



ENROLMENT POLICY

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ENROLMENT POLICY

1 Rationale

The Enrolment Policy exists in order to assist with the selection of students who seek enrolment at St Francis College. At all times, it is necessary to ensure that there is an agreed respect for the Catholic, Christian values which are inherent in the College. Whilst the purpose of our College is to nurture children in the Catholic Faith, we are open to the enrolment of non-Catholic students.

2 Guidelines

Enrolment at St Francis College is subject to an interview with a member of the College Senior Leadership Team and the availability of vacancies within the College. All enrolments will be discussed in connection with our College's Enrolment Policy, which gives preference for placement into our school under the criteria listed below.

- 2.1 Preference will be given to children in Year 1 – 12 who are:
 - i. Baptised Catholic students currently attending a Catholic School;
 - ii. Baptised Catholic students currently attending a non-Catholic School;
 - iii. Students of other Faiths currently attending a Catholic School;
 - iv. Students of other Faiths currently attending a non-Catholic School.
- 2.2 Preference will be given to children enrolling for Prep are:
 - i. Baptised Catholic students;
 - ii. Non-Baptised Catholic students.
- 2.3 Online Application Forms is the College preferred method of applying for enrolment. All required supporting documents must be received and the application fee paid before the application can be processed.
- 2.4 All enrolments are subject to the discretion of the Principal or his delegate. In addition to the categories outlined above, consideration is also given to a range of additional factors, including:
 - i. Readiness for school (particularly entry to Preparatory Year and Year One);
 - ii. Previous commitment to Christian schooling;
 - iii. Parental expectations in relation to: study commitment, school participation, appropriate behaviour and faith involvement;
 - iv. Support available for particular student needs in learning and behavior;
 - v. Particular family circumstances.
- 2.5 All enrolment interviews will be completed by the end of the third last week of the school year. Any applications including siblings received after this date cannot be guaranteed a position and may be placed on a waiting list.

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- 2.6 Special Needs Enrolment. As a Christian school St Francis College welcomes children who have special learning needs. Children who have disabilities of any kind have the opportunity to be enrolled as per the Enrolment and Support Process for Students with Special Needs which is administered by Brisbane Catholic Education. This process helps both parents and the College decide how best to cater for the needs of the child concerned. Failure to disclose information relevant to the learning and behavioural needs of your child may subsequently result in termination of the enrolment.

3 Conditions of Enrolment

- 3.1 St Francis College operates from a Christian philosophy while being administered and owned by the Archdiocese of Brisbane Catholic Education. All students and families are required to support the ethos, mission and values of the College. Students are expected to participate in the Religious Education and other related programs of the College, including attendance at liturgical experiences and celebrations, retreats and camps, that may be organised from time to time.
- 3.2 Students enrolled accept the rules of the College and parents/caregivers cooperate with College staff in implementing the Positive Behaviour 4 Learning (PB4L) Policy.
- 3.3 Students who are marginalised due to financial or social circumstances will always be considered for enrolment based on their commitment to participate in the life of St Francis College.
- 3.4 Financial difficulty is not a means for discerning the acceptance of enrolment of students and where families meet the fee concession criteria, consideration is given to students on a case by case basis.
- 3.5 The Principal or Head of Campus' discretion is the final decision resulting in enrolment acceptance.
- 3.6 An **Application Fee of \$25 per family** is payable on application. This fee is non-refundable.
- 3.7 An **Enrolment Acceptance Fee of \$50 per family** is required to confirm acceptance of a place at St Francis College. This Fee is not refundable.
- 3.8 The College has a commitment to considering the enrolment of students with particular pastoral and social needs.

4 Enrolment Cancellation

Families who are leaving the College need to complete an *Exiting Student Form* (available from the office and the College website) detailing a final enrolment day and a forwarding address. Outstanding fees must be settled by the student's last day at school and any resources returned to the library.