

# ENROLMENT POLICY

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# ENROLMENT POLICY

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## 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.

St Francis College does not discriminate on the basis of gender, race, religion or disability, but seeks to provide the best educational environment for each child.

## GUIDELINES

Online Application Form is the College preferred method of applying for enrolment. All required supporting documents must be received and the application fee (\$55 inc GST) paid before the application can be processed.

Enrolment at St Francis College is subject to an interview with a member of the Executive College Leadership Team and the availability of vacancies within the College. A process of discernment regarding the offer of enrolment places will be undertaken by the College following receipt of an enrolment application. Each application will be judged on its merit with considerations, such as:

- Whether the applicant is the sibling of a current/past student of the College.
- Students from families from other faith traditions who are willing to commit to the values of the College and who are willing to support and contribute positively to the life of the College.
- The degree of involvement by the student and parents/caregivers in their school, parish, or community.
- The student's educational and behavioural history.
- The parent/caregiver's commitment to support College policies and processes.
- The parent/caregiver's commitment to meeting the payment of College school fees and levies.

While students enrolled at a Catholic primary or secondary school will be given priority, enrolment should not be seen as automatic or guaranteed.

The offer of positions is not affected by the order in which the applications are received.

Enrolment decisions are made by the College in accordance with this policy, and other various Brisbane Catholic Education policies.

Ongoing enrolment of all students is subject to students and families meeting College expectations.

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All enrolments are subject to the discretion of the Principal or their delegate. In addition to the categories outlined above, consideration is also given to a range of additional factors, including:

- Readiness for school (particularly entry to Preparatory Year);
- Previous commitment to Christian schooling;
- Parental expectations in relation to: study commitment, school participation, appropriate behaviour and faith involvement;
- Support available for particular student needs in learning and behaviour;
- Particular family circumstances.

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.

Children transferring from St Francis College to another school are not guaranteed re-enrolment at a future date. If a request for re-enrolment is made, then the normal enrolment procedures will be followed.

### 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. Full and honest disclosure is necessary to allow the College to make informed decisions about the student's educational and personal needs. Failure to disclose information relevant to the learning and behavioural needs of your child may subsequently result in termination of the enrolment.

### ENROLMENT PROCEDURES

1. Enrolment applications are completed online from the College website. A due date for receipt of enrolment applications for main intake in Prep and Year 7 will be advertised and included in the enrolment package.
2. Applications must contain all required information (e.g., birth certificate, baptismal certificate, school reports, immunisation details or records, etc) and lodgement/application fee before the application can be processed.
3. Applications submitted after the advertised due date (for main intake in Prep and Year 7) cannot be guaranteed an enrolment interview and/or offer of a position.
4. Acknowledgement of receipt of an application does not guarantee an invitation to interview for enrolment or an offer of enrolment.

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5. Applicants and their families may be offered an enrolment interview with a member of the Executive College Leadership Team.
6. The Principal or their representative will make contact with the student's current school or Kindy to seek information regarding areas such as, but not limited to, readiness for Prep, academic progress, learning needs (if any), behaviour and relationships with peers and staff, commitment to learning, and involvement in school activities.
7. Applicants will be notified in writing of the outcome of the interview process and whether a position is offered.
8. Families offered a position will be notified of the timelines and procedures for acceptance of the offer.
9. Enrolment is confirmed upon receipt of the confirmation fee (\$100) being paid.
10. Families without enrolment offers may be given the opportunity to remain on a waiting list. Subsequent offers will be made upon positions becoming available in accordance with enrolment guidelines and processes.

### ENROLMENT OFFERS

In accepting an offer of enrolment, parents/caregivers agree to commit to working in partnership with the College for the benefit of their child. There is an expectation of ongoing support for and commitment to:

- Education in the Catholic Christian tradition and religious practices of the school.
- Engagement in learning processes where students are challenged to do their best.
- The College's Code of Conduct for student and parent/caregiver behaviour.
- Meeting financial obligations towards school fees and levies.
- All school policies, rules, and procedures.
- Regular, full attendance, and participation in school-based activities to the best of a student's ability (e.g. classes, retreats, camps, carnivals, liturgies, whole school/year level events).

Enrolment will depend on the student and parents/caregiver signing a Conditions of Enrolment Agreement, which may be withdrawn if the student or the parents/caregivers reject the College's expectations, values, or standards of behaviour.

When accepting a place at St Francis College parents and caregivers are deemed to have accepted the College's policies, values, procedures and expectations and commit to ongoing support of these.

**Non-disclosure of any information relevant to the application for enrolment may result in discontinuation of the enrolment process or withdrawal of a student's enrolment.**

Continued enrolment is dependent upon certain pre-requisites such as attendance and behaviour.

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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.

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.

The Principal or Head of Campus' discretion is the final decision resulting in enrolment acceptance.

An **Application Fee of \$55 per student** is payable on application. This fee is non-refundable.

An **Enrolment Acceptance Fee of \$100 per student** is required to confirm acceptance of a place at St Francis College. This Fee is non-refundable.

The College has a commitment to considering the enrolment of students with particular pastoral and social needs.

## ENROLMENT CANCELLATION

Parents or caregivers may cancel a student's enrolment. 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 reason for leaving. Outstanding fees must be settled by the student's last day at school and any resources returned to the College library.

The Principal, or their delegate may cancel a student's enrolment at the College for any breach of the College expectations and failure to adhere to the Positive Behaviour 4 Learning (PB4L) Policy.