(s), including families from other faith traditions and non-religious backgrounds who are prepared to value and respect the ethos, values, liturgical and sacramental practices and traditions of the Catholic Church within the context of the College. However, the College may:

- 7.1 Determine enrolments based on its ability to provide education services to the particular student.
- 7.2 Apply the priorities for enrolment as set out in section 9 of this policy.
- 7.3 Offer fee remission in cases of financial hardship.

8 Application Process

In the context of this policy, there are two key stages of the application process: *'Investigate St Dominic's Priory College'* and *'Submit an Application.'*

Investigate St Dominic's Priory College

Before submitting an Application for Enrolment Form, families of prospective students are encouraged to:

- 8.1 Browse the College website.

- 8.2 Review this policy, and other policies and procedures available on the College website, to fully understand the vision, mission and values that will frame a student's education at the College.
- 8.3 Attend Principal's Tours, as advertised.
- 8.4 Book a tour of the College and receive an Information Pack and Prospectus.
- 8.5 Request or download an Application for Enrolment Form.

Submit an Application

An application for enrolment may be made by submitting a completed online Application for Enrolment Form (domestic or international) with all supporting documentation.

- 8.6 An application for enrolment must be accompanied by:
 - 8.6.a Any required documentation mentioned in the form (to include but not limited to the child's birth certificate or passport and, if applicable, NAPLAN results, school reports, Reception Transition Statements, Visa grant notice, relevant court and parenting orders).
 - 8.6.b A completed Authority to Exchange Information form.
- 8.7 Submitting the Application for Enrolment Form does not guarantee a place at the College.
- 8.8 The application process enables the College to receive information from a range of sources, including the prospective student and the prospective student's parents, current school and former school(s), which is used to assist the College in:
 - 8.8.a considering whether it can meet the child's behavioural, educational and welfare needs (including with regard to the College's duty of care obligations); and
 - 8.8.b deciding whether to exercise its discretion to offer a place of enrolment.
- 8.9 The College will consider each completed Application for Enrolment Form and accompanying documents on a case-by-case basis.

9. Enrolment Process

In the context of this policy, there are four key stages to the enrolment process: '*Application Review*', '*College Considerations*', '*Priority Criteria*' and '*Enrolment Interview*'.



Application Review

- 9.1 The College ultimately has discretion whether to place a prospective student on the College's waiting list, offer an interview, or offer a place of enrolment.
- 9.2 In exercising this discretion, the College considers a range of criteria, including (but not limited to) the following:
 - 9.2.a The date a fully completed Application for Enrolment Form is received (noting incomplete applications will not be processed).
 - 9.2.b The information disclosed in the Application for Enrolment Form.
 - 9.2.c The child's Enrolment interview and, if applicable, pre-enrolment assessments.
 - 9.2.d The child's behavioural history.
 - 9.2.e Whether the values and beliefs of the child's family clearly align with the vision, mission and values of the College.
 - 9.2.f The starting year level of the child.
 - 9.2.g The College's capacity, as an inclusive school, to support a prospective student's relevant needs in the College environment (see 9.3 below).

College Considerations

- 9.3 The merits of the application, prospective student's suitability for enrolment at the College, individual circumstances and practical implications are considered. This includes the:
 - 9.3.a number of students currently enrolled at the College;
 - 9.3.b prospective student's family circumstances (including the willingness of the student and their parent to comply with the College's policies and procedures);
 - 9.3.c prospective student's interests and participation in co-curricular activities;
 - 9.3.d prospective student's participation in the religious life of the College;
 - 9.3.d reasonableness of the adjustments required to facilitate the prospective student's education (including their Personalised Plan for Learning);
 - 9.3.e College's resources and capacity to deliver an education to the student in accordance with its educational model;
 - 9.3.f prospective student's willingness and ability to comply with the College's behavioural standards;



- 9.3.g prospective student's willingness and ability to derive a benefit from the College's educational model;
- 9.3.h prospective student's school-readiness;
- 9.3.i willingness of each family to endorse the College's vision, mission and values; and
- 9.3.j any other considerations set out in this policy.

Priority Criteria

- 9.4 The child is eligible for priority enrolment on the basis of:
 - 9.4.a conditions set out elsewhere in this policy;
 - 9.4.b being a child of a practising Catholic family who has demonstrable links to their Catholic faith community (such as children attending Parish Primary Schools);
 - 9.4.c being a sibling of a current student (noting that siblings will be prioritised provided an Application for Enrolment Form is submitted within 26 months of the start of the school year they are due to commence);
 - 9.4.d being the child of alumni of the College;
 - 9.4.e their identification as a child who has been displaced (such as Refugees).
- 9.5 Applications received after the closing date are placed on the College's Waiting List if there are no vacancies available at the time of submission.

Enrolment Interview

- 9.6 If, and when appropriate, the College will invite a prospective student and their parents to attend an Enrolment interview with a member of the College Leadership Team (e.g. Principal, Deputy Principal), where possible, 24 months prior to the prospective student start date.
- 9.7 For families seeking entry to the College, this interview will:
 - 9.7.a explore the family's commitment to support the ethos and values of Catholicism in the Dominican tradition, and girls' education.
 - 9.7.b enable the College to understand the prospective student's strengths, school-readiness and needs, as well as what they and their family can contribute to the life of the College;

- 9.7.c provide insights into the learning programs, approaches, facilities and services offered at the College, to enable the prospective student and their family to better understand the College's educational program;
 - 9.7.c where appropriate, discuss the recommended learning adjustments currently accessed by the prospective student; and
 - 9.7.d explore the capacity for a strong partnership between home and the College.
- 9.8 Prior to the interview, families will be asked to provide the College with several documents, including a copy of the prospective student's current school reports (if applicable) and other assessment documentation. During the Enrolment interview, or shortly after, prospective students may be required to undertake assessments or testing (including psychometric and behavioural assessments).
- 9.9 Prospective students will be interviewed in person.
- 9.10 Attending an Enrolment interview does not guarantee a place at the College and is not an Offer of Enrolment.
- 9.11 After attending the Enrolment interview, the prospective student's application will be reviewed by the College Principal.
- 9.12 If, for any reason in the College's absolute discretion, the College forms the opinion, as a result of the Enrolment interview, that it would be inappropriate for a child to be enrolled at the College, the College may terminate the enrolment process (or if the child is already enrolled, the enrolment agreement).

10 Offer of Enrolment

- 10.1 At all times, the Principal has absolute discretion to make the final decision about whether an Offer of Enrolment should be made to a prospective student.
- 10.2 Any Offer of Enrolment made by the College will be made in writing.
- 10.3 It is not the College's practice to disclose a prospective student's place on the waiting list or provide specific feedback regarding the timing of an Offer of Enrolment (or, where no offer is made, the reasons for this).
- 10.4 An Offer of Enrolment may be accepted in the form approved by the College, from time to time, subject to the following:
- 10.4.a An Offer of Enrolment will not be accepted until both parents (or where supported by a court order or otherwise agreed at the College's absolute discretion, one parent) have agreed to be bound by the

- College's Terms and Conditions of Enrolment and Parent Code of Conduct, and any other terms set out in the Offer of Enrolment (including payment of the Enrolment Fee and return of requested documentation by the stated deadline).
- 10.4. b Acceptance of the offer must be provided within 14 days unless the College's offer states otherwise.
 - 10.4.c Acceptance of an offer must be accompanied by payment of the non-refundable enrolment fee. A portion of the non-refundable Enrolment Fee will be applied to the enrolled student's School Fees for the first term of enrolment.
- 10.5 An offer may be withdrawn by the College, regardless of the availability of places where:
- 10.5.a Information provided to the College is found to be withheld, false or misleading.
 - 10.5.b There is a significant change in the circumstances of the student or their family, which impacts the College's capacity to reasonably accommodate the student.
 - 10.5.c The Offer of Enrolment is not accepted on the terms provided by the College.
 - 10.5.d The Principal exercises their reasonable discretion to withdraw the offer.
- 10.6 Details about all of the College's tuition fees, levies and other charges (for both domestic and international students), imposed by the College for that school year (collectively, the **School Fees**) and the terms on which School Fees must be paid are set out in the College Financial Information Booklet. A copy of the current Financial Information Brochure is available on the College website.
- 10.7 If parents accept an Offer of Enrolment but the child does not subsequently begin schooling at the College, the parents will forfeit any School Fees paid in advance to the College, unless one term's written notice is provided.

11 Defer, Refuse or Vary an Offer of Enrolment

- 11.1 Parents must notify the College in writing if they wish to defer, refuse or vary an Offer of Enrolment. This must occur by the date stated in the Offer of Enrolment, otherwise School Fees will be payable in accordance with the Terms and Conditions of Enrolment.

11.2 Parents who wish to vary the date of entry for their child's enrolment (either to another date in the same school year or to a subsequent intake year), understand that:

11.2.a Notice must be given to the College in accordance with clause 11.1.

11.2.b If the College agrees to the parents' request, the child will be placed on a waiting list for the preferred year of enrolment and the Offer of Enrolment issued will be terminated. The College makes no guarantee that a place will be available for the child on their preferred commencement date.

11.2.c Should a place be available for their child to commence enrolment at a later date of entry, parents must sign an updated copy of the College's Terms and Conditions of Enrolment and otherwise comply with the College's enrolment requirements at the time.

12 Appealing an Enrolment Decision

12.1 Parents may appeal an enrolment decision in accordance with the College's grievance policies. A copy of the College's policies can be found on the College website: www.stdominics.sa.edu.au.

13 Period of Enrolment

13.1 Once an Offer of Enrolment has been made and accepted, a child's enrolment is ongoing and will remain in place until such time as:

13.1.a a child completes a Year 12 education at the College; or

13.1.b a child's enrolment is otherwise withdrawn or otherwise ends in a manner provided for in the College's Terms and Conditions of Enrolment.

14 Orientation

Orientation and induction occur for all new students and their families, and includes:

14.1 Orientation Days.

14.2 Student orientation on commencement.

14.3 The use of the buddy system for those entering in non-major intake years.

14.4 Information sessions and feedback opportunities.

15 The College's commitment to inclusivity

- 15.1 The College is an inclusive school and welcomes students and other members of the College community, including parents and staff, with a varying range of academic, behavioural, cultural, lifestyle, and religious needs.
- 15.2 In this policy, a child's relevant needs include any needs which a child has (or has had) which may be relevant to the education or welfare of the child (or which may impact upon the education or welfare of others). A child's relevant needs may relate to (amongst other things) allergies, health conditions, physical or intellectual disabilities (whether identified, unidentified or imputed), behavioural or learning challenges or difficulties, learning support requirements and needs of a medical, psychological, health or dietary nature.
- 15.3 The College is committed to complying with its legal obligations regarding students with disabilities, supports the national Disability Standards for Education, and is an inclusive community. However, the College is not necessarily able to cater to every prospective student's relevant needs (including when having regard to the particular needs of the broader student cohort).
- 15.4 The College must be satisfied that it is equipped to adequately respond to a student's relevant needs, and ensure they are able to meaningfully derive from the educational program on offer. In this regard, the process of offering enrolment is informed by the availability of places, as well as the suitability of programs and support levels in relation to a child's relevant needs (and the child's level of school-readiness, if applicable). This consideration is both in relation to an individual child and also, broadly with regard to the College's resources and capacity to support the needs of a cohort of students.
- 15.5 The College also reserves the right to set and enforce reasonable standards of dress, appearance and behaviour. Whilst the College will comply with its legal obligations, the College may not be able to facilitate an enrolment in circumstances where:
- 15.5.a A child poses a threat, or presents a risk of harm, to a member of the College community (including staff, students and parents).
- 15.5.b The child exhibits behaviour that significantly interferes with, or compromises, the teaching and learning experiences of others in the classroom, or social integration in the College grounds.

- 15.5.c The child exhibits behaviours (including violent or sexualised behaviours) that otherwise have an emotional or psychological impact on others.
 - 15.5.d The child does not have, or does not effectively respond to, strategies or supports recommended from qualified medical professionals, to assist the child to self-regulate and best support their positive experiences at school.
 - 15.5.e Accordingly, prior to an Offer of Enrolment occurring, parents must inform the College of all relevant needs a prospective student has.
- 15.6 If a parent fails to promptly inform the College of a student or prospective student's relevant needs, or any significant change in those needs, this damages the trust and confidence required for an effective enrolment relationship between the College and the family of an enrolled student. In such circumstances, the College, in its absolute discretion, may refuse to make an Offer of Enrolment (or, if the enrolment has already commenced, immediately terminate the enrolment of the student in accordance with the Terms and Conditions of Enrolment).
- 15.7 Where a parent promptly informs the College about a student or prospective student's relevant needs, or any significant change in those needs, the College will act in accordance with applicable laws and its Terms and Conditions of Enrolment.

16 Register of Enrolments

- 16.1 The College keeps a register of enrolments of all students who have been enrolled at the College in electronic form. The register includes the following information:
- 16.1.a Name, age, date of birth and residential address of the student.
 - 16.1.b Parent names, contact details, and demographic data.
 - 16.1.c Date of enrolment.
 - 16.1.d Medical information for emergency management purposes.
 - 16.1.e Emergency contact details.
 - 16.1.f Sacramental information.
 - 16.1.g If applicable, home care arrangements, court orders, transfer records.
 - 16.1.h Date of leaving the College and details concerning the student's departure, where appropriate.



16.1.i For students older than six years, details of previous schools or pre-enrolment situation.

16.2 The register is retained indefinitely (in accordance with the College's *Record Management Policy*) after the student leaves the College, and copies of information in the register are transferred to off-site secure storage after a period of time.

17 Related Documentation

St Dominic's Priory College Constitution

St Dominic's Priory College Financial Information Brochure

St Dominic's Priory College Grievance Policy - Students and Community

St Dominic's Priory College Privacy Policy

St Dominic's Priory College Privacy Collection Notice

St Dominic's Priory College Record Management Policy

St Dominic's Priory College Terms and Conditions of Enrolment

St Dominic's Priory College Application for Enrolment Form

18 Revision Record

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