



ENROLMENT POLICY

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ENROLMENT POLICY

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

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.

Preference will be given to children in Year 1 – 12 who are:

- Baptised Catholic siblings of a student currently/previously enrolled at the College;
- Baptised Catholic students currently attending a Catholic School;
- Baptised Catholic students currently attending a non-Catholic School;
- Students of other Faiths currently attending a Catholic School;
- Siblings of students of other Faiths currently/previously enrolled at the College;
- Students of other Faiths currently attending a non-Catholic School.

Preference will be given to children enrolling for Prep who are:

- Baptised Catholic students;
- Non-Baptised Catholic students;
- Siblings of students enrolled in other year levels.

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.

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 and Year One);
- Previous commitment to Christian schooling;
- Parental expectations in relation to: study commitment, school participation, appropriate behaviour and faith involvement;

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- 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.

CONDITIONS OF ENROLMENT

St Francis College operates from a Christian philosophy while being administered and owned by the Archdiocese of Brisbane Catholic Education. 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.

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.

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

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.

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An **Application Fee of \$25 per student** is payable on application. This fee is non-refundable.

An **Enrolment Acceptance Fee of \$50 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.

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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 a forwarding address. 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.