



Sacré Cœur

Enrolment Policy (International Students)

Document Control

Document Details

Document Name	Enrolment Policy (International Students)
Document created by	Director of Risk and Compliance/Child Safety Officer
Document Approval	The Leadership Team

Document Management

Relevant to	Parents/Caregivers, Prospective Families, Students, Staff and Homestay providers
Related documents include (but not limited to):	• PROTECT Identifying and Responding to Abuse - Reporting Obligations Policy • Child Safety and Wellbeing Policy • Reportable Conduct Policy • Child Safe Code of Conduct • Engaging Families in Child Safety Policy • Diversity Policy • Anaphylaxis and Allergic Reaction Policy • Parent/Caregiver Code of Conduct • Student Code of Conduct • Staff Code of Conduct • Critical Incident Policy • Emergency Management Policy
Related Legislation/Guidelines includes (but not limited to):	• Ministerial Order 1359 (Vic) • Education and Training Reform Regulations (2017) (Vic) • Equal Opportunity Act (2010) (Vic) • Disability Discrimination Act (1992) (Cth) • Disability Standards for Education (2005) (Cth) • Charter of Human Rights and Responsibilities Act (2006) (Vic) • Privacy Act (1988) (Cth)
Review	Every 3 years, or as required

Change History

Author	Date	Change Description	Version
N Visic	July 2024	New Policy developed for the purpose of CRICOS Registration. Policy reviewed and endorsed by the Leadership Team. Policy communication to the School Community and published on the School's website.	V1
N Visic	May 2025	Policy updated to reflect non-material changes regarding Enrolment Policy as per requirements for CRICOS Registration.	V2



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Introduction

Sacré Cœur is a Catholic independent girls' school, from Preparatory to Year 12. Sacré Cœur is a non-selective school and we welcome applications from families of all religious faiths. Our dedication to building confident students with a commitment to academic endeavour and social justice stems from our Sacred Heart tradition, and foundress of the RSCJ, St. Madeleine Sophie Barat.

We are privileged to belong to an international Sacred Heart family of over 150 schools across 41 countries. Our extended international family helps to grow our sense of community as we learn together through diverse opportunities, and engage in programs that support social justice initiatives locally and across the globe.

A Sacré Cœur education offers a transformative experience and is linked to a nurturing, supportive community in which Christian values are authentically embedded, lived and shared by all in the School. The experience is inclusive of all dimensions of a whole person – the spiritual, academic, social-emotional, physical, psychological, aesthetic, and ethical.

We give expression to our commitment and excellence in the spirit of Cor Unum through living out our five Sacred Heart Goals, which are:

1. *A personal and active faith in God* → **IDENTITY** → “Find Your Hope”
2. *A deep respect for intellectual values* → **LEARNING** → “Educate Your Mind”
3. *A social awareness that impels to action* → **SERVICE** → “Give Your Heart”
4. *The building of community as a Christian value* → **BELONGING** → “Create Your Connection”
5. *Personal growth in an atmosphere of wise freedom* → **DISCERNMENT** → “Fulfil Your Purpose”

Our graduating students move forward, connected to, identifying with, and belonging to something infinitely bigger than themselves. Sacré Cœur students and alumnae have, and will continue to have, a discernible impact on our world. They seek to be people of integrity and positive influence.

1. Purpose

The purpose of this policy is to provide the framework for the enrolment of International Students at Sacré Cœur.

2. Scope

This policy applies to all staff, international students, parents/caregivers of international students and homestay providers.

3. Definitions

Catholic Student

For the purpose of enrolment in a Catholic school, a student is considered to be Catholic if they are a member of the Catholic Church, usually established by a Certificate of Baptism, or there is evidence of the student's intention to be baptised.

Orthodox Student

Orthodox refers to non-Catholic Eastern churches which includes Greek Orthodox, Coptic Orthodox, Ukrainian Orthodox, Russian Orthodox, Serbian Orthodox and Other Orthodox.

Catholic School

A Catholic school is one which operates with the consent of the Archbishop of Melbourne, where formation and education are based on the principles of the Catholic doctrine.

Parish

'Parish' refers to the local parish as defined by its geographical boundaries and student location is based on home address.

Student Code of Conduct

Student Code of Conduct provides clear guidelines to all students regarding the conduct expected of them whilst at School, and whilst engaging in School related activities or representing the School. Additionally, it also includes behaviour outside of School and/or School related activities that may compromise Sacré Cœur's reputation.

Parent/Caregiver Code of Conduct

Parent/Caregiver Code of Conduct outlines the type of practice the School requires our school community to follow and it assists in ensuring the safety and wellbeing of children, families and staff. The Code of Conduct provides guidelines to promote desirable and appropriate behaviour to ensure that all interactions that parents/caregivers have with staff or students are respectful, honest, courteous, sensitive and considerate.

4. Policy

Sacré Cœur is committed to include international students in the School population. The number of students, educational prerequisites and other enrolment requirements will be reviewed regularly. Clear guidance concerning enrolment requirements and procedures are available to prospective students and their families. The School's [CRICOS](#) registration will include primary and secondary international student enrolments, subject to availability.

5. Entry Conditions

In considering the admission of a student to the School the following factors are considered:

- Student's current level of study
- Reports of the student's academic progress, including attainment levels
- [AEAS](#) English language proficiency test
- Age of the student
- Welfare arrangements of the student
- Availability of places at the appropriate year level in the School
- Attendance at [ELICOS](#) course (if required).

In line with ***Sacré Cœur's Accommodation and Welfare Policy (International Students)***, the School will only consider enrolment in the following situations:

1. Joigny (Year 1 – Year 6) when the student is accompanied by a parent (mother and/or father).
2. Senior School (Years 7 – Year 12) when the student is accompanied by a parent (mother and/or father).
3. If the student is aged 15 years and above, and not accompanied by a parent, the School will approve welfare arrangements, which must remain in place until the student finishes schooling at Sacré Cœur.

If the school is responsible for approving the student's accommodation and welfare arrangements, the school issues a [CAAW letter](#), which allows an undertaking to approve appropriate accommodation, support and welfare arrangements for the student for the duration of the student's enrolment at Sacré Cœur.

6. Education Qualifications and English Proficiency

If a student has not completed the whole of an academic year before entry, the School's recommendation is to repeat the particular year level. For example a student wishing to enrol in Year 10 must have completed a full year of Year 9 to be considered.

The School will only consider a mid-year commencement for Year 10 and below, subject to the entry considerations listed above. The student's English language proficiency should be such that it enables the student to cope with the class work for the required year level of entry.

When English is not a student's first language, or classes at the student's previous school are not conducted in English, further assessment may be required before a place is offered. This will be assessed through an [AEAS](#) test. The School reserves the right to request that the student complete an [AEAS](#) test pre enrolment.

7. Reduced Course Duration

If the School grants the international student course credit that reduces the overseas student's course length, the School will inform the student of the reduced course duration and ensure the confirmation of enrolment (CoE) is issued only for the reduced duration of the course. The School will report any change in course duration in PRISMS if course credit is granted after the overseas student's visa is granted.

8. Enrolment of Students Currently at a School in Australia

Sacré Cœur does not seek enrolments of students who are currently enrolled at other schools in Australia. When there is an enquiry from a student who is currently studying in Australia, the School will ascertain the length of time the student has been studying at the current school through checking [PRISMS](#), and requesting a copy of the most recent school report.

The School will only consider an enrolment from such a student when the student has been enrolled at the current school for more than six months, taking into account all other requirements for enrolment.

9. International Enrolment Procedures Summary

Prior to contacting Sacré Cœur, parents/caregivers or agents are encouraged to read the following information available on the [School's website](#), including, but not limited to:

- International Students Booklet (Information Package)
- ***Deferment, Suspension and Cancellation Policy***
- ***Default and Refund Policy***
- ***Accommodation and Welfare Policy***
- [ESOS](#) information

10. Application for Enrolment

Enquiries regarding potential enrolments should be directed to the [Admissions and Community Manager](#). Following contact with the [Admissions and Community Manager](#), and subject to placement availability, an ***International Student Enrolment Agreement***, is to be completed and signed by both parents/caregivers. The ***International Student Enrolment Agreement*** must be submitted to the [Admissions and Community Manager](#), along with the following additional documentation:

- Translated copies of the student's latest school reports;
- A verified translated copy of the student's birth certificate;
- A verified translated copy of the student's passport;
- [AEAS](#) test results; and
- A copy of the ***Confirmation of Enrolment Letter*** and [CAAW](#) if completing an [ELICOS](#) course prior to commencing at Sacré Cœur (if applicable).

11. Assessment of Application for Enrolment

The [Admissions and Community Manager](#) together with the Head of Joigny or the Director of Learning and Teaching, assess all applications. Students may be required to complete further language or academic testing (if required).

10.1 Offer of a Place

If the student's application is successful, the School will forward a **Letter of Offer** to the referring agent, or the family if it is a direct application. The **Letter of Offer** also includes the School's specific information for parents/caregivers regarding term dates, purchase of the School uniform, booklists, extra-curricular activities etc.

10.2 Accepting the Offer

To formally accept the offer and secure a place at Sacré Cœur, the following must be submitted by the parents/caregivers and finalised with the School:

- Payment of fees as requested by the due date; and
- Evidence of purchase of [Overseas Health Student Cover \(OSHC\)](#) (a copy of the Certificate of Currency with the membership number, start date and end date must be provided).

10.3 Confirmation of Enrolment and Confirmation of Approval of Accommodation and Welfare (CAAW)

Once the payment of fees and the documentation requested above has been received, the School will issue:

1. **A Confirmation of Enrolment Letter** (through [PRISMS](#)); and a
2. **A Confirmation of Approval of Accommodation and Welfare** ([CAAW](#)) form (if applicable).

Although Sacré Cœur approves the use of external providers to assist in the provision of accommodation and welfare services, Sacré Cœur does not delegate, outsource or contract out the School's responsibility.

The School remains responsible for approving the student's accommodation and welfare, if the student has entered Australia on a student visa under a [CAAW](#) document. However, under a [CAAW](#) document, the School, is **not** taking over legal parental responsibility for the student. The parent, or person who has legal parental responsibility of the student, remains at all times legally responsible for the student.

The **Confirmation of Enrolment Letter** (and [CAAW](#) if applicable), will enable families to apply for the student visa. Each country has different procedures and timelines for this process and we recommend that families familiarise themselves with this process before submitting their child's application. We recommend that families use the services of an education agency to assist with the application process, visa preparation and submission.

12. Review of Policy

This policy will be reviewed for effectiveness:

- As part of Sacré Cœur's policy review schedule;
- As required, with changes to current legislation, research, policy and best practice;
- Following issues raised through the **International Students – Grievance and Appeals Policy** or the **Complaints Policy (or Grievances Policy)**; and
- Upon receipt of staff and parent/caregiver feedback.