



# Enrolment Policy

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St Mark's Coptic Orthodox College

## **1. Purpose**

This policy outlines the criteria, expectations, and procedures for enrolment at Saint Mark's Coptic Orthodox College. It ensures a consistent and fair enrolment process that aligns with the College's values, ethos, and obligations under relevant legislation, including the Disability Discrimination Act and Disability Standards for Education.

## **2. Scope**

This policy applies to all local students seeking enrolment in Kindergarten through Year 12. For International students, please see our Full Fee Paying Overseas Students ( FFPOS ) Policy.

## **3. College Ethos and Commitment**

Saint Mark's is a Coptic Orthodox Christian College dedicated to nurturing students in faith, academic achievement, and moral growth. Families must support the College's ethos, including participation in religious education and observances. The balance of Coptic origin students and non-Coptic origin students shall be maintained in order not to dilute the Coptic flavour of the College.

## **4. Enrolment Principles**

- Students and families must demonstrate support for the College's ethos and values.
- Applications are processed in order of the date they are received.
- Enrolment offers are contingent on available space and alignment with the enrolment priorities listed below.
- Parents/guardians must disclose all relevant medical, developmental, and academic information to assist the College in meeting students' needs.
- Submission of an application does not guarantee enrolment.

## **5. Enrolment Priorities**

Students will generally be accepted in order of the date they first applied for a place at the College, i.e., the date they submitted their application form. The College Enrolments Secretary is responsible for maintaining applications in this order.

Priority will, however, be given to students who meet the following criteria, in order:

1. Children of Clergy
2. Children of current staff members
3. Children who have another brother/sister already enrolled in the College

4. Children of Coptic Orthodox origin
5. Children of other Orthodox Christian origin
6. Children of other Christian origin
7. Families where two or more students wish to enrol at the College
8. All other children

The Head of College also maintains the right to give priority to children referred through the Diocese of Sydney or a parish priest with exceptional circumstances.

## **6. Enrolment Process**

### **a. Application for Enrolment**

- Complete and submit the Enrolment Application form with supporting documents. The documentation usually required would include:
  - A statement of character from the student's parish priest
  - Baptism Certificate
  - Birth Certificate
  - Citizenship certificate or passport (if born overseas)
  - Recent reports from previous school / pre-school
- Pay non-refundable Application Fee by outlined due date

### **b. School Interview with Student and Family**

- Required for all applicants and their parents/guardians
- Must disclose all relevant academic, medical, behavioural, or developmental information

### **c. Letter of Offer and Enrolment Agreement**

- Successful applicants will receive an official Letter of Offer and Enrolment Agreement
- Pay the Enrolment Bond and Fees in Advance
- Return signed Enrolment Agreement within 3 weeks to secure placement

### **d. Deferral of Enrolment**

● Families who have been offered a place at the School may request to defer the commencement of enrolment for a period of 12 months. If the child does not commence enrolment within this 12-month period, the enrolment offer will lapse and a new application will be required, subject to availability of places at the School.

### **d. Orientation**

- Information provided on start dates, uniform, and required resources

## **7. Conditions of Enrolment**

Parents and guardians agree to:

- Abide by College policies, rules, and updates
- Ensure students wear the correct uniform and meet grooming standards
- Support the College's spiritual and educational program
- Ensure full participation in compulsory curriculum and activities (excursions, sports, camps, liturgies)
- Pay all fees as outlined in the annual Fee Schedule and in accordance with the payment deadlines
- Engage with the College respectfully and cooperatively

## **8. Fees and Financial Responsibilities**

- Annual fees include Tuition, Resources, and Activities
- Payment options include scheduled instalments, early payment discount, or payment plans
- Late fees and collection charges apply for overdue accounts
- The College may suspend enrolment for non-payment
- One full term's written notice is required for withdrawal to receive Bond refund

## **9. Students with Disability or Additional Needs**

- The College is committed to inclusive education
- Families must disclose any disability or learning need during the application process
- Supporting documentation (e.g., assessments, specialist reports) must be submitted
- The College will consult with families and professionals to determine reasonable adjustments
- Failure to disclose relevant information may result in withdrawal of enrolment

## **10. Attendance and Compliance**

- Regular attendance is a legal requirement
- Written explanations must be provided for absences
- Students must arrive on time and remain for the full school day
- Extended leave during term time must be requested in writing

## **11. Use of Technology**

- Students must comply with the Acceptable Use and BYOD Policies
- Devices must be brought daily, charged, and used only for learning
- Misuse may result in disciplinary action, including suspension of BYOD

privileges

## 12. Withdrawal and Termination of Enrolment

- One full term's written notice is required for withdrawal
- Enrolment may be suspended or terminated for:
  - Serious breaches of College policy
  - Non-payment of fees
  - Behaviour that is inconsistent with the College's values or safe operation

## 13. Privacy and Consent

- Personal information is handled in accordance with privacy legislation
- Families can opt in/out of media consent

### Policy Review

This policy is reviewed annually and updated as required by changes in law, College operations, or governance directives.

<b>Authorised By</b>	
<b>Head of College: Anthony Deans</b>	Date: / /25
<b>Head of Primary: Silvia Nada</b>	Date: / /25
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