



Loreto Normanhurst

ENROLMENT GUIDELINES

The educational vision of Loreto schools springs from the Gospel of Jesus Christ... This is our vision: that Loreto schools offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service.

Loreto Schools of Australia Mission Statement 1998

RATIONALE

Loreto Normanhurst provides an education within the Catholic, and specifically Loreto tradition. Mary Ward's values of justice, sincerity, truth, felicity and freedom, as well as a deep respect for the contribution of women, underpin the mission of our school and every aspect of school life. Loreto Normanhurst seeks to be a place where our Catholic Christian faith is fostered and developed. We endeavor to be a school where all people are invited to grow in their knowledge and love of God and to embrace the gospel. Each year, this invitation is extended to new students and their families.

PRINCIPLES

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, such as Parish priest or minister, the Principal of a primary school, or current Loreto family.
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 the degree of isolation in the case of applicants for boarding places and to families transferring from interstate or overseas.
4. The school enrolls a number of families who do not profess to be Catholic, but this number is minimal. Such families need to be made aware from the outset that their daughters will not be eligible to be a Liturgy Captain or Extraordinary Minister of Holy Communion.
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. The school endeavors to provide for the specific needs, educational and other, of a student seeking enrolment. Parents or guardians may be asked to provide expert opinion from independent specialists to inform the identification of educational needs and adjustments that may be required, and will be considered, in determining the decision.
6. Loreto schools fulfil their mission in partnership with parents, who are the first educators of their children, hence it is expected that parents will be actively involved in their children's education at the school. This involvement may take a variety of forms.
7. Acceptance of an application form will not guarantee an enrolment interview or an offer of enrolment.
8. The Loreto Normanhurst enrolment guidelines are publicly available and make clear the enrolment priority and criteria.
9. The following information is also publically available:

- procedure for application
 - details of Application and Enrolment Fees and when these are payable
 - details of information sessions, Open Days, orientation days, interviews
 - details of the interview process
 - details of the school's schedule of fees and payment policy
 - timeline for processing applications
 - outline of enrolment conditions and the requirement of formal acceptance of these
 - parental obligations and expectations of parents by the school
10. Parents or guardians will be required to declare at the time of admission and at any time during enrolment that they have:
- disclosed all special needs of the prospective student where it relates to the student's education;
 - disclosed all medical or psychological conditions and/or health care requirements of the prospective student where it relates to the student's education;
 - provided a copy of any Court Orders which apply to the prospective student and /or parent/s; and
 - fully completed the application and enrolment forms.
11. 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.
12. Both parents or guardians will be required, jointly and severally, formally to accept responsibility for the payment of all school fees unless otherwise agreed upon with the school.
13. When accepting a place at Loreto Normanhurst parents are deemed to have accepted the School's values, policies, procedures and expectations and to continue to endorse and support them.
14. Continued enrolment is dependent upon certain prerequisites such as attendance, behaviour and payment of fees. This information is clearly outlined on the Acceptance of Enrolment documentation signed by parents.
15. The decision on whether the student is to be enrolled will ideally be made in partnership with the parents or guardians based on the school's ability to cater for the student's needs. The final decision in matters of enrolment rests with the Principal.
16. Information regarding the school and student body can be found on the My School website www.myschool.edu.au

January 2001

Revised August 2009, June 2010, May 2011, June 2012

This policy appears in the Annual Report, on the school's website and HR Portal. It is also made available to prospective families seeking enrolment in hard copy.