



Enrolment Policy

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 Education Act 1990 (NSW), Disability Discrimination Act 1992 (Cth), and Disability Standards for Education 2005.

2. Scope

This policy applies to all local students seeking enrolment in Kindergarten through Year 12. For International students, please see our International Students 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.
- Age Requirements: Children entering Kindergarten must turn five (5) years of age on or before July 31 of the year of enrolment, in compliance with compulsory school age legislation.

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.

e. 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 and supporting students with additional learning needs
- Families must disclose any disability, medical condition, or learning need during the application process to ensure appropriate resources can be planned
- Supporting documentation (e.g., assessments, specialist reports, Individual Education Plans) must be submitted
- The College will consult with families and professionals to determine reasonable adjustments under the Disability Standards for Education 2005.
- Where essential information is knowingly withheld during the application process, the College reserves the right to review the enrolment if it impacts the College's ability to properly assess or meet the student's needs under reasonable adjustment guidelines

10. Attendance and Compliance

- Regular attendance is a legal requirement
- Written explanations must be provided for absences in accordance with the College's Student Attendance Policy and Procedures
- 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

12.1 Procedural Fairness

Any process that may lead to the suspension or termination (expulsion) of a student's enrolment will be conducted in accordance with procedural fairness. Parents/guardians and students will be informed of the allegations, provided an opportunity to respond, and decisions will be made by an unbiased decision-maker.

12.2 Re-Enrolment Following Expulsion

Where a student has been expelled from St Mark's Coptic Orthodox College, the student shall be ineligible for re-enrolment for a minimum period of twelve (12) months from the effective date of expulsion.

Upon the expiry of the exclusion period, the student may submit an application for enrolment. Any such application will be considered in accordance with the College's enrolment policies and procedures applicable at the time of application.

In considering an application for re-enrolment, the College may take into account a range of factors including, but not limited to, the student's behavioural history, academic record, evidence of personal growth and rehabilitation, availability of places, and the best interests of the College community.

The expiry of the exclusion period does not create any entitlement to re-enrolment, nor does it constitute a representation, undertaking or guarantee by the College that an application for re-enrolment will be approved. All applications will be assessed on their individual merits and at the absolute discretion of the College.

The Head of College may, at their absolute discretion, determine that a longer period of exclusion applies.

12.3 Enrolment Register and Student Destination Reporting

The College maintains an Attendance Register in accordance with NESA guidelines. When a student under the compulsory school age (under 17 years) withdraws, has their enrolment terminated, or has been **absent for 10 or more consecutive days with zero contact**, and the school has exhausted its investigation in line with the College's Attendance Policy and Procedures, the student is legally presumed to have left the school, the student's destination becomes unknown or unconfirmed, the Head of College will notify the NSW

Department of Education (via the [Student Destination Unknown form](#)) in accordance with statutory obligations.

13. Privacy and Consent

- Personal, health, and sensitive information collected by the College is handled in accordance with the Privacy Act 1988 (Cth), the Australian Privacy Principles (APPs), and the Health Records and Information Privacy Act 2002 (NSW).
- Standard Collection Notices are provided to parents during application, detailing how information is collected, used, stored, and disclosed.
- Families may opt-in or opt-out of media and publishing consents.

Policy Review

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

Authorised By	
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